

An aerial photograph of the San Diego International Airport. The image shows the main runway, taxiways, and parking areas. Overlaid on the image are green lines and shapes that represent proposed design improvements or tenant improvements. These include several large, irregular green areas along the edges of the runways and taxiways, and some smaller green shapes within the taxiway areas. The airport is situated next to a body of water on the left side, and there are various buildings and infrastructure visible around the perimeter.

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY

July 1, 2023

San Diego International Airport  
San Diego, California

# TENANT IMPROVEMENT DESIGN MANUAL (TIDM)



## 1.0 Introduction

1.1 Forward	6
1.2 Navigating this Document	7
1.3 Airport Authority Contacts	7
1.4 Project Roles	8
1.5 Authority Responsibilities	8
1.6 Data and Material Furnished by the Authority	9
1.7 SAN Campus Map	10

## 2.0 Architectural / Engineering Design Standards

2.1 General	12
2.2 Qualified Professional Architect and Engineer	12
2.3 Base building Improvements	13
2.4 Base building Conditions	14
2.5 Request to Modify Base building Conditions	17
2.6 Tenant Improvements	18
2.7 Pest Control Measures	18

## 3.0 Tenant Design Standards

3.1 General	20
3.2 Floor Construction and Materials	20
3.3 Wall Construction and Materials	21
3.4 Ceiling Construction and Materials	22
3.5 Control Joints	23
3.6 Lighting	23
3.7 Glazing	25

3.8 Door Closures / Exit Doors	26
3.9 Public Sales / Service Counters	27
3.10 Special Conditions	28
3.11 Storage	30
3.12 San Diego International Airport RCC	30

## 4.0 Signage Design Standards

4.1 General	34
4.2 Signage Types	34
4.3 Information Displays	34

## 5.0 Technical Design Standards

5.1 General	36
5.2 Codes and Regulations	37
5.3 Seismic Design Criteria	37
5.4 Accessibility	38
5.5 Sustainability	38
5.6 Sound Transmission Criteria	39
5.7 Structural	39
5.8 Mechanical	41
5.9 Plumbing and Fire Protection	44
5.10 Electrical	46
5.11 Fire Alarm	48
5.12 Telecommunications	49
5.13 Base building Penetrations	51

## 6.0 Design Review and Submittal Process

6.1 General	53
6.2 Conceptual Design	54
6.3 Schematic Design–30% Review	55
6.4 Design Development–60% Review	55
6.5 Construction Documents–90% Review	56
6.6 Construction Documents–100% Review	57
6.7 Permit Conformed Set–Issue for Construction	57
6.8 Design Submission Format Requirements	58
6.9 Drawing Revisions Documentation	60
6.10 As-Built and Record Drawings	61
6.11 Work Site Documents and Samples	61
6.12 Shop Drawings, Product Data, and Samples	62
6.13 Substitutions or Alternates	62

## 7.0 Pre-Construction

7.1 Objectives	64
7.2 Tenant’s Contractor Agreement - Made in California	65
7.3 Authority Contractor Acceptance	65
7.4 Authority Proprietary Systems Maintenance Contractors	66
7.5 Prevailing Wages	66
7.6 Tenant Payment and Performance Bond	66
7.7 Insurance Requirements	67
7.8 Acceptance of Premises	67
7.9 Coordination and Site Logistics Plan	67
7.10 Safety Programs	68

7.11 Permits and Licenses	68
7.12 Contract Documents	68
7.13 Notice to Proceed (NTP)	69
7.14 Construction Deposit	69
7.15 Pre-Construction Conference	70

## 8.0 Construction Standards

8.1 Objectives	72
8.2 Laws and Codes	72
8.3 Line of Authority	73
8.4 Tenant Superintendent	73
8.5 Inspections	74
8.6 Project Control	75
8.7 Site Conditions	75
8.8 Requests for Base building Information	75
8.9 Tenant Cooperation and Coordination	75
8.10 Authority Contractor Cooperation and Coordination	77
8.11 Concurrent Construction	78
8.12 Damage During Construction	78
8.13 Interruption of Existing Facilities	79
8.14 Quiet Enjoyment, Interruption, and Contamination	79
8.15 Work in Public Areas	80
8.16 Protection of Property	80
8.17 Freight Elevators	80
8.18 Trash Removal and Portable Toilets	81

8.19 Clean-up During Construction . . . . . 81

8.20 Temporary Construction Barricades . . . . . 81

8.21 Staging . . . . . 82

8.22 Work Site Access . . . . . 82

8.23 Working Hours . . . . . 82

8.24 Security . . . . . 83

8.25 Equipment / Tools . . . . . 83

8.26 TSA Inspections . . . . . 84

8.27 Parking . . . . . 84

8.28 Substantial Completion / Certificate of Occupancy . . . . . 84

8.29 Project Closeout. . . . . 84

**9.0 Additional Authority Resources**

9.1 San Diego International Airport Authority Resources . . . . . 86

9.2 Federal Aviation Administration Resources . . . . . 86

**10.0 Exhibits, Appendices**

10.1 Definitions, Acronyms, and Abbreviations . . . . . 88

10.2 Exhibits and Appendices . . . . . 92

# 1.0 Introduction

- 1.1 Forward
- 1.2 Navigating This Document
- 1.3 Airport Authority Contacts
- 1.4 Project Roles
- 1.5 Authority Responsibilities
- 1.6 Data and Material Furnished by the Authority
- 1.7 SAN Campus Map

## 1.1 Forward

The San Diego County Regional Airport Authority (Authority) welcomes you as a partner to the San Diego International Airport (SAN). Our mutual path to project success is outlined within these pages so it is essential that Tenant becomes familiar with the contents. Communication is the lubricant that will keep the engine of our collective efforts running well, so ask for clarifications and point out any discrepancies should they arise.

This manual is crafted to provide the user with a clear and concise understanding of the requirements that serve as the foundation to the Authority's Mission Statement.

### SAN MISSION STATEMENT

"We will plan for and provide air transportation services to the region with safe, effective facilities that exceed our customer expectations. We are committed to operating San Diego's air transportation gateways in a manner that promotes the region's prosperity and protects its quality of life."

Tenants play a key role in enhancing the customer experience through design excellence and quality construction. It is from constraint that design opportunity flourishes, and this is the spirit in which this comprehensive set of guidelines is provided. It includes the planning, design and construction standards required to ensure that Tenant plans are prepared to be compliant with Authority standards and, if in an operating terminal or facility, that projects are constructed with minimal impact to SAN operations.

This manual outlines the Authority's and Tenant's obligations and the rules, requirements, restrictions, and boundaries placed on Tenant construction. As such, the Tenant shall distribute the current Tenant Improvement Design Manual (TIDM) to all design and construction team members. The requirements of this manual are supplemental to the Tenant's contractual lease with the Authority and included in the lease for reference. In the event of any conflict between the TIDM and the lease with the Authority, the lease shall prevail.

This TIDM replaces all previous tenant design guidelines and is to be used in conjunction with other Authority standards. Refer to [Chapter 9 Additional Authority Resources](#), for a list of the Authority's requirements for all building components and systems which the Authority maintains. For the Tenant, the standards apply to various conditions where an Authority or Base building interface occurs. Dimensions and details are for reference only as actual conditions may vary. Tenant is solely responsible to field verify the accuracy of all information prior to commencing design including field verification of all existing conditions and the location of all built elements, utilities, and building systems. The Authority is not responsible for existing conditions and their effect upon Tenant design and construction. For unbuilt spaces it is the responsibility of the Tenant to thoroughly review all pertinent construction documents. In addition, as there are ongoing construction improvements at SAN, it is the Tenant's responsibility to coordinate the status of these improvements relative to their impact on the premises.

The Authority encourages a collaborative working relationship between Authority staff and the Tenant's design and construction teams. The Tenant Improvement Program (TIP) Manager will assign an Authority TIP Coordinator to serve as Tenant liaison and primary point of contact for day-to-day Tenant needs. The TIP Coordinator's responsibility is to assist the Tenant through the design review, construction and project closeout phases.

All of the Tenant's proposed improvements are to be submitted to the Authority for review and approval in writing as outlined in [Chapter 6, Design Review and Submittal Process](#), prior to construction or installation and shall comply with all applicable local, state, and federal codes, rules, and regulations. The Authority reserves the right to reject any Tenant proposed design, finish material, fixture, furnishing, equipment, signage, graphic or method of construction or installation at the sole discretion of the Authority. The Authority may provide recommendations for correcting design deficiencies including possible alternative design solutions at the Tenant's sole cost and expense.

There are three tenant project types that are subject to the requirements of the TIDM:

- a. Public Tenant
- b. Non-Public Tenant
- c. Passenger Service Tenant

Refer to [Section 10.1, Definitions, Acronyms, and Abbreviations](#).

The TIDM shall be strictly adhered to as it establishes the minimum standards for the design, construction, and performance requirements for Tenant improvements. All pertinent information contained within the TIDM shall be fully explained and noted within the Tenant's Construction documents. Atypical construction and installation of specialty equipment that may require exceptions to SAN Standards for Tenant buildouts shall be reviewed on a case-by-case basis.

Refer to [Chapter 6 Design Review and Submittal Process](#).

Other project types such as Retail and Food & Beverage Tenants are subject to additional Concession Design Manual requirements. Contact TIP Manager/Coordinator for further direction.

## 1.2 Navigating this Document

This manual is optimized to be viewed digitally. All chapters and sections of the manual have corresponding PDF bookmarks that can be navigated using any standard PDF viewing software. In addition, the manual contains hyperlinks that can be clicked to take the reader to specific pages of the document. Hyperlinks are indicated with aqua-colored text that describes the hyperlink destination. An example of a hyperlink is included below. Clicking on the aqua colored text will bring the reader back to the table of contents.

### [Return to the Table of Contents](#)

If printing and viewing this manual is preferred, the document sheets have been sized to print on standard letter-sized (8 1/2" x 11") paper format in the landscape orientation.

## 1.3 Airport Authority Contacts

The following Authority contacts are provided to assist the Tenant and their team in making timely contact with the appropriate Authority staff. All Tenant Improvement (TI) activities with the Authority, including project design, submittal review and construction, shall be coordinated through your designated TIP Manager. All matters relating to the Tenant's lease agreement with the Authority and all issues relating to the Tenant's operations are to be reviewed and reconciled through the Asset Manager.

### **TENANT IMPROVEMENT PROGRAM**

San Diego County Regional Airport Authority (SDCRAA)

P.O. Box 82776

San Diego, CA 92138-2776

For overnight deliveries:

3032-A North Harbor Drive

San Diego, CA 92101

### **TENANT IMPROVEMENT PROGRAM MANAGER**

[TIP@san.org](mailto:TIP@san.org)

## 1.4 Project Roles

The Authority is responsible for managing all work at SAN. As a Tenant, your project will require an onsite Project Manager (PM) who is empowered and responsible for delivering all work within the agreed upon budget and schedule to the Authority. The Tenant's PM's will interface with a designated Authority Asset Manager and TIP Manager to help us meet our mutual design and construction, schedule, and quality goals. All Tenant Improvement Projects (TIPs) at SAN shall acquire the necessary formal written approvals in writing by the Authority prior to commencement of any work. All projects must be on a specific schedule which should include the project kickoff as well as an initial concept design review through the traditional milestone phases of 30%, 60%, 90%, 100%, and Conformed Permit Set. The Authority's TIP Manager will issue a Notice to Proceed (NTP) checklist prior to the date of the anticipated permit issuance. Tenant will confirm having met all NTP Checklist requirements in advance to ensure a successful Pre-Construction (Pre-Con) conference and no delay to the Authority's issuance of NTP.

### AUTHORITIES HAVING JURISDICTION (AHJ):

- a. The Tenant is responsible to meet the AHJs requirements for all work. This includes, but is not limited to, the following:
  - i. Construction documents (drawings, specifications, contracting requirements, responsibility matrix, etc.)
  - ii. Construction through commissioning (test and balance), and close out
  - iii. Title 24 of the California Code of Regulations as adopted by the City of San Diego Planning and Development Services Department is applicable; The Authority's reviews are not a substitute for the Tenant's responsibilities to satisfy applicable AHJ requirements (federal, state, and local codes, rules, regulations, and requirements governing work at SAN).
- b. Disclaimer: The Tenant is solely responsible to satisfy all AHJ requirements. Should a discrepancy arise between an Authority requirement and an AHJ requirement, then the latter shall govern unless the Authority standard is higher and does not conflict. The Tenant is required to inform the Authority immediately in writing within five days of identifying any such condition.

### AUTHORITY FORMS, EXHIBITS AND GUIDELINES:

Authority Forms, Exhibits Guidelines are listed in [Chapter 9, Additional Authority Resources](#).

## 1.5 Authority Responsibilities

The following is an overview of responsibilities assumed by the Authority for construction and in support of the tenant program:

- a. Construction and fit out of common building and site areas.
- b. Construction of shell spaces per base building plans or as approved by the Authority.
- c. All program areas not designated for use by a Tenant or other tenant/operator residing in the building.
- d. Inspection and coordination for compliance with the Authority's guidelines, rules, and regulations.

The responsibility of the Authority shall be dictated by Tenant's lease with the Authority. In the event there is no existing agreement, the Authority's responsibility shall be negotiated.

All previously occupied premises will be available in their "as-is" condition, unless otherwise agreed upon by the Authority in writing.



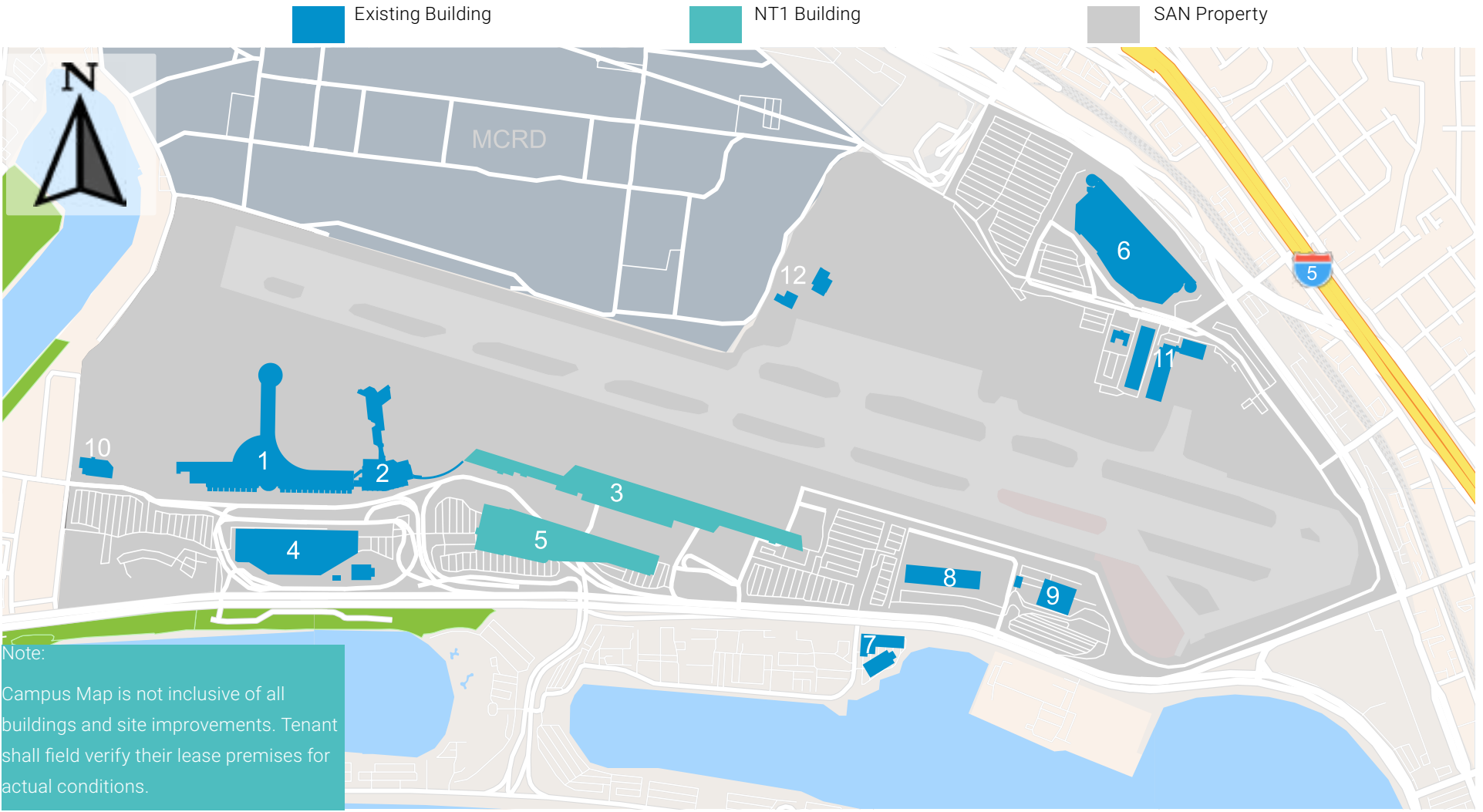
## 1.6 Data and Material Furnished by the Authority

Tenant shall work with its Project TIP Coordinator to request any documentation regarding its project site base building conditions, including hazardous material reports. The Authority will make every effort to provide the Tenant with the requested documents; however, the Tenant is responsible to field verify for accuracy and completeness the actual site conditions. In all instances, the Tenant will be required to conduct a site survey/audit in preparation for its site acceptance.

SAN does not warrant the accuracy, and expressly waives any responsibility for the accuracy, of any requested drawings or other documentation. If any discrepancies, inadequacies, or inaccuracies are discovered during the review of these drawings, it shall be reported to the TIP Manager in writing. If any electronic files are supplied, it is understood that they are provided by the Authority as reference information only. Conversions of the information and data from the format supplied, to an alternate system or format that can result in files being altered, whether inadvertently or otherwise, may also result in the introduction of inexactitudes, anomalies, and errors which the Authority can neither predict nor control.



1.7 SAN Campus Map



- |                    |                         |                   |                              |                                 |
|--------------------|-------------------------|-------------------|------------------------------|---------------------------------|
| 1. Terminal 2 West | 2. Terminal 2 East      | 3. New Terminal 1 | 4. Terminal 2 Parking Plaza  | 5. New Terminal 1 Parking Plaza |
| 6. RCC             | 7. ADC & JV Trailers    | 8. ASB            | 9. Waste Management Facility | 10. New Administration Building |
| 11. FBO Hangars    | 12. Fire Station & CRDC |                   |                              |                                 |

## 2.0 Architectural / Engineering Design Standards

### 2.1 General

### 2.2 Qualified Professional Architect and Engineer

### 2.3 Base building Improvements

### 2.4 Base building Conditions

### 2.5 Request to Modify Base building Conditions

### 2.6 Tenant Improvements

### 2.7 Pest Control Measures

## 2.1 General

The Architectural/Engineering Design Standards provide the minimum requirements for the planning, layout, and execution of the Tenant's design. These standards are intended to assist the Tenant in understanding the distinct architectural conditions within the SAN Campus to maximize the impact of their design.

The Tenant is required to provide all construction per the Authority's standards and all applicable codes, and to install work per the manufacturer's recommendations, best industry practices, and in a manner to satisfy all warranty conditions. Substrate and protective finish surfaces are to be properly prepared to receive any finish products per the manufacturer's recommendations. If Base building conditions conflict with any provisions within the TIDM, the Tenant must notify the Authority in writing. All tenant areas visible to the public, including the tops of ceilings, which may be exposed to public view, shall be finished by the Tenant.

Refer to [Chapter 9 Additional Authority Resources](#), for additional information pertaining to the Authority's standards for building components, base building systems and operational requirements.

## 2.2 Qualified Professional Architect and Engineer

SAN related planning and design requires the understanding of complex and divergent procedures that require specialized training. It is essential that qualified personnel undertake the responsibility for the preparation of all tenant drawings and specifications. Only work prepared, stamped, and signed by a registered architect or engineer (A/E) currently licensed to practice in the State of California will be accepted. Where the term architect and engineer are referred to without qualification, it shall mean a qualified professional as described in this paragraph.

The Tenant is required to select qualified architects and engineers to prepare all investigations, calculations, drawings, specifications, and modifications to Base building or fire protection systems. Construction administration services shall be provided by a qualified architect, engineer, or construction manager.





## 2.3 Base building Improvements

### BASE BUILDING SHELL

Depending on location, the Authority will provide a Base building shell and core structure divided per a Lease Outline Drawing (LOD), site map, and/or a plat, included as Exhibit A within Tenant lease. Shell spaces will typically consist of a structural slab floor, no ceiling (i.e., space is open to structure above) and steel stud walls ready for finish material or gypsum board. Refer to the Base building Drawings, provided in the Authority's RFP for specifications regarding the utility hookups supplied for each tenant unit. For most conditions the following connection points or stub outs will be available to support Tenant infrastructure requirements:

- a. HVAC supply/return air ductwork.
- b. Electrical raceway to distribution panel.
- c. Water at restrooms, break rooms, locker rooms, showers, and other specialty tenant buildouts.
- d. Sanitary sewer at restrooms, break rooms, locker rooms, showers, and other specialty tenant buildouts.
- e. Fire sprinklers as required.
- f. Communication raceway to telecom closet.

### PASSENGER SERVICE TENANT INSTALLATIONS

The Authority will typically provide finished flooring and secure connections to electrical power. Telecommunication interface shall typically be cellular, however, some dedicated data connections shall be installed when required. Premises exposed to exterior elements shall have weatherproof utility points of connection.

### COMMON VENTILATION SHAFTS

In some conditions, ventilation/exhaust ducts to the roof may be partially provided as part of the Base building improvements provided by the Authority and will vary depending upon the type and location of the premises.

### BASE BUILDING LIMITS OF WORK

Premises are provided to Tenant "as-is" unless noted otherwise in lease agreement. Tenant shall include all necessary upgrades not part of base building as part of the tenants scope of work. Information regarding existing building conditions and Authority provided improvements must be fully investigated by the Tenant's team prior to the start of design and confirmed in writing to the Authority's TIP Manager.

Refer to [Section 7.8 Acceptance of Premises](#), and/or Base building Drawings from the Authority's RFP.



## 2.4 Base building Conditions

The latest available construction documents for Authority projects shall establish the baseline for Base building services to be provided to each of the premises. TIP team representatives will provide access to base building documents to Tenants as needed. The following is a general summary of the Base building conditions and the systems provided.

If Base building conditions conflict with any provisions within the TIDM, the Tenant must notify the Authority in writing. All Tenant areas visible to the public, including the tops of ceilings, which may be exposed to public view, shall be finished by the Tenant.

### FLOORS:

- a. The Tenant shall refer to the Base building Construction documents for floor finish. The Tenant is responsible to bring their floor finish to meet Base building flooring in a flush condition.

### WALLS:

- a. Tenants shall refer to Base building construction document for their respective demising wall finishes. Where necessary, Tenants are responsible for providing gypsum board on interior face of demising walls (Tenant side) and any code required fire ratings. Walls are not designed to be load bearing. Tenant is responsible for engaging a structural engineer to assess the reinforcement required to address structural loads.

### CEILING:

- a. Tenants shall refer to Base building Construction documents for ceiling finishes. The structural steel may be fireproofed. Disturbance or removal of the fireproofing during Tenant construction shall be replaced by Tenant immediately and shall match preexisting conditions of the surrounding fireproofing thickness. Failure to properly replace existing fireproofing in a timely manner may result in the Authority replacing the fireproofing at the Tenant's sole cost and expense.

### SKYSPARK ANALYTICAL SOFTWARE:

- a. The San Diego International Airport has various campus-wide internal management systems that monitor equipment/infrastructure systems. As part of this management system, utility meters which measure consumption of utilities (electric, and hot and cold domestic water) are required as stated in the lease agreement base building documentation and/or TIDM.

### BUILDING MANAGEMENT SYSTEM:

- a. Any additional Tenant HVAC systems will need to be controlled and monitored, and compatible with the existing building management system.
- b. A point of connection (POC) to Building Management and Control System (BMCS) is required within the Tenant's space. The Tenant shall install all sensor input and output devices

as required for the mechanical system design and per SAN's proprietary specification for HVAC Controls System. Thermostats for the control of Tenant VAV or fan coil units shall be provided by the Tenant. Tenant is required to coordinate with the Base building Mechanical/HVAC System-Controls proprietary systems maintenance contractor for systems specifications regarding compatibility and controls programming. The Base building Mechanical/HVAC Controls proprietary systems maintenance contractor shall provide connectivity from each VAV unit to the nearest POC, often daisy chained, of the Authority's HVAC controls system at the Tenant's sole cost and expense.

### MECHANICAL SYSTEMS:

Tenants shall refer to base building mechanical construction documents and applicable Utility Matrix for HVAC systems being provided. Base building HVAC systems may include supply and return ducts stubbed into or adjacent to each space. Where make-up air or exhaust ducts are required for breakrooms, kitchens, locker rooms, showers, storage rooms, or speciality tenant buildouts needing ventilation, they shall be discussed with TIP coordinator. Duct routes must be coordinated with the Authority in advance of any construction. In some locations the routes for exhaust and make-up air may reduce ceiling heights as low as 8'-0" A.F.F. to work around Base building ductwork. Tenant is required to coordinate with the Base building

Mechanical/HVAC System-Controls proprietary system maintenance contractor for system specifications regarding compatibility and controls programming. Contact the TIP Coordinator for contact information regarding coordination with the Mechanical/HVAC Controls proprietary systems maintenance contractor representative. Refer to [Section 5.8 Mechanical](#), and [Section 7.4 Authority Proprietary System Maintenance Contractors](#) for further information..

- a. Central Utility Plant (CUP):
  - i. Buildings connected to the CUP may include stub-ups for supply and return hydronic chilled and hot water lines for Tenant VAV units.
  - ii. Tenants installing VAV's or FCU's within their premises shall be responsible of installing their thermostats for the control of Tenant VAV or FCU.
- b. In locations where roof mounted equipment is allowed by Authority, the Tenant's structural engineer shall analyze the load imposed by any required new roof mounted equipment on the existing Base building structural system and provide structural calculations to support the proposed design/details. The Tenant shall provide support curbs for all new roof mounted equipment. Review and approval by the Authority is required for all roof mounted equipment.

#### **PLUMBING:**

Tenants shall refer to base building plumbing construction documents or applicable Utility Matrix for plumbing system being provided.

- a. Tenant shall confirm the plumbing pipe sizes are adequate to meet its needs. Any additional plumbing requirements in excess of what is provided will be the responsibility of the Tenant. The Tenant shall provide all branch plumbing lines complete with plumbing fixtures required based upon the Tenant's design.
- b. If trenching is necessary for below grade utilities, it shall be of a width to minimize the spoils generated and appropriate for the lines to be installed. Trench in-fill concrete pours, backfill/compaction, rebar/doweling shall be designed and engineered for the specific site conditions by the Tenant's Structural Engineer.
- c. 125-degree domestic hot water is typically provided by the Base building, however, Tenant must field verify their specific premises to confirm the Base building condition. Where domestic hot water is not provided and/or a higher water temperature is requested, the Tenant shall provide water heating equipment located within the premises. The Tenant shall complete the final connection to the Base building domestic water system and conduct final test(s) prior to commissioning the premises.

- d. The Tenant shall confirm with Authority requirements to furnish and install a utility meter water monitoring device. When required, Tenant shall certify that the monitoring device is functioning properly and reporting to the Building Management and Control System via the Authority's SkySpark network. Tenant is required to coordinate with the Base building Mechanical/HVAC System-Controls proprietary systems maintenance contractor.

#### **AUTOMATIC FIRE SPRINKLER SYSTEMS:**

Tenant is responsible for modifying sprinklers for the buildout of their space and to meet fire sprinkler code requirements for the occupancy they are constructing. Additionally, the Tenant is solely responsible for any special fire suppression systems required based upon the Tenant's design. The Tenant shall complete the final connection to the Base building gas system and conduct final test(s) prior to commissioning of the premises.

#### **GAS:**

Where provided and utilized by Tenant the natural gas system shall be in accordance with all code and regulatory requirements. If roof penetrations are required Tenant shall coordinate with the Base building roofing proprietary systems maintenance contractor for repair regarding any penetration of the roof and subsequent reapplication of the roofing membrane integrated with any new curb and/or roof flashing

at the Tenant's sole cost and expense. Contact the TIP Coordinator for contact information regarding the individual roofing contractor's representative.

Refer to [Section 7.4 Authority Proprietary Systems Maintenance Contractors](#).

Tenant shall furnish and install a gas monitoring device immediately upon the line entering the space and certify that the monitoring device is functioning properly and reporting to the Authority's Building Management and Control System via the Authority's SkySpark network.

#### **ELECTRICAL:**

In general, the Authority provides base building electrical service. Tenants shall refer to the electrical construction plans for available electrical services. Tenant is responsible to confirm the size and type of service provided and shall provide a transformer located within their premises to modify the service to 120/208 volt, if required.

The Tenant shall confirm with Authority requirements to furnish and install an electrical monitoring device at Tenants space electrical panel and certify that the monitoring device is functioning properly and reporting to the Building Management and Controls system via the Authority's SkySpark network.

Where space at a Tenant distribution panel is provided, one empty conduit is typically provided from the panel to the premises. Tenant must field verify their specific premises to determine the Base building condition provided. If a Tenant electrical panel is required within

their space, all conductors (wire) from the designated tenant distribution panel are supplied by the Tenant.

Tenant to confirm with TIP Coordinator if they are required to furnish and install an electrical monitoring device at their electrical panel, and certify that the monitoring device is functioning properly and reporting to the Building Management and Controls system. Refer to base building's electrical plans for conduit, voltages, and amperages.

#### **AUTOMATIC FIRE ALARM SYSTEM:**

The Base building Fire Alarm Control Panel will have adequate fire alarm points to provide strobes and audio alarms per code. Any Tenant requiring additional fire alarm points within the system based upon the requirements of premises design shall coordinate the specific system requirements with the Authority during their design development process. Refer to [Section 7.4 Authority Proprietary Systems Maintenance Contractors](#) for further information.

All fire alarm (smoke and heat detection) systems and all security (access control, cameras, sensors, etc.) systems shall be coordinated and contracted with the Base building proprietary systems maintenance

contractors relative to each discipline as required for integration into the existing systems.

#### **TELECOMMUNICATIONS:**

Refer to [Sections 5.12 Telecommunications](#) and [7.4 Authority Proprietary Systems Maintenance Contractors](#) for further information.

#### **UTILITIES:**

All gas, water, sewer, electrical, and data piping or conduit installed in support of a premises within the infrastructure of an Authority facility or exposed to the exterior elements shall have a permanent label, prominently visible, indicating the type of service and premises identification, using sans serif, bold minimum font sized accordingly to the size of the utility line. TIP Coordinator to provide Authority standards for utility labels, line signs, markers, and flags.



## 2.5 Request to Modify Base Building Conditions

Should the Tenant seek to make any changes to base building conditions (structure, walls, utility POCs, and/or capacities, etc.), the Tenant may request to upgrade, or change said service or requirements from the Authority by submitting a 'Base building Modification Request (BBMR) Form' defining in enough detail and clarity the extent of the modification requested (refer to [Chapter 9 Additional Authority Resources](#)) to the Authority for review. The Tenant will be responsible for retaining the services of a qualified architect and engineer to produce the work inclusive of required City permits and approvals.

The Authority will review requests and will render, at its sole discretion, decisions in writing to the Tenant. Should the Authority authorize the Tenant's request, Tenant shall proceed with the work at Tenant's sole cost and expense under Authority oversight and supervision.

The Authority reserves the right to require modifications to the Base building or Base building systems to be performed by a Base building contractor at Tenant's sole cost and expense. If the Authority incurs direct or indirect costs associated with the Tenant request for a change to the Base building, Tenant shall compensate the Authority.

### BASE BUILDING INFORMATION:

Tenant shall submit any requests for information or clarification regarding Base building construction and systems to the Authority's TIP Coordinator. The Authority will respond to such requests for explanation or clarification in writing. The Tenant shall attempt to answer requests for information from its subcontractors and suppliers prior to submitting requests to the Authority.



## 2.6 Tenant Improvements

Where applicable, barricades are required for any work in operational terminals or other facilities. In any other condition, the Authority shall determine barricade requirements. When barricades are required, Tenant shall provide a dust-tight, secure construction separation wall between any public space and premises per Authority standards. Refer to [Section 8.20 Temporary Construction Barricades](#). Barricade graphics will need to be approved by the Authority prior to installation of the graphic. The Tenant shall be financially responsible for providing all graphics.

Tenant shall be responsible for all improvements required for a complete build out of their space, unless otherwise noted, including but not limited to:

- a. All walls, floors, ceilings, signage, casework, and millwork. Work to include proper protection to prevent damage from building systems and equipment that may drip, leak, or break, and cause damage to adjacent spaces and those below.
- b. All finishes, furniture, fixtures, and equipment.
- c. All HVAC supply/return ductwork, equipment and controls required for fully functioning system.
- d. All power wiring, branch circuiting, lighting fixtures, accessories, panels, and metering.
- e. All data and communications devices, wiring and equipment.
- f. All fire alarm wiring, devices, and connections to Base building fire alarm system.
- g. All fire sprinkler piping and connections.
- h. Where required for Tenant's operation all connections to water, sewer, and gas services including metering.
- i. All deviations from the Authority's previously approved design(s) shall require a Design Variance Request (DVR) form submitted by Tenant with enough information to allow a reasonable review by the Authority to determine acceptability.
- j. All requests to affect the Authority's Base building shall require a 'Base building Modification Request (BBMR) Form' submitted by Tenant with enough information to allow a reasonable review by the Authority to determine acceptability.
- k. Proper protection to prevent damage from building systems and equipment that may drip, leak, or break, and cause damage to adjacent and below spaces.

## 2.7 Pest Control Measures

### INTEGRATED PEST MANAGEMENT

In accordance with the Authority's Integrated Pest Management program, the tenant buildouts must be designed and constructed so that the availability of food, water, harborage, or path of travel for pests can be prevented during operation and maintenance of the space. The ease of which the design allows for proper regular cleaning of all surfaces is of utmost importance.

To control the interior Tenant lease space environment, the following construction details shall be installed:

- a. Rubber or vinyl bottom sweeps on all doors.
- b. All casework/millwork (displays, etc.) shall be sealed and caulked to eliminate vermin nesting areas.
- c. Interior walls extending to the underside of the overhead structure of Tenant space to prohibit cross infestation.
- d. All through-wall, floor or ceiling penetration shall be properly sealed so there are no gaps or holes. Provide escutcheon plates where necessary.
- e. All exposed roof drains shall be screened at the roof and ground levels.
- f. All back-of-house equipment, appliances and systems shall be installed to allow full cleaning access and not provide vermin nesting areas. For example: water heaters, storage areas.

## 3.0 Tenant Design Standards

### 3.1 General

### 3.2 Floor Construction and Materials

### 3.3 Wall Construction and Materials

### 3.4 Ceiling Construction and Materials

### 3.5 Control Joints

### 3.6 Lighting

### 3.7 Glazing

### 3.8 Door Closures / Exit Doors

### 3.9 Public Sales / Service Counters

### 3.10 Special Conditions

### 3.11 Storage

### 3.1 General

These Interior Design Standards provide the guidelines and minimum criteria to be followed in the layout and design of the interior of the premises. Each space has design and control elements to be understood and adhered to by the Tenant.

Non-Concession Tenant types are divided into three types: Passenger Service Tenant, Public Tenant, and Non-Public Tenant. For additional clarification, refer to Section [10.1 Definitions, Acronyms, and Abbreviations](#).

### 3.2 Floor Construction and Materials

#### CRITERIA

Flooring materials shall be of a high quality, commercial grade rated. All flooring materials must be durable, cleanable, slip resistant, and compatible with flooring used throughout SAN.

#### ACCEPTABLE MATERIALS

- a. Public Tenant:
  - i. Stone: Natural stone in slab or large-scale tile in smooth, filled, non-porous texture.
  - ii. Exposed Aggregate/Terrazzo: Stone or glass ground and set in nonporous epoxy or sealed concrete matrix poured in place or precast large-scale tile.
  - iii. Concrete: Precast large-scale tile in a smooth finish.
  - iv. Metal: Inset flush as accent, 1" maximum width.
  - v. Porcelain: Solid through-color or patterned

through-color. (Note: Patterns that simulate natural stone are discouraged and may be rejected.) Slab or large-scale tile in a smooth finish.

- vi. Wood: Acrylic impregnated, highly compressed, or engineered construction suitable for heavy duty commercial traffic.
- b. Non-Public Tenant (in addition to list of acceptable materials for Public Tenant):
  - i. Vinyl composite tile
  - ii. Carpet (if carpeting is approved by the Authority, Tenant is encouraged to use patterns and borders to define areas of the space. Carpeting must be of superior quality. Direct glue-down installation is recommended. It is important that flush transitions to other materials be provided to minimize visual distractions and walking hazards. Reducer strips of any kind are not acceptable)
  - iii. Sheet vinyl
  - iv. Walk off mats: Standard issue styles not integral to Tenant's design (except in back of-house areas, support premises not exposed to public view)

All materials are subject to Authority review and acceptance on a case-by-case basis. Refer to San Diego International Airport Design & Construction Standards for additional and overriding requirements.

#### FLOORING TRANSITIONS AT ENTRIES AND LEASE LINES

- a. Base building flooring throughout SAN includes terrazzo, carpeting, and may include other surfaces per base building drawings. The Tenant must provide flooring material consistent with their design within entries adjacent to Base building flooring, recessed entry areas, and any areas set back from the lease line.
- b. Tenant's flooring shall not extend outside the established premises unless otherwise approved by an Authority's "Base building Modification Request (BBMR) Form."
- c. Careful consideration shall be given to the transition zone between the Base building floor finish and patterns, or color variations proposed within the premises to avoid harsh contrast with conflicting designs.
- d. The level of the finished floor at the lease line must be flush with the Base building finished floor elevation. Transition strips are to be detailed and installed in a secure flush manner with a minimum 1/8" terrazzo compatible metal "Schluter" strip (zinc, brass or aluminum) that is secured flush per code and industry standards, such as The National Terrazzo & Mosaic Association, Inc. (NTMA). The Tenant's entry flooring must withstand maintenance procedures, as required for Base building materials, including grinding, and polishing of Base building terrazzo. Flooring transitions



between material changes within premises must be flush and integrate a 1/8" stainless steel transition strip.

- e. Floor tracks for sliding doors or raised thresholds are not permitted.

#### FLOORING INSTALLATION CRITERIA

Flooring materials shall be installed per manufacturer's recommendations and fully compliant with manufacturer's warranty conditions. When possible, flooring shall be finished or sealed to maximize resistance to damage and to promote ease of maintenance. Where used, field tile modules must be a minimum of 8" x 8" with all grout joints, seams and transitions between materials to install in a tight and flush manner with a minimum joint dimension as recommended by the manufacturer. Epoxy based grout in a color to mask soiling and stains shall be specified.

#### FLOOR SLAB PREPARATION

The Tenant is required to prepare the interior slab to provide a smooth, sound, dry substrate suitable to receive the Tenant's finishes per the manufacturer's recommendations. An underlayment of an anti-fracture and waterproof membrane must be installed below all tile flooring when not an "at grade" floor slab. Provide proper protection to prevent damage from building systems that may drip, leak, or break and cause damage to adjacent spaces and those below.

### 3.3 Wall Construction and Materials

#### BRANDING

Public Tenants shall have interior wall treatments and finishes that align with the character of the overall design concept and image of the Tenant's brand.

#### DURABILITY

All wall materials shall be constructed of high quality and durable materials. In high traffic areas, exposed corners are extremely vulnerable and shall be detailed to resist impact using mechanically fastened full height stainless steel corner guards for protection. Alternatively proposed durable material matching adjacent surfaces may be permitted for review by the Authority. PVC or clear acrylic corner guards are subject to Authority review and approval.

#### CONFORMANCE

All wall materials, including gypsum board and wall tiles must conform to the hazardous material requirements. Refer to [Chapter 8: Construction Standards](#), for definitions of hazardous materials. Tenant shall also refer to San Diego International Airport Design & Construction Standards for additional and overriding requirements.

#### ACCEPTABLE MATERIALS

Acceptable interior partition finish materials include, but are not limited to:

- a. Gypsum board: Painted or covered with commercial grade wall covering.

- b. Tenant shall provide a continuous wall base, a minimum of 6" high, made of an appropriately durable and cleanable material throughout the entire visible interior. All exposed faces of base must be finished to match the face. Vinyl or rubber base are not permitted for Public Tenants.



### LEASE SPACE WALLS / INTERIOR PARTITIONS

Demising walls between separate Tenants are centered on the lease line dividing the premises included as part of Tenant's lease with the Authority. Tenant is responsible for all additional wall reinforcement and independent support required for demising wall partitions used to support shelf standards, heavy equipment, millwork, or other attachments.

Exposed metal stud framing will be provided to demark premises demising walls. Gypsum board will be provided only on the exterior face of premises demising walls; gypsum board will not be provided on premises interior face of demising walls or on demising walls separating premises. Walls are not designed to be load bearing. Tenant is responsible for engaging a structural engineer to assess the reinforcement required to address structural loads.

Interior partition wall systems constructed by the Tenant shall follow San Diego International Airport Design & Construction Standards. Tenant is responsible for engaging a structural engineer to assess the reinforcement required to address structural loads.

### SOUND TRANSMISSION DESIGN CRITERIA

Tenant shall follow the requirements of [Section 5.6 Sound Transmission Criteria](#). Tenant shall also refer to San Diego International Airport Design & Construction Standards for additional and overriding requirements.

### INSTALLATION

The Tenant is required to prepare walls to provide a smooth, sound, dry substrate suitable to receive finishes per the manufacturer's recommendations. Tenant shall refer to San Diego International Airport Design & Construction Standards for additional and overriding requirements.

## 3.4 Ceiling Construction and Materials

General tenant ceiling heights will vary and must be field verified for clearance of HVAC and other overhead conditions. A minimum ceiling height of eight feet A.F.F. is to be maintained. Ceilings must be offset at a minimum of 6" in height at transitions between ceiling materials. Public Tenants are encouraged to emphasize features within their space by varying ceiling heights, materials, and lighting for visual interest.

### OPEN CEILING

Proposed design solutions that do not provide a ceiling and propose to expose the underside of deck or roof above are to be reviewed by the Authority on a case-by-case basis. Should the Authority agree to allow such a condition, there will be requirements to paint all the exposed conditions. This includes but is not limited to; underside of deck/roof, conduits, piping, and ducting as directed. The painting of a fire systems must be approved by the AHJ. All labeling and other identifying devices (tags, imprints, etc.) must remain fully in view and not compromised. Paint colors and types shall be specific to the conditions under review.

### HARD LID

Hard lid ceilings shall be supported by construction carried on walls or partitions and not suspended from existing structures. Diagonal bracing details and layout required for stability and seismic restraint shall be submitted for review by the Authority. All exposed faces of ceilings must be finished to match or complement ceiling materials.

### ACCESS PANELS

Tenants are to provide flush mounted, concealed access panels framed into the ceiling as required for servicing Base building and Tenant systems. Concealed access panels are to be Amera Products or equal. Access panels shall be painted to match the adjacent ceiling color.

### CEILING MATERIAL

Hard surface ceiling (such as gypsum board) material are preferred for areas visible to the public. Acoustical ceilings are acceptable within the interior of premises but must incorporate a regular edge or concealed spline condition. Any exposed grid shall have a 9/16" slot grid installed in a 2' x 2' configuration.

### 3.5 Control Joints

#### EXPANSION/CONTROL JOINTS

The Tenant is required to maintain expansion joints and to field verify locations and review architectural plans to determine requirements and details.

The Tenant is responsible for installing finished wall material at building expansion joints. The finished wall surface is to be flush with the expansion joint detail and is not permitted to be installed over the expansion joint unless approved in writing by the Agency Having Jurisdiction and by the Authority and shall not impede or limit expansion joint function.

Floor penetrations must be limited in quantity and properly sealed to prevent leaks. At expansion joints the finished floor material is to be level with the expansion joint and is only permitted to be installed over the expansion joint in a manner acceptable to the Authority Having Jurisdiction.

- a. Joints, seams and transitions shall be detailed in a manner to promote ease of maintenance. Joints shall be installed to provide the minimum dimension recommended by the manufacturer to install materials in a tight, flush condition.

#### CEILINGS

Ceiling control joints shall not exceed fifty feet in any direction. Ceiling control joints are required at all changes in framing direction.

#### PARTITIONS

Control joints in partition walls shall not exceed thirty feet.

#### DOOR JAMBS

Control joints are required at door jambs extending from door head to ceiling.

#### THROUGH-WALL

Provide detail of “through-wall” control joints at fire-rated assemblies.

#### BASE BUILDING

Control joints shall be installed where building control joints occur.

### 3.6 Lighting

#### CRITERIA

The Lighting Design Criteria provides the guidelines necessary to ensure a lighting strategy that provides a technically sound solution with state-of-the-art technology for an energy efficient and high-quality visual environment. Public Tenants shall create an inviting entry, setting the tone for the interior environment. Lighting shall be fully integrated into the overall design of the interiors.

The lighting system, including fixtures, shall be carefully designed to mitigate glare and shield lamps from public view through the use of baffles and louvers or concealing fixtures within architectural coves. Tenant fixtures are not permitted to provide any glare into public areas.

In all areas exposed to public view, light sources shall have a Correlated Color Temperature (CCT) between 2700 degrees and 3500 degrees Kelvin and a Color Rendering Index (CRI) greater than or equal to 82 CRI.

Recommended Light Levels:

- a. Lighting systems are most effectively designed based on the light levels or illuminance required by the tasks performed within each building space. The accepted authority for appropriate illuminance values is the Illuminating Engineering Society of North America (IESNA). The IESNA publishes a comprehensive Handbook along with supplemental Recommended Practice Guides that provide tables of appropriate illuminance data.

- b. A variety of lighting fixtures and levels of illumination shall be utilized to suit various functions. The lighting design shall integrate energy efficient LED lighting for general illumination.

Indirect Lighting:

- a. Indirect lighting within ceiling coves used in combination with direct lighting may be an effective way to achieve a pleasant ambient light while creating contrast for displays where applicable. Ensure that minimum footcandle (fc) levels are maintained when utilizing indirect lighting.
- b. LED lamps recessed within coves are acceptable, providing the light source is concealed and not visible to the public.

Direct Lighting:

- a. Higher intensity downlighting, recessed within the storefront entry soffit (where present), shall be used to create an inviting entry way drawing passengers towards the entrance of the Public Tenant's lease space. Adjustable downlights and track fixtures are recommended for accent and merchandise display lighting. Fixtures must be recessed or concealed within light coves. Care must be taken to ensure spotlights do not raise temperatures above a comfortable level.
- b. Pendant mounted decorative fixtures may be used to highlight areas or special features within the interiors. Proper mounting heights and placement of such fixtures are to be given careful consideration

to avoid glare, susceptibility to damage, or accessibility by the public.

- c. If fluorescent lighting is used within the general Tenant area lamps must be shielded from public view. Acrylic lens, egg crates or bare fluorescent lamps are not permitted. Fixtures within the general sales area or public view shall be 2' x 2' low-profile fixture. 2' x 4' fixtures will only be permitted in back-of-house areas (support premises) outside of public view.
- d. Tenant design is to comply with Title 24.
- e. Where a lighting system occurs within an open, exposed grid ceiling condition, the light fixtures must be fully coordinated with and integrated into the overall design. Fixtures shall be compatible with the interior of the space and match the ceiling grid coloration. Exposed transformers, wires, and conduits must be concealed from public view. Transformers shall be remotely mounted and accessible.
- f. The use of colored light sources to achieve a special effect is subject to review and approval by the Authority.
- g. Display cases must be adequately illuminated with light sources concealed from view and properly ventilated.
- h. Interior emergency lighting and exit lighting shall be designed as integral parts of the overall lighting design plan with emergency battery back-up units integrated within light fixtures. Surface mounted emergency light fixtures are not permitted.

- i. All fixtures, including emergency lights are to be of high quality. Exposed raceways, crossovers, conduits, conductors, transformers, and other equipment are permitted when approved by the Authority during the Construction Document Review phase.

## CONTROL SYSTEMS

Where applicable, all support premises shall utilize occupancy sensor automatic lighting controls to turn lights off when not occupied. Lighting controls are to be located out of public view.

To meet Title 24 requirements while maximizing lighting opportunities, the Tenant shall use high efficiency light fixtures and examine the method by which the lighting is organized, controlled and circuited, including the use of dimmers and automated lighting controls. Acceptable Light Sources include but are not limited to:

- a. Energy efficient lighting including warm temperature LED, low voltage, or compact fluorescents. Energy star or equivalent.
- b. Recessed incandescent or halogen downlights.
- c. Concealed track lighting.
- d. Decorative exposed fixtures including pendants or wall mounted fixtures.

Optional Light Sources include but are not limited to: (Note these sources are discouraged, but may be submitted by Tenant for Authority review and acceptance on a case-by-case basis.)

- a. Exposed lamps visible to the public.
- b. Exposed/surface mounted emergency fixtures which do not match the Tenant's general lighting.
- c. Sodium or mercury vapor lamps (no exception).

## 3.7 Glazing

### TRANSPARENCY

Glass other than transparent applications (e.g., laminated with color, pattern, or film) will be reviewed on a case-by-case basis. The Tenant is to keep storefront glazing as transparent as possible. Cabinetry placed alongside glass is discouraged and shall be subject to review and approval by the Authority.

### GLAZING

Storefront glazing and any required structural support and/or bracing to be provided by Tenant unless otherwise noted in the Base building documents.

Storefronts shall be designed and constructed using commercial grade materials that are durable and cleanable to withstand damage from heavy passenger traffic, luggage and carts. Storefront profile/style shall be complementary to the specific terminal or other facilities. Min 8'-0" A.F.F. opening is required unless noted otherwise in the Base building plans. Storefront glazing shall be tempered or laminated in conformance with ANSI Z971. Storefront wall base height shall align with adjacent Base building wall base.

### WINDOW FILM

Provide block-out (obscure) window film and end wall caps where interior partitions abut, but are not attached to, base building interior/exterior storefront glazing or exterior curtain wall systems. Window film shall be installed on Tenant side of the glazing and in accordance with the manufacturer's recommendations.

Window film shall also be installed to shield tenant supplies stored with lease spaces that may be viewed by the public. Any of the Tenant's FF&E casework which abuts or is in close proximity adjacent to glazing systems shall have their end and backside surfaces finished with a white material or provide a white colored surface backing to the cavity (i.e., gyp board on stud). The created cavity perimeter shall be tight, by caulking or sealing all around to prevent ambient light into the cavity.



### 3.8 Door Closures / Exit Doors

The Tenant shall furnish and install all door, frames and hardware, meeting Authority standards, where required by Tenant's design, including, but not limited to, connections to service corridors if not provided within the Base building. Door finishes located on the Tenant side of the premises shall complement the Tenant's adjacent wall color. Door finishes on the Authority side shall be dictated by the Authority but finished at the Tenant's sole cost and expense. Laminate is not an acceptable material. Heavy use doors shall include a 36" high stainless steel kick plate extending the full width of the door. Refer to [Section 4.2 Signage Types](#) for room identification signage information. Tenant shall refer to San Diego International Airport Design & Construction Standards for additional and overriding requirements. When storefront doors are provided by the Tenant, they must be out-swinging and recessed. Doors must not swing beyond the lease line or infringe into the public circulation when fully opened and comply with ADA regulations. Allowable doors include:

- a. Multi-pane glass
- b. Fully glazed
- c. Frameless glass doors on pivots

#### ENCROACHMENT

Doors to exit corridors shall not project into the corridor when open.

#### FIRE-RATED

Interior doors and frames in a required fire separation shall be rated, labeled, and equipped with hardware determined by the Agency Having Jurisdiction.

#### LOCKS/KEYING

The Tenant shall coordinate with the Authority and their third-party facility managers to comply with the latest hardware and keying standards. All Tenant doors shall have proprietary locks. All locks shall be pinned by the Authority Facilities Management Department unless directed otherwise. The Authority will provide all keys to initiate tenant start-up only, after start-up all additional keys must be ordered through the Authority. Refer to [Section 8.22 Work Site Access](#). Tenant to schedule a design review with TIP Coordinator for proposed doors and hardware, and schedule a pre-installation meeting. Tenant shall refer to San Diego International Airport Design & Construction Standards for hardware specifications.

#### ACCESS

The Tenant shall provide Authority personnel access to all spaces within the premises that contain the Authority's infrastructure utilities through use of a master key maintained by the Authority (such access shall be for emergencies and preventative maintenance only).

Doors in back hallways and delivery doors need to have a sign with name of operator and Room. Both visual and tactical characters are required to conform to local, state, and federal accessibility requirements.



fig. Public Sales / Service Counter Example

**EXIT DOORS WITH ACS FUNCTIONALITY**

Where unavoidable emergency exterior exit doors, allowing access to the Airport Operations Area (AOA), are required by regulatory code(s), they shall be provided with panic (crash bar) hardware and integrated into the Authority's Access Control System (ACS) per Standard Installation of Door Finish Hardware Associated with the ACS at Emergency Exit Doors. If a Tenant needs to install an ACS door, they will need to contract with Authority proprietary contractor to procure and install. All work to be performed in coordination with the Authority.

**3.9 Public Sales / Service Counters****CLEAR COUNTER SPACE**

Counters must present a clean, uncluttered appearance. Equipment located on counters must be concealed from view unless equipment is a design element to support the Tenant's overall design concept.

**CLEAR SPACE FOR SERVICE COUNTERS**

A minimum of 8'-0" clear space must be maintained in front of service counters unless an Authority approved barrier or stanchions are used to contain passenger queuing.

**DISPLAY RACKS AND CASES**

Display racks or cases must be fully integrated into the overall design and finish materials palette. Product displays must be between 18" and a maximum of 5'-0"

A.F.F. Display cases may not extend beyond the face of the countertop. Display cases shall incorporate an integrated and continuous base.

**TRASH AND RECYCLING INTEGRATION**

The backside of the service counter shall be designed to conceal trash, outlets etc. Open storage areas are not permitted unless they are in areas of the premises

that are not visible to the public. In public spaces, trash receptacles and recycling bins shall be integrated into the Tenant's overall design. Freestanding receptacles are not permitted in areas visible to the public. Verify with Authority trash and recycle container design standards and operational requirements for disposal of trash and recycled materials.



fig. Public-Facing Storefront Example

### COUNTER MATERIALS

All materials must be durable, cleanable, and resistant to impact from heavy abuse. Counter surface materials are to be non-scratch and impermeable. Tenant shall refer to San Diego International Airport Design & Construction Standards for additional and overriding requirements.

## 3.10 Special Conditions

### TENANT FACADES

Any Authority soffit or neutral pier returns exposed by Tenant's Storefront(s) shall be finished to match the approved surround construction and finished by Tenant at Tenant's sole cost and expense. Interior layouts accessible to the public must reflect an open circulation path for ease of navigation and clearance for luggage, wheelchairs, luggage carts, and strollers. Fixtures, furnishings, and equipment must be new, of high-quality construction and materials, and coordinated with the overall design.

### EXTERIOR EQUIPMENT

Exterior equipment is required to be made of, and / or shrouded by, resilient materials that are appropriate for an outdoor marine environment. Weatherproof materials and construction methods work together to prevent equipment degradation and ensure a professional appearance is maintained. CLOSURE SYSTEMS

Open operations such as Passenger Service Tenant enclosures may need to provide lockable units as required for security. Note, due to the highly visible

nature of Passenger Service Tenants, the closure system must be designed with aesthetics in mind. High-quality premanufactured covers are allowed but are subject to review and approval by Authority.

### QUEUING AND STANCHIONS

Queuing paths are not allowed to encroach main circulation pathways. Only magnetically anchored queuing stanchions are allowed unless directed otherwise. Locations and stanchion specifications must be approved by the Authority.

### SUN GLARE

It is possible that the Tenant may encounter glare from sun shining into their space and are responsible for managing all such conditions. The Tenant shall review their respective spaces and study how year-round sun exposure may affect customer experience. The Tenant shall consider the use of non-reflective counter finishes or other alternative solutions to manage the impacts of direct sunlight.



fig. Exterior Equipment Example



**FREESTANDING SELF-SERVE EQUIPMENT**

Where possible, attempt to align equipment or surrounds with adjacent material joints or transitions. Clearances around the sides and top of equipment must not exceed 1.5 inches unless additional clearance is required for maintenance access or equipment operations. The clearance is allowed to be greater if an equipment manufacturer requires additional clearance for ventilation. Do not exceed the manufacturer stated minimum dimensions. Ensure exposed cables or utilities are hidden from public view. Branding and signage must be approved by Authority prior to placement or installation.



fig. Freestanding Self-Serve Equipment Example



fig. Freestanding Self-Serve Equipment Example

### ADVERTISING

The Authority will review with advertising tenants' opportunities on a case-by-case basis. A thorough review of locations is required to determine mounting criteria and utility service point of connections. Reference San Diego International Airport Design & Construction Standards for additional information on criteria and placement.

Installations shall consider base building by taking into consideration:

- a. Alignment with vertical finish joints.
- b. Maintain clearance from floor and ceiling finishes.
- c. Ads should never protrude from the wall into the public way more than 4" to comply with Americans with Disabilities Act (ADA) and Title 24 of the California Code of Regulations.
- d. If ads need to be powered, all cables and wires should be hidden out of view and concealed behind the ad panel. Access panels must be located in the least publicly visible area of that unit.
- e. Visible screws, sign labels, and mounting hardware are not allowed.
- f. If a recessed niche is required to accommodate an ad panel with substantial depth, be sure to leave at least 2" around the perimeter of the panel for access and paint the inside of the niche black with an eggshell finish.
- g. When placing an ad above on a bulkhead, consider orientation with circulation path and material joints. Refer to Section [10.2 Exhibits and Appendices](#).

### 3.11 Storage

Tenant supplies shall be stored on appropriate racks or in cabinets within the premises. All paper goods and supplies are to be stored in areas not visible to the public. Storage areas must be adequately fitted with shelving and shall not block any required access or clearances required for equipment. All storage areas must meet the local fire codes, which require a minimum of 18 inches clearance level plane, between the top of the product on the top shelf and the ceiling or sprinkler head, whichever is closest to the product. Items should not be stored directly on floors and shall be placed to allow for proper cleaning of floors and walls behind. Clear walking areas shall be maintained, and all storage areas should be kept clean and orderly. Storage to meet all health and safety codes. No cleaning agents or chemicals are to be stored with food products. Unsafe or inappropriate storage is not allowed.

#### EXTERIOR STORAGE

Exterior storage requests will be reviewed and must be approved by the Authority on a case-by-case basis. Storage may require privacy screening and must meet all applicable codes and regulations.

### 3.12 San Diego International Airport Rental Car Center

In addition to TIDM, reference San Diego International Airport Rental Car Center Tenant Design and Construction Standards (RCC TDCS). Tenant shall review both documents, notify Authority in writing of any conflicts and request direction. The Rental Car Center is managed by a third party Facility Manager. Reference section [8.9 Tenant Cooperation and Coordination](#) and section [8.11 Concurrent Construction](#) for additional planning criteria.



### 3.13 Club Lounges

#### INTRODUCTION

The Club Lounges offer club members a premium pre-flight experience. The Club Lounges present themselves on the concourse-level where a blade sign may identify the vestibule that one enters. The Authority expects innovative design solutions by the Club Operator, creating memorable San Diego ambiance. Creative yet functional design solutions shall provide passengers with a memorable experience consistent with SAN.

Any work done outside of the Premises must be performed by qualified contractors who are licensed and certified in maintaining Base building products and assembly warranties such as FM Global. Tenant is responsible for verifying existing building conditions, including the capacity of the existing structure and utilities. Reference Base building drawings, lease plats, and/or LOD's for further detail including premise square footages.

The Club Lounges consist of the following areas, each with their own design criteria that is described in this section of the TIDM:

- a. Entry Frontage
- b. Entry Vestibule
- c. Primary Interior Space

#### CLUB LOUNGE ENTRY CRITERIA

The Club Lounge presentation from the concourse offers a limited wall area for branded wall finishes, an entry door, wall signage, interactive display, and may have a blade sign. Club Lounges must follow the general criteria described in [Chapter 4.0 Signage Design Standards](#). Additionally, the Club Lounge concourse entry must be designed with high-quality materials that clearly announce the club's brand identity. The following Club Storefront Diagram describes the storefront design criteria specific to the Club Lounges.

#### ENTRY VESTIBULE AND PRIMARY INTERIOR SPACE CRITERIA

The design of the club member-only areas is largely up to Tenant. However, the general criteria for the following items must be followed, and can be found in [Chapter 3.0 Tenant Design Standards](#) in the TIDM:

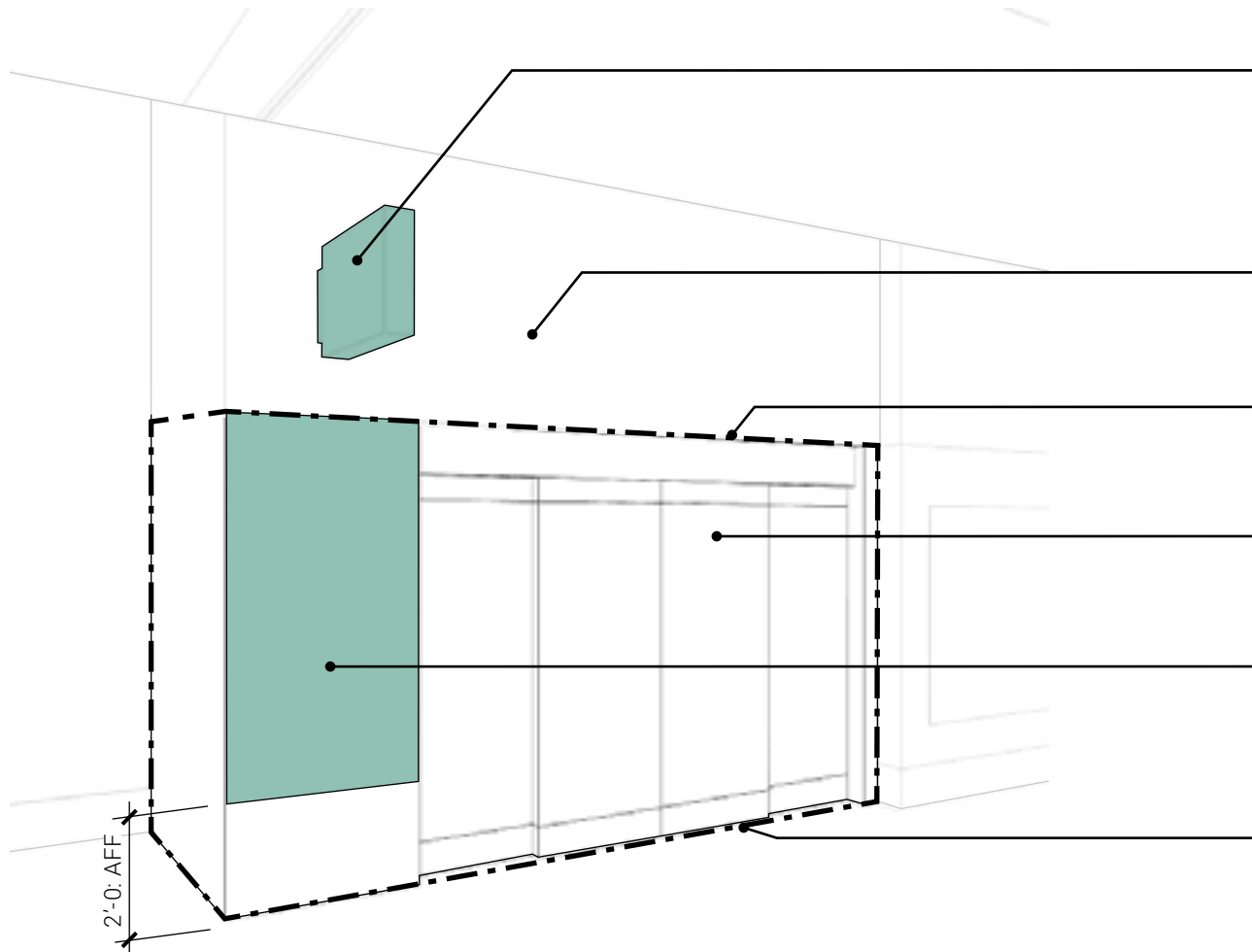
- a. Floor Construction and Materials
- b. Wall Construction and Materials
- c. Ceiling Construction and Materials
- d. Control Joints
- e. Lighting
- f. Glazing
- g. Door Closures / Exit Doors

Reference Base building drawings for fire-rated wall locations and assemblies.

For renovation work, if Tenant elects to keep existing interior improvements such as stairs or elevators, they may modify the architectural fit and finish if it chooses, with Authority review and approval, as part of its space improvement program. Any change to cab finishes must be coordinated with the elevator manufacturer's warranty and technical standards and shall comply with applicable codes and regulations. Any damage that may occur to the existing elevator cab or voiding any of its warranties will be at the sole cost and expense of the Tenant.

**CLUB STOREFRONTS**

Club storefronts are the primary entrances to the Clubs. These are airport provided walls with opportunities for concessionaire provided branded wall finishes, an entry door, wall signage, interactive display, and a blade sign.



**Blade Sign.** Tenant to confirm blade sign provided by base building. Tenant may be required to add or alter blade sign at this location to align with Base building requirements. Reference Blade Signage standards in [Chapter 4 Signage Design Standards](#) for more information.

**Base building Neutral Surfaces.** Includes adjacent airport wall, ceiling, and floor finishes. Tenant may not finish these surfaces.

**Tenant Branded Surfaces.** Tenant to finish walls to comply with the criteria in this TIDM and Base building design requirements.

**Primary Passenger Entrance.** Tenant provided entry door. Door shall comply with the criteria in this TIDM and Base building design requirements.

**Primary Signage and Digital Information Display.** Tenant has the opportunity to provide wall signage and a surface applied digital information display at this location. See [Chapter 4 Signage Design Standards](#) for more information.

**Lease Outline.** Refer to Lease.

## 4.0 Signage Design Standards

### 4.1 General

### 4.2 Signage Types

### 4.3 Information Displays

## 4.1 General

All signage must be of high-quality construction, materials, details, and finishes. Illuminated signage is to be on the Tenant's electrical circuit controlled by a timer set in accordance with the Authority's established hours of operation. Electrical service to all Tenant signs is to be provided by the Tenant's electrical panel. All equipment, transformers, raceways, ballasts, crossovers, and conduits must be concealed. Refer to [Chapter 9 Additional Authority Resources](#).

## 4.2 Signage Types

### ROOM IDENTIFICATION SIGNAGE

All tenant rooms with doors will typically be provided with a room identification sign, or room identification sign designed for a paper insert. The tenant will be responsible for providing paper insert with appropriate tenant information. Refer to [Section 10.2 Exhibits and Appendices](#) for detailed information. For rooms added to the interior of the tenant suite which are required by code to be signed, the signage is the responsibility of the tenant to provide and must match the base building room sign standard.

### BLADE SIGNAGE

Blade sign locations and illumination are predetermined by the Authority and described within Base building drawings provided upon request. Refer to [Section 10.2 Exhibits and Appendices](#) for detailed information. Accepted locations may have blocking and electrical raceways for blade signs. Tenant will need to determine

if blocking and electrical raceway has been provided at the premises, if not installed, Tenant will be responsible for installation of the blocking and electrical raceway. All illuminated blade signs shall be internally illuminated with LED lighting fed through the blade armature/bracket. No other external lighting is allowed. Blade signs shall be mounted with no exposed fasteners.

Blade Signs shall be limited to Tenant trade name (DBA) and logo only, as identified in Tenant's lease with the Authority. Signage shall be distinctive and not compete with locations and sightlines to SAN way finding signage.

Tenant request for a new blade sign location shall be submitted for review and approval by the Authority on a "Base building Modification Request (BBMR) Form." Refer to [Chapter 9 Additional Authority Resources](#) for further information. New blade sign locations will require appropriately engineered concealed structural attachments to existing Base building structure and electrical service extended from Tenant's electrical system at the Tenant's sole cost and expense. Any damage or discoloration to adjacent surrounding Base building finishes shall be repaired returning the finished condition to its original appearance at Tenant's expense.

### EXTERIOR SIGNAGE

Requests for movable or temporary type floor signs must be submitted for Authority approval prior to installation or placement. Tenant to verify any permit requirements with the Authority.

## 4.3 Information Displays

Information, advertising, or other posted graphics are not allowed unless given prior approval. These require permission from the Airport Authority for content review prior to usage.

Any graphical or audio content proposed for display or projection within Premises, whether static or dynamic, require content review and approval by the Authority - no exceptions.

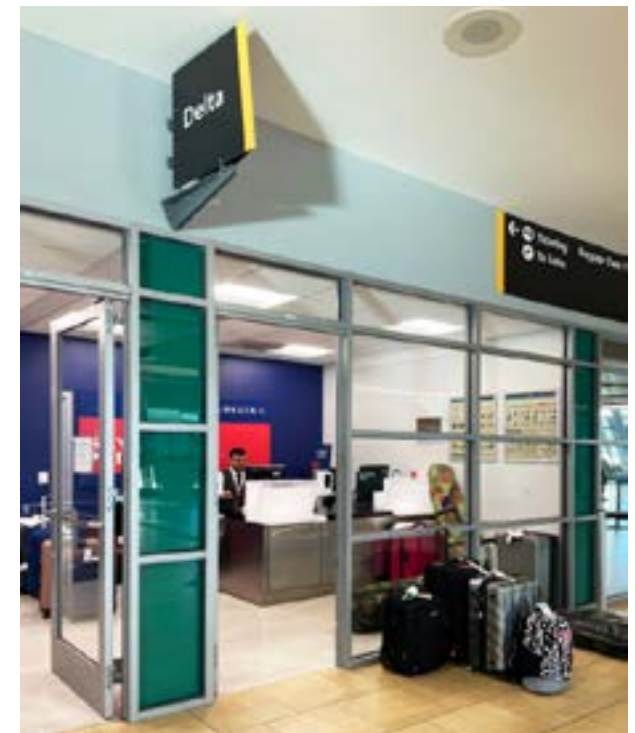


fig. Tenant Blade Sign Example

## 5.0 Technical Design Standards

- 5.1 General
- 5.2 Codes and Regulations
- 5.3 Seismic Design Criteria
- 5.4 Accessibility
- 5.5 Sustainability
- 5.6 Sound Transmission Criteria
- 5.7 Structural
- 5.8 Mechanical
- 5.9 Plumbing and Fire Protection
- 5.10 Electrical
- 5.11 Fire Alarm
- 5.12 Telecommunications
- 5.13 Base building Penetrations



## 5.1 General

Tenant is required to provide all construction per SAN standards and all applicable codes, and to install them per the manufacturer's recommendations, best industry practices, and in a manner to satisfy all conditions of warranty. Substrate and protective finish surfaces are to be properly prepared to receive any finish products per the manufacturer's recommendations. If the lease agreement and/or base building conditions within the terminals or other facilities conflict with any provisions within the TIDM, Tenant must notify Authority in writing and request direction. All Tenant areas visible to the public, including the tops of ceilings, which may be exposed to public view, shall be finished by the Tenant.

The Technical Design Standards are general in nature and do not address every type of condition or detail the Tenant will encounter. The Tenant is to review available base building drawings, utility matrices, and field verify all conditions. The Tenant shall develop an on-going review process during the early design stages with the Authority to determine specific design criteria and conditions which are acceptable to SAN. Reference [Chapter 9 Additional Authority Resources](#) for building component and system standards. Inferior design or poor construction are unacceptable and will be required to be corrected at the Tenant's sole cost and expense.

Tenant shall study and become knowledgeable of all base building construction documentation (plans, specifications, utility matrices) as it applies to any given space and/or conditions required to support the

Tenant's space(s) including the roof or other area(s) such as storage/support spaces. Utility points of connection are intended to be within the Tenant's lease area and must be confirmed by the Tenant upon site acceptance or at the first available site visit. Access review or perform work to existing SAN building systems must be requested in advance and approved in writing. Work must be performed using the services of a SAN proprietary contractor. Refer to [Section 7.4 Authority Proprietary Systems Maintenance Contractors](#).

### SAN PROJECT REQUIREMENTS

The Tenant is required to incorporate all SAN documentation (manuals, directives, guidelines, and standards) into its construction documentation and field processes. Any proposed deviations require advanced written approval from SAN. Should deviations occur without permission, the Tenant will be responsible for any necessary remediation at their sole cost and expense.

### AVAILABLE UTILITY SERVICE CAPACITIES

It is imperative Tenant develops a full understanding of the Base building provisions (i.e., structural, mechanical, electrical, fire protections, etc.) prior to commencing design to determine whether or not the utility services are adequate for Tenant's operations. SAN does not guarantee that all tie-in points will be within premises.

### APPLICABLE TIDM REQUIREMENTS

It is highly recommended that Tenant's Design Team include all requirements addressed in the TIDM that affect Tenant in the performance and execution of its work, on the contract documents (with notes provided on the field of the working drawings both general in content and specific in detail). This will assist contractor understanding of the specific requirements contained within the Tenant Improvement Design Manual (TIDM) and other associated SAN Standards regarding leasehold improvements.

## 5.2 Codes and Regulations

All work covered by the drawings and field of drawing notes and specifications shall conform to the latest edition of the California Code of Regulations. Review by the Authority does not relieve the Tenant of the responsibility to satisfy all applicable local, state, and federal codes, rules, regulations, and requirements governing work at SAN.

Disclaimer: Constructability and compliance with governing codes and regulations to the satisfaction of the AHJ remains solely the responsibility of the Tenant. Where a discrepancy arises between SAN requirements and local, state, national, and federal codes and regulations, the latter shall govern unless the SAN standard is higher and does not conflict. The Tenant must inform SAN in writing of any such conflicts.

### APPLICABLE CODES AND STANDARDS

Title 24 of the California Code of Regulations contains the design and construction regulations for buildings and consist of the following applicable parts (use current editions at time of submitting for permit):

- a. Part 1 - California Administrative Code
- b. Part 2 - California Building Code
- c. Part 3 - California Electrical Code
- d. Part 4 - California Mechanical Code
- e. Part 5 - California Plumbing Code
- f. Part 6 - California Energy Code
- g. Part 9 - California Fire Code
- h. Part 11 - California Green Building Standards Code

(CALGreen)

- i. Part 12 - California Reference Standard Code National Fire Protection Association (NFPA) Standards as referenced by Title 24 including:
  - a. NFPA 10, Standard for Portable Fire Extinguishers
  - b. NFPA 13, Standard for the Installation of Sprinkler Systems
  - c. NFPA 72, National Fire Alarm Code

Other applicable regulations include:

- a. Applicable Safety Orders of the State of California
- b. California OSHA
- c. California Environmental Quality Act (CEQA)
- d. San Diego County Department of Environmental Health (DEH)
- e. Accessibility Regulations Established by the American with Disabilities Accessibility Guidelines
- f. City of San Diego Technical Bulletins

Mechanical, Electrical, and Plumbing standards:

- a. ASHRAE Guide
- b. SMACNA/ANSI HVAC Duct Construction Standards
- c. SMACNA Seismic Restraint Manual- Guidelines for Mechanical Systems
- d. NEMA National Electrical Manufacturers Association
- e. UL Underwriters Laboratories, Inc.
- f. FAA Federal Aviation Administration
- g. LEED
- h. ANSI American National Standards Institute
- i. ASTM American Society of Testing and Materials

- j. ASME American Society of Mechanical Engineers
- k. ASSE American Society of Sanitary Engineers
- l. ASPE American Society of Plumbing Engineers
- m. NESC National Electrical Safety Code
- n. SDIA Design and Construction Standards

## 5.3 Seismic Design Criteria

The San Diego County region is in an active seismic zone and as such, the Tenant is responsible for contacting local authorities to determine current seismic design requirements specific to this region, including the Rose Canyon fault. Furthermore, the Tenant shall design their facilities for the Occupancy Category designated by Title 24 of the California Code of Regulation with the following amplification: SAN, a Special Occupancy Group, is to be designed as a building that represents a substantial hazard to human life in the event of a failure, for seismic design only. The intent is to limit potential damage and disruption to SAN due to a seismic event by designing to the more stringent category requirement. As a minimum, the seismic design calculations for terminals shall be designed as Risk Category III with an "Importance Factor (Ie)" of 1.25 as designated by the California Code of Regulations. Refer to [Section 5.7 Structural](#), for additional information including Seismic Connections and Expansion Joints.

## 5.4 Accessibility

The Tenant is responsible for compliance with all applicable codes and regulations where the tenant provides goods and services that are considered a place of public accommodation. The Tenant shall have their ADA / Title 24 consultant review and provide written certification that the completed improvements comply with all applicable accessibility regulations no later than thirty (30) days after substantial completion notification is issued to the Tenant. An acceptable option to a written certification would be a reaffirmation by signature and current date that the ADA Conformance Statement on the record drawings, manufacturer cut sheets, or shop drawings remains true and accurate. Should there be any issues with ADA compliance, those shall be remedied within thirty (30) days of notice of non-compliance. The Authority shall be advised of the situation and kept updated on the progress towards conformance.



## 5.5 Sustainability

SAN's Mission statement is: "We will plan for and provide air transportation services to the region with safe, effective facilities that exceed our customer expectations. We are committed to operating San Diego's air transportation gateways in a manner that promotes the region's prosperity and protects its quality of life."

In the spirit of SAN's ongoing quest to operate as a sustainable environment, the Airport Authority asks that Tenants go beyond code required CALGreen when and where possible. The base building will be LEED (Leadership in Energy and Environmental Design) certified.

Tenants are encouraged to consider LEED certification as well for retail within existing buildings. Please review the USGBC website: <https://www.usgbc.org/leed/rating-systems/retail>. There you will find the information for pursuing obtaining a LEED certified project. SAN requires that any space over 10,000 SF to formally pursue LEED certification.

The following are SAN minimum performance design requirements unless dictated otherwise in the lease agreement;

- a. Equipment and appliances to be energy efficient as qualified by the EPA's Energy Star program.
- b. Lighting systems to be energy efficient with lighting controls and task lighting to manage energy use and make use of day-lighting opportunities where they exist. Energy star or equivalent.

- c. Power and water meters are required per lease space.
- d. Maintain a comfortable thermal environment for employees and customers, with energy efficient systems properly installed, calibrated, and commissioned.
- e. Reuse, recycle and salvage non-hazardous construction and demolition debris. Disposal of debris in accordance with City of San Diego Recycling Ordinance (refer to **Chapter 9 Additional Authority Resources**, for further Information). Ensure that any materials or waste generated during remodeling or construction projects, meet or exceed SAN thresholds for zero waste goals, practices, and reporting.
- f. Use zero VOC (Volatile Organic Compounds) emitting materials in furniture, adhesives and sealants, paints and coatings, composite wood and agriculture fiber products. Furniture is defined as any retail display fixture, casework, and built-in millwork such as wall shelving display units, display tables and fixtures, cash wrap, storage units, and cabinets.
- g. Use material containing no urea formaldehyde.
- h. Purchase durable products that reduce the overall amount of material discarded, maximize recyclability, and recycled content, reduce toxicity, and conserve natural resources, raw materials, and energy (e.g., minimize or eliminate use of single-use plastics products).
- i. Wood products are to be wood certified in accordance with the Forest Stewardship Council's principles and criteria.

## 5.6 Sound Transmission Criteria

The Tenant is required to attenuate the transmission of sound from their premises to all surrounding public and adjacent areas. The Tenant shall meet the following minimum requirements for Sound Transmission Class (STC) and Noise Criteria (NC).

- a. NC values for all equipment, including but not limited to the HVAC systems, shall comply with the generally accepted practice by the American Society of the Heating Refrigeration and Air Conditioning Engineers (ASHRAE), noise and vibration design guidelines. The NC Level within the premises as a result of any equipment or system shall be limited to NC 40. All equipment, including but not limited to the HVAC systems, shall be vibration isolated from the structure.
- b. The minimum acceptable demising partition STC value between premises for non-critical noise intrusion is STC 41. The minimum acceptable demising partition STC value for critical noise that are adjacent to other Tenant and SAN spaces shall be STC 47, with additional consideration for plumbing noise vibration isolation. SAN has the opportunity to review Tenant acoustical provisions on a site-specific basis and may require higher STC values based on the use of the space and other adjacencies.

## 5.7 Structural

### STRUCTURAL DESIGN CRITERIA

Any modifications to the Base building structure, including coring and beam penetrations, must be reviewed, and approved by the SAN. Tenant shall submit Base building Modification (BMMR) Form to Authority for approval and permit structural modification as required.

The Tenant shall retain the services of a professional structural engineer to analyze loads imposed on the Base building structural system.

The following design live loads are for reference only. The tenant is responsible for confirming Base building structural capacity.

- a. Structural Floor 100 lbs./sq. ft.
- b. Slab on Grade 125 lbs./sq. ft.
- c. Roof 20 lbs./sq ft.

### STOREFRONTS

Each design requires complete engineering plans and specifications clearly defining the details required for proper installation and performance. This includes, but is not limited to, head, jamb, sill, and corner conditions showing all typical attachments to the Base building structure. Storefronts shall be self-supporting between their structural supports and shall be capable of accepting all live loads, dead loads, wind loads, and seismic loads imposed and transfer all loads into the Base building structure. The storefront may be braced by the existing Base building structure, however, no

penetrations which would degrade the Base building structural integrity are allowed and all structural connections must be developed by a professional structural engineer.

#### **HEAVY EQUIPMENT AND OVERHEAD SUPPORTS**

Installation of heavy equipment of any kind is not permitted without prior consultation with a professional structural engineer and subsequent SAN review. All overhead equipment or systems to be supported from above shall be designed by a structural engineer licensed in the State of California.

The Tenant is not allowed to use Base building structural system without SAN approval of a “Base building Modification Request (BBMR) Form” submitted by the Tenant. Any proposed attachments to the underside of the concrete slab or deck shall be provided with an engineer’s structural calculations discerning the capability of the slab or deck to support the anticipated load. For concrete structural systems, the engineer shall design supports as required for SAN review. The Tenant is responsible to coordinate the transporting of heavy equipment through SAN spaces and to provide a travel path and plan. The Tenant shall verify and confirm weight of equipment and materials, as well as confirming existing structural capacities are adequate to carry such loads. Refer to [Sections 8.9 Tenant Cooperation & Coordination](#), and [8.10 Authority Contractor Cooperation & Coordination](#).

#### **CORE DRILLING, CUTTING, AND PENETRATIONS**

Refer to [Section 5.13 Base building Penetrations](#).

#### **ROOF MOUNTED EQUIPMENT**

The Tenant’s structural engineer shall analyze the load imposed by any required additional roof mounted equipment on the existing Base building structural system and provide structural calculations to support the proposed design/details. The Tenant shall provide roof structural reinforcement, roof opening framing and support curbs required for all new roof mounted equipment. Review and approval by SAN is required for all roof mounted equipment.

#### **ROOFING SYSTEM AND ACCESS**

The Tenant may access roof mounted equipment via existing roof walkway pads from SAN provided roof access points. Tenants must provide roof walkway pad extensions from existing Base building roof walkway pads to all Tenant provided roof top equipment. All roof modifications must be in compliance with the Base building roof system. To maintain existing roof warranties the Tenant is required use the Authority’s roofing contractor or as an option a roofing contractor certified by the manufacturer of the roofing system and provide an equal warranty period for that portion of the affected roof replacement/repair to modify any portion of the roofing system at the Tenant’s sole cost and expense (refer to [Section 7.4 Authority Proprietary Systems Maintenance Systems](#) for further information). Contact the TIP team representative for

contact information regarding the individual roofing contractor’s representative.

#### **SEISMIC CONNECTIONS AND EXPANSION JOINTS**

The Tenant is to ensure that all work is designed to accommodate and protect for seismic events. Requirements include but are not limited to the seismic detailing for ceilings, walls, floors, utilities (joints, connections, auto and manual shutoffs), plumbing, casework and other components in the project specifically required by code to accommodate the seismic activity inherent in the region. See [Section 5.3 Seismic Design Criteria](#) for further information.



## 5.8 Mechanical

The objective of the Mechanical Design Criteria is to provide the Tenant with the technical criteria required to ensure the installation of Heating Ventilation and Air Cooling (HVAC) equipment and all mechanical systems, including any miscellaneous heat producing appliances within the premises or other leased support spaces conform to the requirements as specified herein.

All work in this section shall meet all SAN Standards whether contained as sections within this manual or as additional resources listed in [Chapter 9 Additional Authority Resources](#) and all latest adopted governing local, state and federal codes, ordinances and regulations.

All mechanical design data such as ultimate heating and cooling, water, and power demand, shall be indicated on plans submitted for review; including all appropriate and completed calculations and data required for determination of compliance with the California Code of Regulations Title 24.

While all premises are 'as-is' 'where-is' condition, SAN recognizes that documented conditions are expected to be provided as detailed. A key activity during the Space Acceptance walk (or earlier if possible) by the Tenant is to field verify that all utilities are present as called out in the corresponding MEP drawings. The Tenant to identify in its Space Acceptance letter to SAN any condition that is not deemed correct or is missing for SAN to respond.

The Tenant shall confirm the available Base building HVAC system and capacity provided for premises. Any additional HVAC requirements beyond the capacity provided by SAN shall be provided by the Tenant at its sole cost and expense.

- a. Where chilled water is being provided, coils shall be designed for 16°F temperature.

The Tenant is required to use the Base building Mechanical/HVAC System-Controls proprietary systems maintenance contractor for programming and final connections for the system at the Tenant's sole cost and expense. Refer to [Section 2.4 Base building Conditions](#), HVAC Controls and [Section 7.4 Authority Proprietary Systems Maintenance Contractors](#).

Any time Tenant connects to the Base building system for the supply and control of conditioned air within their space they must communicate in advance with its SAN Project Manager to determine whether an SAN Contractor is required to perform the work. Tenant is required to install and maintain HVAC equipment that is compatible with SAN's HVAC proprietary system specifications. The tenant is responsible to maintain all its MEP systems up to the point of connection to the base building. This includes, but is not limited to, all mechanical system components or other specific stand-alone systems. At no time shall Tenant touch SAN systems without advanced approval in writing from SAN. Should access be granted, it will be to perform work using the services of an SAN Proprietary Contractor.

If the Tenant requires modification or extension of any Base building Mechanical/HVAC system a "Base building Modification Request (BBMR) Form" must be submitted to and approved by SAN. All approved modifications shall be completed in accordance with requirements as outlined herein. Mechanical/HVAC system modifications requiring shutdown of other portions of the mechanical systems or work within SAN's mechanical rooms shall be performed during hours approved for such work, coordinated in advance with Authority's T.I. Construction Inspector and performed under SAN staff supervision.



All construction documents and specifications shall be developed by the Tenant and reflect a complete and fully engineered system. The HVAC system shall include all HVAC equipment (Make-up air units, fan-coils, VAV's, etc), ducts, diffusers, insulation, controls, smoke and fire systems components, final electrical connections, and appurtenances as required for complete installation and the operation of the system.

The HVAC system and its component parts shall operate without objectionable noise or vibration within occupied spaces. Noise levels shall not be above the minimum acceptable Noise Criterion (NC) as identified in [Section 5.6 Sound Transmission Design Criteria](#).

The HVAC system shall include fire alarm system components compatible with SAN's Base building fire alarm system. The SAN fire alarm proprietary system maintenance contractor is required to provide programming and make all connections for this system at the Tenant's sole cost and expense (refer to [Section 7.4 Authority Proprietary Systems Maintenance Contractors](#) for fire alarm coordination information). Contact the TIP Coordinator for contact information regarding the Base building Fire Alarm proprietary system maintenance contractor representative.

The HVAC system shall include automatic temperature control components compatible with the existing SAN Mechanical/HVAC control system. The SAN Mechanical/HVAC control system contractor is required to provide programming and make all connections

for this system at the Tenant's sole cost and expense (refer to for HVAC Controls Contractor information). Contact the TIP Coordinator for contact information regarding the Base building Mechanical/HVAC Controls proprietary system maintenance contractor representative.

All mechanical systems shall be designed to maintain adequate access and clearance to existing equipment, new equipment devices requiring maintenance and shall not create interference with the operations of existing equipment.

No openings for fans, outside air intakes, vents, louvers, grilles, or other devices will be installed in any demising partitions, exterior walls or roof without SAN's review and approval. All penetrations through exterior walls and roof structure must strictly comply with the requirements as outlined herein to maintain roof warranty.

Any existing mechanical equipment to be abandoned shall be removed and recycled in accordance with City of San Diego Planning and Development Services Department "Recycling Requirements" and the roof patched as required by a contractor approved by the roof warrantor.

All interior piping and ductwork shall be supported independently from structure. Support of piping and ductwork from other piping or ductwork is not permitted.

Roof mounted Tenant equipment shall be located in mechanical designated areas on roof. Refer to architectural drawings for location. All equipment shall be mounted on curbs.

All Tenant installed roof top equipment shall have a permanent label, prominently visible, indicating premises LOD identification using sans-serif, bold-minimum three inches high font permanently affixed to each piece of equipment

Negative air pressure must be maintained to prevent odors from leaving the space. Objectionable odors will be exhausted in such a manner as to prevent their release in the building or short circuiting into any fresh air vents.

Elevations must be submitted showing any exterior devices including louvers to be installed for exhaust and make-up air units, including exhaust fans.

All mechanical equipment shall be U.L. listed and rated. Air handling equipment shall be certified for performance by a nationally recognized testing Agency.

No fiberglass ductwork shall be permitted. All ductwork shall be steel, aluminum, stainless steel, or metallic alloys suitable for intended use.

Flexible ductwork shall be wire type with factory installed collars. Minimum and maximum lengths shall be as per code. Field altered (in a manner that adversely affects the air flow design capacity) flexible ducts are prohibited. Installation shall be free of tight bends or kinks supported with one and a half inch 1-1/2" minimum hanger strap and shall be used for connection to diffusers and

registers or for terminal boxes when rated for appropriate duct pressure classification. Ductwork drops to ceiling diffusers or registers when greater than 6'-0" in length shall have independent hanger supports to structure above and elbows shall be strapped for continuity. Lateral bracing for drops greater than 6'-0" shall be required.

Ductwork hangers shall be galvanized metal strap or minimum 3/8" diameter steel rod trapeze arrangement per "SMACNA" standards. Ductwork may not be hung or braced with wire. All ductwork shall be seismically braced, regardless of size, for lateral, longitudinal and uplift movement. The minimum bracing material shall be 2"x2"x16-gauge galvanized steel angle, deburred to remove sharp edges from shearing. Subsequent bracing requirements shall be per "SMACNA Seismic Restraint Guidelines" latest version.

The use of aircraft cables for seismic restraint of ductwork is prohibited. For equipment that requires noise and vibration isolation, refer to SMACNA or other nationally recognized standard that achieves SAN noise and attenuation requirements.

Roof mounted exhaust fans shall not be located within 15 feet of a make-up air unit or 25 feet from base building fresh air intake. For exhaust fans, make-up air units, refrigeration condensers, and other equipment located on the roof the Tenant shall coordinate with SAN relative to all anticipated and/or existing adjacent Tenant roof mounted equipment and shall provide engineered drawings and calculations plus all structural

reinforcement design documents to support their roof top equipment loads. The calculations may be reviewed by SAN and the Base building structural engineer. All proposed new roof mounted mechanical equipment shall be installed independently of the existing roof membrane material unless regulatory code(s) require structural attachment/restraint considerations. Reuse existing roof curbs to the extent possible.

Tenant shall develop construction documents, so all work is furnished and installed in logical sequence and performed in an expeditious manner for efficient flow of work. Particular attention is to be given to the positioning of large equipment items and tie-ins to existing systems that will require system shutdowns. Requests for system shutdowns shall be submitted in writing using a utility interruption form ([Chapter 9 Additional Authority Resources](#) for SAN's Contractor Interface with Airport Systems Notification form) 72 hours in advance of any planned utility shut-off. Progress of mechanical work shall be coordinated by the Tenant with all other trades, SAN's Base building Contractor where required and all concurrent construction.

The Tenant must verify all site conditions and dimensions by field measurements, and review of Base building contract documents for work in progress. Chases, slots, openings, and SAN designated "Right of Way Routes" shall be verified, and the mechanical system designed to allow for installation.

All systems that require periodic servicing or equipment replacement shall be readily accessible from the Tenant's space. Mechanical equipment installations shall be designed and located to facilitate servicing, maintenance, and repair or replacement of equipment and components. The Tenant is to coordinate the connection of mechanical systems with Base building systems including exterior underground and utility services.

Mechanical systems, materials, and equipment installation must conform to SAN approved construction documents, and submittal data. Where coordination requirements conflict with individual system requirements, conflicts are to be resolved by the Tenant in coordination with SAN. Systems, materials, and equipment are to be designed to be level and plumb, parallel and perpendicular to building coordinates, systems, and components. The Tenant shall protect HVAC systems, cover duct openings, and install MERV 8 Filters in HVAC units during construction.

Equipment shall be designed and installed for ease of disconnection, with minimum interference with other installations. Grease fittings are to be extended to an accessible location. Access panel or doors are required where units are concealed behind finished surfaces. Systems, materials, and equipment are to be installed to provide right-of-way priority to piping systems, which are required to be installed at a specific slope and those that are most costly to install.

Tenant is required to provide exhaust as required for the proper operation of the mechanical systems. All rooftop equipment installed by Tenant shall meet all requirements as outlined herein. Required roof penetrations shall be as described in [Section 5.13 Base building Penetrations](#) as required to maintain roof system warranty and at the Tenant's sole cost and expense. Contact the TIP Coordinator for further specific Base building Roofing maintenance contractor representative information Refer to listing of specific building systems.

Tenant temperature control system shall be integrated into the Base building Mechanical/HVAC Controls Proprietary System (where applicable) and be in proper working order. All Tenant refrigeration systems and equipment are to be running and in proper working order. All instruments shall be properly and accurately field calibrated.

The Tenant shall coordinate with SAN during its commissioning (Cx) process and will be required to submit its results at closeout. Tenant shall retain the services of a third party to perform the Cx and include those who are thoroughly familiar with the project and operation of the various systems to be present during the testing and observation stages to demonstrate proper operation of the equipment and controls. SAN operational personnel from its Facilities Management Department shall also be included in all Cx activities.

Cx shall include test and air balance the space and provide a certified Testing and Balance (TAB) report to SAN. Substantial Completion will not be issued until the TAB reports are completed to the satisfaction of SAN. The air system balance shall be performed by contractors that are certified by the American Air Balance Council (AABC) or the National Environmental Balancing Bureau (NEBB). Air distribution systems shall be balanced for specific design flow rates and system static pressure.

Tenant shall submit to SAN a signed copy of the City of San Diego Planning and Development Services Certificate of Occupancy required for project closeout Refer to [Section 8.29 Project Closeout](#).

## 5.9 Plumbing and Fire Protection

The Plumbing and Fire Protection criteria provides the technical criteria required to ensure the design and installation of all plumbing including hot and cold domestic water, sanitary sewer, waste, and vent within the premises or other leased support spaces conform to SAN Standards whether contained as Sections within this manual or as listed in [Chapter 9 Additional Authority Resources](#). Work shall meet all requirements of SAN and AHJs. The design and construction of the Tenant's plumbing and fire protection systems shall include but is not limited to the following:

- a. The Tenant shall furnish and install all piping, fittings, valves, and associated components to accommodate the Tenant's design. Plumbing system modifications requiring "wet taps" shall be coordinated in advance in writing ([Chapter 9 Additional Authority Resources](#) for SAN's Contractor Interface with Airport Systems Notification Form) with Authority T.I. Construction Inspector and SAN Base building contractor where appropriate. Work must be performed during the hours approved for such work and under the direct supervision of the Authority T.I. Construction Inspector.
- b. The Tenant shall include within the Contract Documents a plumbing schedule with fixture connections sizes and fixture unit demands.
- c. The Tenant is required to provide power and domestic water (hot and cold supply, and domestic

- hot water return) submeters unless otherwise noted. Hydronic or air system BTU submeters are not required at SAN. The Tenant shall coordinate with TIP Project Manager to confirm that the Tenant performs all testing, calibration, and commissioning. All submeters shall be placed on the primary supply line immediately upon the line entering the space. Meters shall be mounted in an accessible location, maximum 5'-6" A.F.F. Tenant must provide a letter to SAN certifying the water meter monitoring device is properly installed and functioning prior to substantial completion. For further information regarding utility monitoring devices refer to [Section 2.4 Base building Conditions](#).
- d. The Tenant is not allowed to route wet utility piping above any main electrical system room. Should such a condition exist, Tenant to notify SAN in writing within seven calendar days providing plans and what the condition is to be resolved.
  - e. No plastic pipe is allowed except for waste lines below grade. Acid resistant piping shall be utilized for all waste drain lines serving soda and beer dispensers for a minimum of 25 feet or to the nearest connection with a main line. No grease effluent will be allowed into the Base building plumbing systems.
  - f. The Tenant shall connect sanitary drainage piping to the provided stub out. Sanitary sewer lines which may experience condensation are to be fully wrapped with insulation (except at slab on grade locations) to prevent pipe condensation from dripping on other premises. The routing of piping shall not occur over CTX and other similarly sensitive equipment.
    - i. All sanitary sewer system clean outs (whether floor or wall) shall be readily accessible without moving any of the Tenant's furniture, fixtures, or equipment (FF&E).
    - ii. Wall surfaces adjacent to or in a close proximity to, a mop basin/sink shall be designed to provide maximum water protection.
  - g. Domestic hot water, if provided by SAN, is provided at approximately 125 degrees. The Tenant is responsible for providing equipment necessary to increase the water temperature as required for showers and other support spaces. Water heaters shall be electric and shall not be mounted above ceilings. The Tenant is encouraged to install water heaters above mop sinks where practical. There is allotted space on the roof for supplemental equipment.
  - h. Gas piping within the Tenant's space shall be threaded, pressure seal, or welded joints, labeled, and tested.
  - i. The horizontal waste lines shall be sloped at 1/4" per foot and a 4" minimum.
  - j. Remote condenser units shall be located as approved by SAN, outside of the building in an area designated by SAN.
  - k. Modifications to the Base building infrastructure (utilities) required for the Tenant's refrigeration equipment including refrigerant and drain lines, plumbing, and floor drains, will be at the Tenant expense. Remote condenser units shall be located as approved by SAN, outside of the building in an area designated by SAN.
  - l. Cutting and patching to be performed as required to return finishes to their original condition. Welding or torch-cutting must be under the direct supervision of Authority's T.I. Construction Inspector. Tenant must notify Authority's T.I. Construction Inspector and obtain a written approved, by SAN "Hot Work Permit" 24 hours prior to welding or torch cutting operation.
  - m. Where required, the Tenant shall install a complete fire sprinkler system designed by a fire protection engineer or fire sprinkler contractor and permitted with the San Diego Development Services Department.
  - n. The fire sprinkler system shall be fully engineered and substantiated by hydraulic calculations prior to submitting to the City of San Diego Planning and Development Services Department for plan check review approval. The fire sprinkler contract documents shall include complete calculations along with the location of all valves, piping, and sprinkler heads.
  - o. The fire protection designer is required to obtain flow test data, satisfactory to the Agencies Having Jurisdiction. The drawings and hydraulic

calculations must include the site of the flow test, and the date and time the test was conducted. The calculations must be taken to the point of the actual water flow test.

- p. The Tenant is required to certify that the exact sprinkler head as indicated on the contract documents and hydraulic calculations is the sprinkler head installed on the job site. There are numerous sprinklers available, each with a unique set of design criteria, flow pressure requirements, spacing requirements, and specific obstruction rules. Installing the wrong sprinkler invalidates the hydraulic calculations and could put the building at risk.
- q. The Tenant shall coordinate with the SAN T.I. Construction Inspector and SAN Base building maintenance contractor where appropriate to isolate the effected sprinkler system zone valve so the piping may be drained prior to the installation of new fire sprinkler system. Contact the TIP Coordinator for contact information Refer to [Section 7.4 Authority Proprietary Systems Maintenance Contractors](#).

#### **FINAL OBSERVATION, INSPECTION & COMMISSIONING**

Prior to final observation by SAN, all work under the contract shall be completed and all systems shall be in proper working order and placed in operation. All relevant systems shall be properly tested with quantities indicated on the record drawings.

### **5.10 Electrical**

The Electrical Design Criteria provides the technical criteria required ensuring the design and installation of the electrical, fire alarm, and telecommunication systems and equipment within the premises or other leased support spaces conform to Airport Authority Standards whether contained as sections within this manual or as listed in [Chapter 9 Additional Authority Resources](#).

All work in this section shall meet all SAN Standards whether contained as sections within this manual or as additional resources listed in [Chapter 9 Additional Authority Resources](#) and all latest adopted governing local, state and federal codes, ordinances and regulations.

All electrical design data such as ultimate power and lighting loads shall be indicated on construction documents submitted for SAN review, including calculations and data required for determination of compliance with the California Code of Regulations Title 24.

#### **LOCAL CONDITIONS**

The Tenant must field verify the site location and availability of existing electrical systems and the building structure. Prior to the initiation of the design, the Tenant shall examine site space and utilities to become familiar with existing local conditions affecting work, such as obstructions, level changes, necessary cutting, and possible interferences inhibiting the installation of the electrical systems or the routing of services for

the system. In addition, the Tenant must review Base building contract documents for work in progress which may affect the Tenant's design.

#### **TENANT RESPONSIBILITIES**

The Tenant shall provide a fully engineered and complete electrical system to meet the requirements of the Tenant's design. It is essential that the electrical engineer be completely familiar with SAN's electrical distribution system and all requirements pertaining to that system. If the Tenant's operations require modifications or extensions of any Base building electrical equipment or system components a "Base building Modification Request (BBMR) Form" must be submitted and approved by SAN and the modifications shall be completed in accordance with requirements as outlined herein and at the Tenant's sole cost and expense. Electrical system modifications requiring shutdown of other portions of the building's electrical systems or work within SAN's electrical rooms shall be coordinated in advance with Authority's T.I. Construction Inspector and performed under SAN supervision.



The Tenant shall furnish and install all electrical work required for and within the premises, including all connections at the designated electrical switchboard, including the necessary feeder breaker and related Dent Instruments meter sensors, feeder conductors to the Tenant's electrical panel and associated branch circuit wiring, devices, equipment connections and lighting. For further information regarding Dent Instruments devices refer to [Section 2.4 Base building Conditions](#), Subsection SkySpark Analytical Software.

The design and construction of the electrical system shall include but may not necessarily be limited to:

- a. Provide the required feeder breaker with Dent meter sensors in the designated electrical switchboard space and wiring in conduit provided by base building. The distance to the nearest designated electrical switchboard varies and Tenant is responsible to confirm location and coordinate all access and connections for permanent power with the SAN Authority T.I. Construction Inspector and SAN Base building contractor where required.
- b. Furnish and install all required 480/277V and 208/120V electrical distribution equipment within the premises, including step-down transformer. Transformer is to be pad mounted on the floor within the premises with proper seismic anchoring and vibration isolation. The Airport Authority may consider allowing the Tenant to suspend transformers from structure on a case-by-case basis. Transformers to be sized per the Tenant electrical load and shall have copper windings, aluminum windings are not allowed. Refer to San Diego International Airport's Design Construction Standards.
- c. The Tenant must conduct a demand load analysis and a short circuit study on the electrical system and furnish and install properly sized breakers certified by the manufacturer. The Tenant must provide a balanced electrical load in all three phases of the distribution system to within 5%.
- d. The Tenant must confirm the Dent Instruments electric meter is configured per SAN's requirements, has been connected to the provided sensors and communications network and has the Airport Authority assigned IP address programmed.
- e. Each electrical service main sub-panel within the Tenant's space shall include the following information which shall be typed on a 1/16" thick plastic engraved acrylic plate and permanently attached at the top of the subpanel's front panel:
  - i. The room identification number of the location of the supply circuit
  - ii. The panel identification of the supply circuit
  - iii. The breaker number of the supply circuit.
  - iv. Other electrical service sub-panels within the Tenant's space shall include the following information which shall be typed on a 1/16" thick plastic engraved acrylic plate and permanently attached at the top of the subpanel's front panel:
    - The panel identification of the main sub-panel supply circuit
    - The breaker number of the main sub-panel supply circuit
- f. Electrical system modifications that require a shutdown of other portions of the electrical system shall be done after hours and must be coordinated with and submitted in writing, using a utility interruption form (Refer to [Chapter 9 Additional Authority Resources](#), SAN Contractor Interface with Airport Systems Notification Form) 72 hours in advance of any planned utility shut-off, to the Authority T.I. Construction Inspector.
- g. All existing conduits, cables, wiring, raceways, support structure/attachments, and/or other associated electrical equipment/devices which are to be abandoned as a result of this leasehold build-out shall be removed by the Tenant at the Tenant's sole cost and expense.
- h. All new conduits shall be installed using steel compression-type fittings. The use of set screw and zinc die-cast compression-type fittings are prohibited.
- i. Any work proposed by the Tenant on the ramp level under slab shall be proposed in advance in writing for review and approval by the Authority in writing. Whether it be electrical, plumbing, or other. This includes proposed beverage lines from a given storage area to the premises.

- j. The Tenant shall ensure all wiring for lighting, power, fire alarm, telephone, data, television, and low-voltage systems within walls and ceiling plenum are installed in metal conduit, metal raceways, or cable trays. Exposed wiring is not allowed and the minimum acceptable by code shall be used. MC cable #12 AWG and above is allowable to daisy chain light fixtures. MC shall not be used for home runs or switch legs. Under no circumstances shall the Tenant use any type of tie wire to secure, fasten, or support any feeder or branch circuit, feeder, system, or communication/data conduit. See [Section 5.12 for Telecommunication](#) requirements.
- k. The Tenant shall be responsible for all labor, materials, equipment, and related services necessary to furnish, install, and connect temporary lighting and power.
- l. The Tenant shall provide all emergency egress lighting required by the AHJ. Base building emergency power is not available for Tenant use. Battery powered emergency egress lighting shall be integral to the lighting fixture. Surface mounted emergency fixtures are not allowed. Should emergency lighting be required in a public space, the architectural lights shall work with a battery back-up inverter.
- m. The Tenant is required to provide acceptable cable management solutions. No extension cords, exposed cords, or cables will be allowed unless given prior approval.

## 5.11 Fire Alarm

The Fire Alarm Design Criteria provides the technical standards required ensuring the design and installation of the fire alarm system and equipment within the premises or other leased support spaces conform to SAN Standards whether contained as Sections within this manual or as listed in [Chapter 9 Additional Authority Resources](#). The design and construction of the fire alarm system shall include but may not necessarily be limited to the following:

- a. The Tenant is required to provide a fully engineered fire alarm system including plans and specifications. Fire alarm plans must indicate location and mounting for all speakers, strobes, smoke detectors, and connections for specialty equipment, HVAC duct detectors and smoke dampers where required.
  - i. Tenant spaces shall have their kitchens and break rooms cross zoned with heat/smoke detectors.
- b. The fire alarm system shall be included in the plans submitted to SAN as part of the required design review process. Deferred submittals for the fire alarm system and equipment are allowed so long as the fire alarm system and associated components are noted and accounted for in the construction documents submitted to SAN for review and approval prior to construction. Prior to submitting plans that indicate a deferred submittal for fire alarm system and associated components, the

Tenant will verify with SAN the latest requirements for fire system submittals.

- c. The Tenant is required to use the Base building Fire Alarm proprietary systems maintenance contractor for connections to the system and programming at the fire alarm panel. All devices are required to meet SAN Base building fire alarm system specifications and standards (refer to [7.4 Authority Priority Systems Maintenance Contractors](#) for requirements). Any required connection to the existing fire alarm system shall be fully tested for functionality and certified in compliance by SAN's Fire Alarm proprietary systems maintenance contractor prior to acceptance of the Tenant's improvements. Final connection of the Tenant's fire alarm system to the SAN's Fire Alarm proprietary system network shall be made by the Base building Fire Alarm proprietary system maintenance contractor at the Tenant's sole cost and expense.

## 5.12 Telecommunications

The Data-Telecommunications Design Criteria provides the technical criteria required ensuring the design and installation of the data-telecommunications systems and equipment within the premises or other leased support spaces conform to SAN Standards whether contained as Sections within this manual or as additional resources listed in [Chapter 9 Additional Authority Resources](#).

- a. The Rack Rooms within each building shall be connected. They are managed and maintained by SAN's Shared Tenant Service Provider.
- b. The Tenant is required to provide a fully designed data-telecommunications system including plans and specifications. The data-telecommunications plans shall indicate location and mounting for all telephone, data, internet, TV, cable outlets, devices, and equipment within the space.
- c. No roof mounted satellite dishes will be allowed. The Tenant shall coordinate service requirements and connections with SAN early in the design process.
- d. All auxiliary systems shall be labeled to indicate function, termination, and ownership at the following locations:
  - i. Origination
  - ii. Termination
  - iii. Wall/floor/ceiling penetrations
  - iv. System Type
- e. Conduits going to rack rooms shall land in the space allocated for the Tenant within the Rack Room. This is not a reserved space to house network gear or servers and is intended to only obtain connectivity from STS services or LEC services. Refer to the Utility Matrix and/or Base building construction documents for sizes and capacities.
- f. The Tenant shall be required to coordinate the connection at the SAN building rack room cabinet in the presence of: Tenant, SAN's IT representative, and the third-party contractor that is, POS between two locations where separation precludes wireless, high-speed internet, telephone, CATV or other service provider under contract with Tenant.
  - i. SAN's Shared Tenant Services Provider can provide data-telecommunications services as an option for the Tenant; however, the Shared Tenant Services Provider will provide the final connection of Tenant's telecommunications at the Rack Room equipment room at the Tenant's cost.
  - ii. If the Tenant elects to contract for data-telecommunications services with other than SAN's Shared Tenant Services Provider, the Tenant's data-telecommunications provider shall be responsible to provide backbone cabling and cable management to the Rack Room per the specifications as required by SAN's Shared Tenant Services Provider. This entry shall be in the next generation of Tenant's Leasehold Agreements and deleted herewith. If the Tenant desires to install Wireless Access Point (WAP) to build a "Wi-Fi Network" within the Tenant space, for the use by the Tenant and its employees, the Tenant shall seek SAN approval and coordinate with SAN's Shared Tenant Services Provider. Coordinate with Airport IT Department to ensure there isn't signal clashing, and that assignments are accounted for accurately. An intermodulation study is to be done every time a wireless device is modified.

- iii. In the instance where base building radio system antenna is located within a tenant space, the Tenant shall be responsible for antenna relocation as needed within the Tenant space to maintain the approved coverage level within the tenant space. Relocating antennas shall be avoided. If required, a study must be performed to determine if an antenna can be relocated or not. Antennas are intended for public safety radio communications and are placed strategically to ensure the coverage required by code. Tenant shall notify SAN in writing regarding any concerns. Should SAN agree to any modifications, such work must be performed by SAN's proprietary contractor(s) at the Tenant's sole cost and expense. After Tenant completes construction activities, antennas need to remain accessible.
- g. The Tenant's Electrical Contractor shall provide the minimum allowed by code for any other connectivity required within the premises.
- h. The Tenant shall adhere to the requirements of the San Diego International Airport's "Information Technology (IT) Infrastructure Standards Construction Manual" for any work that extends beyond the tenant's premises or touches a base building system.
- i. Where music, video, and television entertainment systems are permitted, the volume of sound must be strictly controlled to limit the levels to the premises and not intrude into adjacent spaces or public areas. Paging System and Emergency Messaging System must be clearly heard without interference from the Tenant sound systems. The noise from any premises to the exterior shall not exceed 6 dBA above the ambient level. The ambient level is anticipated to be 50 dBA; therefore, the maximum level for the premises is not to exceed 56 dBA.



### 5.13 Base building Penetrations

The Tenant shall submit plans showing locations, sizes and details of proposed building penetrations to obtain written permission from SAN in advance of any core drilling or cutting of floors, walls, and roof structures. SAN written permission and a site pre-meeting is required for any penetrations including but not limited to: Drilling or cutting of conduit, pipe sleeves, chases, or duct equipment openings in the floor, architectural column encasements, walls or roofs of the structure. Cutting of structural beams is not allowed without approval by SAN. An engineer's structural calculations discerning the capability of the beam to support the structural loads with the cut must be submitted to gain SAN approval. Cutting structural columns and braces is not allowed. If any utility or service is damaged, the Tenant shall notify SAN immediately. All damaged items must be repaired immediately at the Tenant's sole cost and expense. Refer to approved base building coring details and beam penetration details included in the base building drawings provided by SAN.

All penetrations shall be kept to a minimum, and if a roof penetration, shall be performed by a contractor acceptable to SAN's Base building Proprietary Maintenance Contractor to maintain existing warranties.

Floor and wall penetrations through a fire rated assembly or a waterproof membrane affecting the rating and function thereof, are not allowed. All floor penetrations shall be sealed at the floor during the rough-in stage. Penetrations through concrete must be scanned in advance using ground penetrating radar operated by a certified GPR Contractor and the results of the scanning indicating proposed hole location(s) shall be submitted to SAN for approval prior to any penetration of the concrete. Floor sinks and floor drains shall be sealed directly to the floor without a sleeve; these penetrations shall be of precise size, as to allow the body of the fixture to be sealed at the penetration. All concrete or masonry cutting, or coring shall be made only with diamond tipped cutting tools. Penetrations through concrete or masonry larger than 1" diameter shall be cored. All existing concrete floor penetrations abandoned as a result of a Tenant's project design shall be filled with a SAN approved structural patch. In spaces with plumbing fixtures, such as showers, the Tenant shall install a waterproof membrane as outlined in [Section 3.2 Floor Construction and Materials](#).

#### Important note:

**All floor penetrations, except for concrete slab on grade conditions, shall be provided with a welded seam or seamless, stainless or galvanized steel sleeve extending to a height of three inches above the finished floor level and flush with underside of floor deck. The sleeve shall be precisely sized to fit the opening in the concrete. In addition, all sleeved openings shall be sealed with an epoxy-type, non-shrink, waterproofing adhesive sealant and where required, fire safing, fire-safe joint covers and/or fire rated escutcheons shall be provided to re-establish fire rated assemblies' protection of the affected floor. If applicable, any damage to an existing floor slab waterproof membrane shall be repaired in like to provide a continuous waterproof membrane in and around the floor penetration.**



## 6.0 Design Review and Submittal Process

- 6.1 General
- 6.2 Conceptual Design
- 6.3 Schematic Design—30% Review
- 6.4 Design Development—60% Review
- 6.5 Construction Documents—90% Review
- 6.6 Construction Documents—100% Review
- 6.7 Permit Conformed Set—Issue for Construction
- 6.8 Design Submission Format Requirements
- 6.9 Drawing Revisions Documentation
- 6.10 As-Built and Record Drawings
- 6.11 Work Site Documents and Samples
- 6.12 Shop Drawings, Product Data, and Samples
- 6.13 Substitutions or Alternates

## 6.1 General

### DESIGN TECHNICAL AND CONSTRUCTION REQUIREMENTS STANDARDS

The Authority requires all Tenant Improvement Program projects to be submitted for design review prior to the start of construction.

The Authority has established a standardized, multiphase, design review submittal process to ensure Tenant's designs comply with all Authority standards. These phases are briefly outlined below and further described in the Tenant Improvement Development Process Diagram (see [Chapter 9 Additional Authority Resources](#)).

### AUTHORITY ADDRESSES

All TIP submittals shall be submitted to TIP Manager at:

[TIP@SAN.ORG](mailto:TIP@SAN.ORG)

San Diego County Regional Authority

P.O. Box 82776

San Diego, CA 92138-2776

For overnight deliveries:

San Diego County Regional Authority

3032-A North Harbor Drive

San Diego CA, 92010

### TIMELY SUBMITTALS

Unless otherwise waived or modified by the Authority, the Tenant must submit all drawings, specifications, renderings, material boards and other documents as required, within the agreed upon time frame, and in quantities as indicated throughout [Chapter 6](#).

[Submissions](#) shall be digital PDF documents unless indicated otherwise.

### BASE BUILDING DOCUMENTS AND DRAWING SHEET STANDARDS

TIP team representatives, in coordination with Technical Services, will provide access to base building documents and drawing sheet standards to Tenants as needed once the contract is executed. Tenant to schedule drawing review meeting to determine which documents are required. Authority's Drawing Submission Format Requirements noted within this chapter. Refer to [Section 1.6 Data & Material Furnished by the Authority](#) for additional information.



## 6.2 Conceptual Design

### CONCEPTUAL DESIGN APPROVAL

Tenant shall submit concept deliverables to their Asset Manager for review and approval. Deliverables shall clearly describe the project scope, location and suitability for SAN campus. Asset Manager will review with TIP Manager and required stakeholders and confirm project is accepted.

Upon review and acceptance by the Authority of the Concept Design documents, this phase of review will be complete. The Authority will issue a Conceptual Approval Letter stating terms of accepted design that shall be attached to the T1 Application form.

### DESIGN REVIEW MEETING

As a requirement for completing the Conceptual Design Phase, Tenant Improvement work may require a meeting with the Authority's Design Review Committee (DRC, Planning, and Environmental) and/or other specific Authority Stakeholders to finalize acceptance to the concept. The TIP Manager will determine review requirements on a case-by-case basis and shall schedule meetings when needed. The Tenant is required to provide an oral/graphic overview presentation of the Concept Design submittal. The review will ensure compliance with the Authority's design standards as outlined within this manual and provide discussion points.

### REVIEW CRITIQUE

Following Conceptual Design Orientation review/meeting, the Authority will provide the Tenant with comments as to the merits and negative issues regarding the proposed project.

The Tenant shall address any design or noncompliance issues prior to proceeding with the construction documents (working drawings).

Proposed design must be compatible with functional, aesthetic and wayfinding elements of base building design. Applicable codes and regulations shall be considered.

### SUBMITTAL PREREQUISITES

Prior to submitting concept deliverables, the Tenant architect must schedule a visit of the physical lease space and review all Authority guidelines.

### SUBMITTAL REQUIREMENTS

- a. Location plan indicating project lease lines and relationship to surrounding areas.
- b. Colored presentation drawings of floor plan, reflected ceiling plan, elevations including context of adjacent surroundings.
- c. Description and dimensional relationships of all elements including flooring, ceiling, lighting, wall treatments, signage, branding and FF&E.
- d. Description of all elements within interior buildout including finishes, lighting, and FF&E.
- e. Finish material boards.
- f. Preliminary cost estimate.
- g. Milestone project schedule.
- h. T1 Application Form.

**Note:** For projects over 10,000 sq ft. submit draft LEED Scorecard

### PROJECT KICK-OFF MEETING

This meeting will include review of the Tenant's conceptual design. The Conceptual Design meeting is an opportunity for the Tenant and their representatives to meet with the Authority to discuss the project and to clarify any remaining design review process and submittal requirements. Installation of specialty equipment that may require exceptions to SAN standards shall be explicitly identified for review at this time for consideration on a case-by-case basis. This meeting, and any other following, may be allowed to be virtual as determined by the Authority's TIP Manager.

### 6.3 Schematic Design–30% Review

Following Concept Design approval and any direction thereto, Tenant to proceed in developing schematic design in keeping with all Authority guidelines, requirements, and any project specific issues or requirements identified by the Authority.

- a. Minor Tenant Projects as determined by the Authority at its sole discretion, may determine that the project is not subject to all design review and submittal requirements. For example, the project may not need not be submitted for Schematic Design Review Phase (30%) and skip directly to the Design Development Review Phase (60%). The Authority will provide the Tenant with a waiver in writing if such is the case as part of the Conceptual Approval Letter.

Following these parameters, the Tenant prepares a schematic design submittal consisting of drawings, renderings, material boards, and other documentation as required to accurately illustrate the scale and relationships of project components, including considerations of furnishings, space planning, fixtures and displays, signage and graphics, equipment, and systems. Preliminary studies for lighting may also be required.

The Tenant shall incorporate all previous written review comments received from the Authority in the schematic design prior to submittal or provide documentation addressing reason for non-inclusion.

The Authority at its sole discretion, may require the Tenant to resubmit for presentation/review design changes that have a significant impact on the overall design and exceed the scope of a DVR.

Upon acceptance by the Authority of the schematic design documents this phase of service is complete.

#### SUBMITTAL REQUIREMENTS

- a. Colored Presentation Drawings
- b. Full size Schematic Design Drawings
- c. Finish material boards
- d. Signage and Graphics Drawings
- e. Transition/Temporary Operations Plan
- f. Furniture, Fixture and Equipment Plan with cut sheets keyed to plans
- g. Preliminary cost estimate
- h. Milestone schedule

**Note:** For projects over 10,000 sq ft. submit updated LEED Scorecard

### 6.4 Design Development–60% Review

The Design Development Review phase includes the preparation of more detailed construction drawings, specifications, and other product and systems data relating to the premises appearance and function including but not limited to: Millwork, entrances, security grilles, furnishings, mechanical system extensions, electrical systems, plumbing fixtures and distribution, food service preparation equipment, telecommunications systems, intercom systems, fire alarm system extensions, fire protection system extensions, construction materials and finishes, and other essential project components.

#### PROJECT DELIVERY

The Tenant shall update the project cost estimate, temporary operations plan and the project milestone schedule and further refine the project delivery planning by considering accommodation for long lead procurement and outsourced fabricated items.

#### ALTERNATE MATERIALS

Additionally, the Tenant shall submit an updated finish material board and renderings if changed from schematic design delineating those materials which are being submitted for review as alternates to the previously approved materials.

**SUBMITTAL REQUIREMENTS**

- a. Updated colored presentation drawings
- b. Full size Design Development drawings
- c. Updated as required: Finish material boards
- d. Updated as required: Signage and graphics drawings
- e. Description of barricade design. Coordinate with third party contractor Construction Work Plan when required.
- f. Transition/Temporary Operations Plan where applicable
- g. Site Logistics and Project Coordination Plan
- h. Furniture, Fixture and Equipment Plan with cut sheets keyed to plans and specifications
- i. Updated cost estimate
- j. Updated milestone schedule

**Note:** For projects over 10,000 sq ft. submit updated LEED Scorecard

## 6.5 Construction Documents—90% Review

The Contract Document Review includes the preparation of construction drawings, contract documents and technical specifications describing in detail the construction contract scope of work to be performed. These contract documents shall include all Authority design, safety, security, and construction requirements.

**CONTRACT DOCUMENTS**

The contract documents including, but not limited to, construction drawings, reports, calculations, and specifications required for the proposed construction, must strictly adhere to, and include requirements contained within the TIDM and all previous design review comments received from the Authority.

**CLOSURE OF DOCUMENTS**

The Construction Documents Review Phase (90%) submission is, in essence, the Tenant's submittal in preparation for the Construction Documents (100%) Permit submittal. This includes closure of all previous comments from all preceding phases. Should any additional comments be left open or new findings discovered in the 90% plans requiring attention, these will be submitted back to the Tenant for final disposition. Any submittal that is determined not to be fully complete will be returned to the Tenant without review.

**PLAN CHECK REVIEW SUBMITTAL**

The Construction Documents Review Phase (90%) submittal shall contain the complete package ready for approval by the Authority for submission by the Tenant

to the City of San Diego Planning and Development Services for Plan Check review.

**SUBMITTAL PROCESS DIAGRAM**

Refer to [Chapter 9 Additional Authority Resources](#) "Tenant Improvement Development Process Diagram" delineating the minimum requirements associated with a project submittal to the City of San Diego Planning and Development Services Department for plan check review processing.

**COORDINATION**

Tenant shall coordinate these requirements with the TIP Manager prior to the submission of the contract documents for Authority review.

**SUBMITTAL REQUIREMENTS**

- a. Updated as required: colored presentation drawings.
- b. Full size Construction Documents required to acquire permits.
- c. Other documents required to acquire permits.
- d. Specifications and calculations required for construction work include furniture, fixture, and equipment cut sheets keyed to plans.
- e. Updated as required: Finish material boards.
- f. Updated as required: Signage and graphics drawings.
- g. Transition/Temporary Operations Plan where applicable.
- h. Site Logistics and Project Coordination Plan.
- i. Updated cost estimate.
- j. Updated milestone schedule

**Note:** For projects over 10,000 sq ft. submit updated LEED Scorecard



## 6.6 Construction Documents–100% Review

The Construction Documents (100%) Permit submittal contains the complete package ready for submission to the City for issuance of a building permit.

- a. Refer to [Chapter 9 Additional Authority Resources](#) TENANT IMPROVEMENT DEVELOPMENT PROCESS DIAGRAM delineating the minimum requirements associated with a project submittal to the City of San Diego Planning and Development Services Department for plan check review processing.

The Tenant shall submit plans that are final in every respect. Any submittal that is determined not to be 100% complete will be returned to the Tenant without review. The 100% construction documents must be red ink stamped; “Approved for submittal to City of San Diego Planning and Development Services only for plan check review” by the Authority and signed by the Airport Design and Construction TIP Manager.

After City plan check review has been concluded and the Tenant has incorporated and satisfied all City comments, the Tenant shall submit the City stamped plans containing all the applicable agencies’ approvals along with the copies of the regulatory agency comment sheets to the Authority for issuance of the City permit. The Authority will re-stamp these plans allowing the Tenant to proceed in acquiring its permit.

### SUBMITTAL REQUIREMENTS

- a. Updated as required: colored presentation drawings.
- b. Full size Construction Documents required to acquire permits.
- c. Other documents required to acquire permits.
- d. Specifications and calculations required for construction work. Include furniture, fixture, and equipment cut sheets keyed to plans.
- e. Updated as required: Finish material boards.
- f. Updated as required: Signage and graphics drawings.
- g. Transition/Temporary Operations Plan where applicable.
- h. Site Logistics and Project Coordination Plan.
- i. Updated cost estimate.
- j. Updated milestone schedule.

**Note:** For projects over 10,000 sq ft. submit LEED Scorecard

## 6.7 Permit Conformed Set–Issue for Construction

### REQUIRED CONFORMED SETS

Upon issuance of a City building permit (AHJ stamped/ signed permit prints) the Tenant’s contractor shall provide the Authority with a copy of the “permitted” set of working drawings which will be considered the ‘CONFORMED’ set. This conformed set has satisfied all regulatory agencies review requirements and Authority approvals. The set will be the basis of the Notice to Proceed.

- a. The conformed set of working drawings shall further be updated by the Tenant’s design team during construction to include all contractor field changes as they occur. Refer to [Section 6.9 Drawing Revisions Documentation](#).

### SUBMITTAL REQUIREMENTS

- a. Full size plans signed and sealed of the permitted set.
- b. CAD drawing submittal of the permitted set, all files.
- c. Other documents required to acquire permits.
- d. Specifications, calculations and/or documents required for construction work. Include furniture, fixture, and equipment cut sheets keyed to plans.
- e. Colored presentation drawings.
- f. Finish material boards.
- g. Signage and graphics drawings, including dimensioned and detailed plans and elevations.
- h. Transition/Temporary Operations Plan where applicable.

- i. Site Logistics and Project Coordination Plan.
- j. Updated cost estimate.
- k. Updated milestone schedule.

**Note:** For projects over 10,000 sq ft. submit LEED Scorecard

Tenant shall confirm with TI Coordinator, the Notice to Proceed Checklist submittal requirements are complete. Refer to [Section 7.13 Notice to Proceed \(NTP\)](#).

## 6.8 Design Submission Format Requirements

### ALL DRAWING AND PRODUCT DATA SUBMISSIONS ARE DIGITAL UNLESS INDICATED OTHERWISE

#### SUBMISSION FORMATS

- a. Construction Document Format: Construction Drawings in a 24" x 36" full size format at the designated scales.
- b. Product Data Binder: An 8 ½" x 11" product data binder.
  - i. Cost estimate and schedule.
  - ii. Specifications and calculations.
- c. Finish material, signage and graphics sample submissions shall consist of material samples sized appropriately to represent the full scale of the pattern and in a quantity sufficient to represent the full color spectrum and variation of the material to be used.
  - i. 11x17 Finish Material Board shall contain physical samples sized 4" x 4" minimum, including 'key' to sample manufacturer identification and pertinent details describing the product.
  - ii. The Tenant shall submit two sets of physical material samples in finished state.

### MINIMUM REQUIREMENTS FOR THE DESIGN DELIVERABLES:

- a. Key/Location Plan (minimum 1/32" = 1'-0").
  - i. Indicate location of premises within campus.
  - ii. Plans shall include dimensional reference(s) to existing structural gridline indicators.
- b. Construction Access and Site Logistics Plan (minimum 1/32" = 1'-0"). Reference to [Section 7.9 Coordination and Site Logistics Plan](#) regarding requirements for Site Logistics Plan.
- c. Architectural floor plans (minimum 1/4" = 1'-0"), sections and details, which shall include:
  - i. Location and details for all architectural elements including partitions, blocking support, doors, windows, entry configuration, and security closure.
  - ii. Keys and cross reference notation to all architectural elevations, sections, and details to the plans.
  - iii. Door/window schedule to indicate style type, manufacturer, specification, dimensions, frame style, finish, and hardware specification.
- d. Reflected ceiling plan (minimum 1/4" = 1'-0"), sections and details, which shall include:
  - i. Ceiling types, finish materials and heights.
  - ii. Call outs of all ceiling elements, such as, light fixtures, sprinkler heads, HVAC supply/return grilles, access panels, exit signs, and ceiling mounted fire/life safety system devices.

- iii. Details of all transitions in ceiling heights and materials.
- e. Light fixture schedule shall include:
  - i. Provide keys and cross references of fixture to Reflected Ceiling Plan.
  - ii. Indicate light fixture type and specification to include manufacturer's name, catalog number, lamp type/wattage/color temperature, mounting (recessed, surface, pendant), etc.
  - iii. Include a Product Data Binder with manufacturer product data sheets for all light fixtures keyed and cross referenced to schedule and Reflected Ceiling Plan or Lighting Plan.
- f. Entry Elevation (minimum 1/2" = 1'-0") Sections and Details, which shall:
  - i. Include all finish material, fixture and signage locations.
  - ii. Indicate material patterns, transitions, edge, and corner conditions.
- g. Interior Elevations and Sections (minimum 1/4" = 1'-0") which shall:
  - i. Include all wall mounted control device, finish material, fixture, and signage locations.
  - ii. Provide device location and dimensions in relation to Base building elements and interior fixtures for all areas visible to the public.
  - iii. Indicate material patterns, transitions, edge, and corner conditions.
- h. Material Finish Plan (minimum 1/4" = 1'-0") Sections and Details, which shall:
  - i. Include locations for all finish materials.
  - ii. Indicate pattern layouts and details for all material applications, transitions, and edge conditions.
- i. Material Finish Schedule shall include:
  - i. Key and cross reference all finishes to Material Finish Plan, Reflected Ceiling Plan, entry and interior elevations.
  - ii. Indicate product specification to include: Manufacturer, style, pattern, and color.
- j. Product Data Binder (finishes), which shall contain:
  - i. Manufacturer product data.
  - ii. Material and Safety Data Sheets (MSDS).
  - iii. Material submissions for all specified materials.
- k. Signage and Graphics Plan (minimum 1/2" = 1'-0"), Elevations, Sections and Details, which shall:
  - i. Indicate locations for all signage and graphics. Include mounting and connection details.
  - ii. Indicate letter type, style, size, all colors and materials, methods of illumination, and voltage requirements.
  - iii. Include, as applicable, actual proposed graphic images and material of proposed media.
- l. Millwork, Fixture and Furnishing Plan (minimum 1/4" = 1'-0"), sections and details, which shall:
  - i. Include locations for all fixed and movable millwork, point of sale and display fixtures and furnishings.
  - ii. Provide details to illustrate mounting and integration of equipment into casework.
- m. Millwork, Fixture and Furnishing Schedule which shall:
  - i. Key and cross reference all components to Millwork, Fixture and Furnishing plan.
  - ii. Indicate specification, or detail reference for custom fixtures, manufacturer, material, finish, and color selection.
  - iii. Provide three-dimensional color renderings of custom fabrications, and finish material specifications.
- n. The Product Data Binder (millwork, fixture, furnishings), which shall contain:
  - i. Manufacturer product data.
  - ii. Material and Safety Data Sheets (MSDS).
  - iii. Installation instructions.
- o. Mechanical Plan (minimum 1/4" = 1'-0") and Details, which shall:
  - i. Include HVAC, plumbing, gas, and fire sprinkler plans.
  - ii. Indicate in drawings placement of: All MEP equipment, connected electrical loads, weights of heavy equipment, controls, connections to Building Management System, etc.
  - iii. Include detailed riser diagrams and schedules.
  - iv. Provide load analysis and energy calculations.

- v. Key and cross reference equipment in plans and schedules to Product Data Binder, which shall contain: Manufacturer product data sheets, photographs (including methods of shielding) for all equipment exposed to public view.
- vi. Detail and annotate all equipment mounting including penetration details.
- p. Electrical Plan (minimum 1/4" = 1'-0") and Calculations, which shall:
  - i. Include locations power, lighting, telephone, fire alarm, and controls.
  - ii. Indicate placement and mounting heights for all: Receptacles and switches, circuiting and connections to all equipment, lighting fixtures keyed to architectural reflected ceiling plan, all fire alarm devices, fire alarm connections to systems, and equipment.
  - iii. Annotate loads, short circuit analysis, and energy calculations in schedule.
  - iv. Key and cross reference equipment in plans and schedule to Product Data Binder.
  - v. TIP designs shall show electrical plans match architectural floor and reflected ceiling plans.
- q. Product Data Binder (Electrical):
  - i. Manufacturer product data sheets.
  - ii. Photographs (including methods of shielding) for all equipment exposed to public view.
- r. Electrical single line diagram indicating the point of service to all panel locations.
- s. Structural Plan (minimum 1/4" = 1'-0"), Details and Calculations, which shall:
  - i. Indicate structural support details and calculations for: The mounting of all heavy equipment, any load bearing elements in the design, any point loads placed on the building structure.
  - ii. Provide dimensioned layouts and details for all roof penetrations required for any Tenant roof mounted equipment.
- t. Temporary construction barricade plan (minimum 1/4" = 1'-0"), Elevation, Sections, and Details, which shall provide design including:
  - i. Graphics, if applicable.
  - ii. Material finishes.
  - iii. Structural design and mounting details.
  - iv. Fire life safety design requirements, including exiting.
  - v. Dust and sound control measures.
- u. For any other special facilities, systems or installations in respect to the Tenant's work or that may affect the Base building conditions or systems, or SAN facilities, provide full and comprehensive details in the Contract Documents.

## 6.9 Drawing Revisions Documentation

Guideline for implementing and tracking revisions to the Tenant's project construction documents.

The conformed set of working drawings shall further be updated by the Tenant's design team during construction to include all Contractor field changes as they occur:

- a. On the field of the drawing where a revised note or graphic and/or a deleted note or graphic has been made, the element(s) affected shall be clouded in its entirety.
- b. The clouded note and/or graphic shall include a "delta" (triangle) symbol with a number (numbering shall be sequential) inscribed, adjacent to the cloud.
- c. In the revisions block on the working drawing sheet an entry with the same delta (triangle) symbol and number shall note the cause of the revision, i.e., the Authority or other entity along with a brief description.
- d. In the lower right-hand corner of the working drawing sheet in the REV block (if applicable) the latest revision number shall be inserted.
- e. If the change affects more than one sheet, the delta number of the change shall be the same on all sheets.
  - i. The above implementation and tracking of all required changes to the "Record Drawing" set will then be submitted to the Authority as part of the project closeout process, refer to [Section 8.29 Project Closeout](#).

## 6.10 As-Built and Record Drawings

'Record Drawings' are created from As-Built drawings. Both are required by the Authority since one requires the other to be produced. The tenant shall submit an electronic version of the record set as part of close out. Record Drawings is one of the requirements to be satisfied for the Tenant's construction deposit to be released.

PROCESS: During construction the Tenant shall maintain the AHJ stamped/signed permit set of plans on-site at all times for review by City, County, or Authority's inspectors and staff. These plans shall also be used to create the As-Built set and the Tenant shall demonstrate its progress in noting all field conditions in the plans for the duration of the project. The As-Built drawings are notes that correct the IFC drawings, so they capture what actually was built in the field. These are notes by the Tenant capturing all deviations from the IFC plans including, but not limited to: dimensions, materiality changes or additions (ASI's or field bulletins), corrections, and/or deletions which occurred during construction. At the end of construction, the Authority's inspectors and PM are required to "sign-off" on the As-Built Drawing set. The As-Built set shall be scanned as a PDF and sent to the Authority as the Tenant creates the Record Drawings by updating IFC CAD documents. The following guidelines shall apply in creating the Record Drawings:

- a. Transfer all "Field Change" revisions to the IFC drawings with revision symbols (deltas). Refer to

### Section 6.9 Drawing Revisions Documentation.

All drawings shall be tied into the correct CAD coordinate system that has been established for each Authority building allowing the project to be integrated into the Authority's current GIS. This includes sections of a building which shall not only be tied to the building grid but also tied to the airport-wide campus coordinate system.

- b. Remove clouds, if any, from previous revisions to the original drawings, but not the revision delta (triangle) symbols. Work deleted by Change Order shall be enclosed in boxes marked: N.I.C.
- c. In the revision block use "Record Drawing" if there are no revisions and "Delta Record Drawing Revisions" for any revisions.
- d. The Record Drawing set submitted to the Authority shall have each sheet signed and dated in the drawing block per Authority standards. Record drawings shall be submitted as PDFs and electronic CAD files along with As-Built PDF drawings. All files to be submitted to the TIP Coordinator. The Coordinator shall forward the Record Drawings CAD file to the Airport Design and Construction Department; attention: Technical Services Manager for technical review and input into the Authority's GIS database.
- e. Upon approval of the "Record Drawings" by the Authority, the Tenant's construction deposit (withheld regarding the record drawings) will be released.

## 6.11 Work Site Documents and Samples

### WORK SITE DOCUMENTATION REQUIREMENTS

PLAN STATION: Location within shell space where: AHJ stamped/signed permit set with Permit, ARCH D size (24" x 36"). One each: Project rendering and material board(s) as needed on gator board and material boards(s) shall be posted. Jobsite key contacts and emergency information, PPE and safety requirements, and other key site information are to be prominently displayed.

The Tenant shall maintain at the work site in good order to record all changes made during construction on a current basis, the following record documentation:

- a. One Record Drawing stamped bond copy set of the contract documents (working drawings).
- b. Change Order log with record drawing changes and directives.
- c. Copies of shop drawings.
- d. Copies of product data and samples.
- e. AHJ stamped/signed permit set of City issued permit set of drawings including Authority approval stamp with signature.
- f. Copies of all required outside agency approved permits (local, state, federal).
- g. All submitted Request For Information (RFI), and approved; Base building Modification Request (BBMR) Forms, Design Variances Requests (DVR) Forms, Change Orders and Substitutions.



## 6.12 Shop Drawings, Product Data, and Samples

The Tenant shall:

- a. Provide a submittal register (list of all submittals) for Authority review prior to pre-construction meeting and the commencing of work.
- b. Prepare reviews, certify, and submit to the Authority with reasonable promptness, in such sequence so as to cause no delay in the project, any requested shop drawings, product data, and samples.
- c. Not be relieved of responsibility for any material deviation from the requirements of the approved contract documents by the Authority's review of shop drawings, product data, or samples unless the Tenant has informed the Authority in writing of such deviation at the time of submission and the Authority has given written acceptance to the specific deviation.



## 6.13 Substitutions or Alternates

For proposed Substitutions, Tenant shall: Refer to [Chapter 9 Additional Authority Resources](#). Submit a Design Variance Request (DVR) for review and approval by the Authority when requesting a deviation from any specified material, equipment or furnishings post DRC approval as follows:

- a. Request a substitution for specified material, equipment, or furnishings with equal or greater value only under the following circumstances:
  - i. Provide credible evidence to the Authority that establishes specified material, equipment or furnishings are no longer manufactured and/or there are no other sources available.

For Proposed Alternates the Tenant shall:

- a. Request an alternate to specified material, equipment, or furnishings with equal or greater value only under the following circumstances:
  - i. Provide credible evidence that establishes the specified item will have an unreasonable delivery time due to no fault of the Tenant.
  - ii. The Special Conditions of the Contract Documents allow the use of equal or equivalent products. It is the Tenant's responsibility to provide credible evidence that the product is equal (equivalent) or better than the product being replaced.

## 7.0 Pre-Construction

- 7.1 Objectives
- 7.2 Tenant's Contractor Agreement - Made in California
- 7.3 Authority Contractor Acceptance
- 7.4 Authority Proprietary Systems Maintenance Contractors
- 7.5 Prevailing Wages
- 7.6 Tenant Payment and Performance Bond
- 7.7 Insurance Requirements
- 7.8 Acceptance of Premises
- 7.9 Coordination and Site Logistics Plan
- 7.10 Safety Programs
- 7.11 Permits and Licenses
- 7.12 Contract Documents
- 7.13 Notice to Proceed (NTP)
- 7.14 Construction Deposit
- 7.15 Pre-Construction Conference

**Important Note:**

**For tenant projects within the boundaries and control of a third party performing base building construction on behalf of the Authority, the Tenant will be required to work under that contractor's Construction Rules and Regulations.**

**A requirement of the NTP Checklist will be for the Tenant to submit a project specific coordination and site logistics plan that meets the requirements of the entity responsible for the base building.**

## 7.1 Objectives

Pre-Construction (Pre-Con) activities begin in design. As the project design evolves, The Tenant shall engage a contractor in reviewing as early as the Conceptual Design but not later than the 60% Design Development review phase. This is to check for constructability, identification of Authority Proprietary Contractor interfaces, material availability, and FF&E procurements. All systems are to be identified and noted in the plans that will require coordination with the Authority's Proprietary Systems Maintenance Contractors.

Key to a successful construction project start and outcome requires the Tenant to be well prepared in advance of the Pre-Con Conference by having satisfied all NTP Checklist requirements and to be well versed in the Authority's "Construction Safety Manual for Airport Design and Construction." Personal attendance is mandatory to confirm that all requirements on the NTP Checklist have been satisfied and to identify the key players responsible for managing the work, both the Tenant and the Authority. This includes review and confirmation that the Project Construction Schedule, Construction Work Plan and Rules & Regulations are understood, adhered to and monitored by qualified personnel as defined by the Authority. Key attendees must be in person as call-in or electronic attendance will not be acceptable. The Pre-Con Conference is the pivot point to determine whether Tenant is in fact prepared to be issued an NTP. Tenant is required to be working on satisfying all NTP Checklist requirements well in

advance of the Pre-Con Conference. The Conference is a perfunctory final confirmation process. It is not intended to be a review and vetting process. If the Conference is used to review and vet this will take more time and may result in a failure to receive an NTP should any document be deemed to be incomplete or unacceptable. Failure to complete all NTP Checklist requirements will result in Tenant having delayed its ability to start work and possibly incurring damages per the lease agreement. Any economic impacts due to a failure to meet NTP Checklist requirements will be at the Tenant's sole cost and expense.

Safety and security are paramount in the process of constructing design excellence at SAN. The Tenant's work will be held to the highest standards in adhering to all safety and security requirements. Tenant shall have a minimum of one competent person in a Senior Supervisory role who reads and speaks English and is OSHA 30 certified. This individual shall be named and responsible to communicate and maintain with substantial compliance all levels of safety including producing (or overseeing) administration and instruction as needed of the IIPP (Injury and Illness Prevention Program) which includes Site-Specific Safety Program, JHA's (Job Hazard Analysis), Tool inventory as may be required, and all relevant "J" forms as identified in the Appendix of the "Construction Safety Manual for Airport Design and Construction" latest version. All security requirements are clearly outlined in the Authority's documents (cite) and shall be

strictly adhered to at all times. Failure to observe either the safety or security protocols may result in Tenant personnel having their badges pulled. Airports are potentially high hazard environments, and all work must be carefully planned and executed with no disruption to SAN operations and/or other concurrent construction being executed by SAN contracted entities performing work on its property. The Tenant is responsible for obtaining and be informed regarding the most recent and comprehensive federal, state, local, and Authority's operational, safety and security requirements and regulations. The TIDM is supplemental to all other requirements and regulations, however, in no case should any section or part be considered waived or modified unless specifically authorized in writing by the Authority.

Refer to [Chapter 9 Additional Authority Resources](#).

The Tenant can have its badging revoked and lose its privileges to access the airport property if found in violation of any of these requirements.

## 7.2 Tenant's Contractor Agreement - Made in California

Tenant agreements for all services including but not limited to design, engineering and construction services shall be with licensed professionals recognized by the State of California; wherein all legal matters shall be governed, interpreted, and construed in accordance with the laws of the State of California. The Tenant shall at all times comply with the provisions of the ordinances, and applicable rules and regulations of the City and County of San Diego; laws, rules, and regulations of the State of California, and applicable federal laws and federal rules and regulations which in any manner limit, control, or apply to the actions or operations of the Tenant.

Tenant shall ensure all its Agreements have been modified to directly bind its contractors to all provisions, policies, procedures, and requirements as outlined herein, and within Tenant's lease with the Authority. Tenant shall submit an executed Contractor Agreement to the TIP Manager.

## 7.3 Authority Contractor Acceptance

The Tenant shall only award construction contracts to qualified general contractors and subcontractors licensed in the State of California. The Tenant's proposed contractor must have proven experience to execute the contract documents in a timely and professional manner in accordance with the TIDM and all Authority rules and regulations. The Authority reserves the right to reject the Tenant's proposed contractor or contractor's personnel proposed by the Tenant to undertake work at SAN. Reasons may include, but are not limited to:

- a. An EMR of less than or equal to 1.00 or 100 from BID to project completion.
- b. Previous failure to safely, timely or otherwise satisfactorily complete construction work at SAN or other airports.
- c. Default on a contract within the last three years.
- d. Default on a contract, which required that a surety complete the contract under payment.
- e. Significant or repeated violations of Federal Safety Regulations (OSHA).
- f. Failure to have the required State of California licenses to perform the work described in the contract.
- g. Failure to demonstrate adequate retail, restaurant construction experience, resources, or personnel to successfully complete the work.

The Authority may request the Tenant to submit the qualifications of its proposed general contractor including relevant projects completed, resumes of all key personnel including project manager, site superintendents, and designated safety manager with current references, and a complete list of all current projects.

## 7.4 Authority Proprietary Systems Maintenance Contractors

The Tenant is required to identify in advance all systems, where it is expected to require interfacing with an Authority maintenance contractor and identify in its work schedule where and when the Authority's contractors will be required. The Tenant will be held responsible in maintaining compatibility, continuity and functionality to all systems to be integrated with existing Base building systems, components, networks and manufacturer's requirements for any connections improvements or modifications to the systems listed below. The Tenant shall verify with the TIP Coordinator prior to initiating any work or contacting these entities. Examples of Authority Proprietary Systems providers include:

- a. Mechanical/HVAC Controls System – Siemens. Contact: Jonathan Bradley, 858.583.9264, jonathan.bradley@siemens.com
- b. Fire Alarm System – Sygnal Systems. Contact: Joe Tansil, 619.905.9145, joe@sygnalsystems.com

- c. Roofing Systems – Letner Roofing. Contact: Kevin Fleming, 714.633.0030, kfleming@letner.com
- d. Fire Sprinkler System – Sygnal Systems. Contact: Joe Tancil, 619.905.914, joe@sygnalsystems.com
- e. Security Access Control System – NSEI. Contact: Lee Martin, 619.298.7392, lee@nsei.net
- f. Public Address System – DirectAV. Contact: Don Chapman, 213.923.2500, dchapman@directavla.com
- g. Infrastructure Monitoring & Management Systems – Skyspark, maintained by Altura. Contact: Matt Schwartz, mschwartz@alturaassociates.com

## 7.5 Prevailing Wages

California prevailing wages are enforced for all labor under direct contract to the Authority. Tenants in direct contracts with labor on construction utilizing private funding are not required to pay prevailing wages. However, all work for which the Tenant's contractor utilizes Authority contractors (paid for with public funding), the Tenant shall pay prevailing wage at the rates published in the California State Prevailing Wage Act. Tenant is solely responsible to determine if state prevailing wage rates apply and, if applicable, pay such rates in accordance with all laws, ordinances, rules, and regulations.

## 7.6 Tenant Payment and Performance Bond

Prior to the issuance of a Notice to Proceed and the commencement of any construction, the Tenant shall secure and furnish to the TIP Manager a construction Performance Bond and a Labor and Material Payment Bond each in a payable sum not less than 100% of the construction contract amount as provided by the Tenant and based on its total costs as documented by its designated contractors. Bonds must be issued by a surety company licensed to transact business in the State of California and accepted by the Authority, in a form accepted by the Authority. Bonds must be at the sole cost of the Tenant and maintained in effect throughout the period of construction.

The Payment and Performance Bonds shall guarantee prompt and faithful performance by the Tenant with full and prompt payment to all persons supplying labor, materials, sustenance, provisions, supplies, machinery, tools, and equipment used directly or indirectly by any of its agents including but not limited to contractor, subcontractor or supplier in the prosecution of the work and shall protect and hold harmless the Authority from any liability, losses, or damages.



## 7.7 Insurance Requirements

Tenant is responsible for procuring and maintaining through the duration of the construction insurance against claims for injuries to persons or damages to property which may arise from or in connection with its construction. The TIP Manager shall require verification in the form of certificates of insurance, showing evidence of coverage of the following required insurance prior to the issuance of the Notice to Proceed. Coverage amounts to be per the Lease Agreement:

- a. Worker's Compensation
- b. Comprehensive General Liability
- c. Comprehensive Automobile Liability

All insurance policies shall include the Authority, its agents, and any other parties designated by the Authority as additionally insured. Actual limits shall be per Authority stated amounts, and additional provisions shall apply to all policies including but not limited to: Acceptability of Insurers and Maintenance of Coverage. The Authority retains the right to review the coverage, form, and amount of the insurance and may require the Tenant to obtain additional coverage if deemed insufficient at the Tenant's sole cost and expense.

## 7.8 Acceptance of Premises

In preparation of space acceptance, the Tenant is required to field verify and audit its premises at the earliest available time authorized by the Authority. Authority representatives will walk the premises prior to issuance of an NTP with the Tenant. The Tenant shall verify the field conditions and that all POCs per the Base building documents, and lease agreement are consistent with the Base building construction documents. The Tenant shall document the premises' condition with a photo survey that will be provided to the Authority. The Tenant shall notify the Authority in writing within ten days regarding any discrepancies that may be discovered. Should such conditions exist at the time of space Acceptance, the Tenant's acceptance letter may identify any conditions it takes exception to Authority review and disposition. Failure to properly identify defective or nonconforming work will constitute an acceptance of the premises.

## 7.9 Coordination and Site Logistics Plan

The Tenant shall coordinate all access and on-site activities with the Authority's T.I. Construction Inspector based on approved work plans. For Tenant projects within the boundaries and control of a third party performing Base building construction on behalf of the Authority, the Tenant will be required to work under the Construction Rules and Regulations for Tenants. The Tenant's NTP Checklist requires submittal of a project specific Coordination and Site Logistics Plan that meets the requirements of the entity responsible for the base building.



## 7.10 Safety Programs

The Tenant shall respect and adhere to all Authority safety and security regulations as outlined in this manual and SAN's Operational Safety & Security requirements (refer to [Chapter 9 Additional Authority Resources](#)). In addition, if the Tenant's project is within the boundaries of active Base building construction by another contractor, the Tenant must abide by that contractor's health, safety and security requirements per the Construction Rules and Regulations for Tenants.

The Tenant shall be responsible for all damage or injury to person or property during the prosecution of the work, resulting from any act, omission, neglect or misconduct in the manner or method of executing the work or at any time due to defective work or materials. It is the Tenant's responsibility to know the current safety and security rules and regulations and to monitor the performance of all personnel on site for strict compliance.

The Tenant shall designate a safety representative who will be on site whenever work is being performed and shall have the responsibility and authority to ensure the safety of employees and property. The safety representative shall at a minimum have completed an OSHA 10-hour Hazard Recognition Course. The Tenant shall submit to the Authority T.I. Construction Inspector no later than the pre-construction conference. The Tenant shall ensure that all its personnel working or visiting its work site(s) are all briefed on and have read

the safety plan. The name and resume of the designated safety representative, and documentation of OSHA course completion along with a written safety plan and a statement signed by the Tenant and its safety enforcers. The Authority will monitor contractor safety performance.

## 7.11 Permits and Licenses

The Tenant shall obtain and pay for all required licenses, certificates, permits, required by the City and County of San Diego, the State of California, and the federal government, including but not limited to, liquor licenses, Department of Environmental Health permits, and building permits. The Tenant is responsible for submitting the construction drawings and specifications to the proper Agencies Having Jurisdiction for plan check review and for receiving approval thereon sufficient to obtain the necessary permits. All costs for licenses, permits, and agreements required by the Agencies Having Jurisdiction are solely at the Tenants sole cost and expense.

## 7.12 Contract Documents

The Tenant shall not start any construction until issued an NTP. Any work prior to the Authority's approval will constitute a breach of contract. Tenant will be required at its Pre-Con Conference to bring its Permit Conformed Set inclusive of construction drawings and specifications stamped "approved for submittal to the City for issuance of a Building Permit" by the Authority and the City and County of San Diego. The construction drawings and specifications shall become the Contract Documents once they are stamped "approved for submittal to the City for issuance of a Building Permit" by the Authority and the Agencies Having Jurisdiction. The Tenant's work shall be performed in strict accordance with the Contract Documents only. Any material modifications, change orders, field sketches, addenda or change directives, which modify the Contract Documents must be reviewed and accepted in writing by the Authority.

Contract documents are to be maintained in the field and available for review by Authority personnel at the job site, shall be kept current with all approved amendments, revisions, or other changes to the contract documents. Approved, as noted above, shall consist of a formally approved bond copy amendment to the permitted set of contract documents and attached thereto, by the City of San Diego Planning and Development Services Department and approval by the Authority (containing a signed stamp of approval). Non-approved changes implemented in the field by the Contractor shall be at the Tenant's risk.

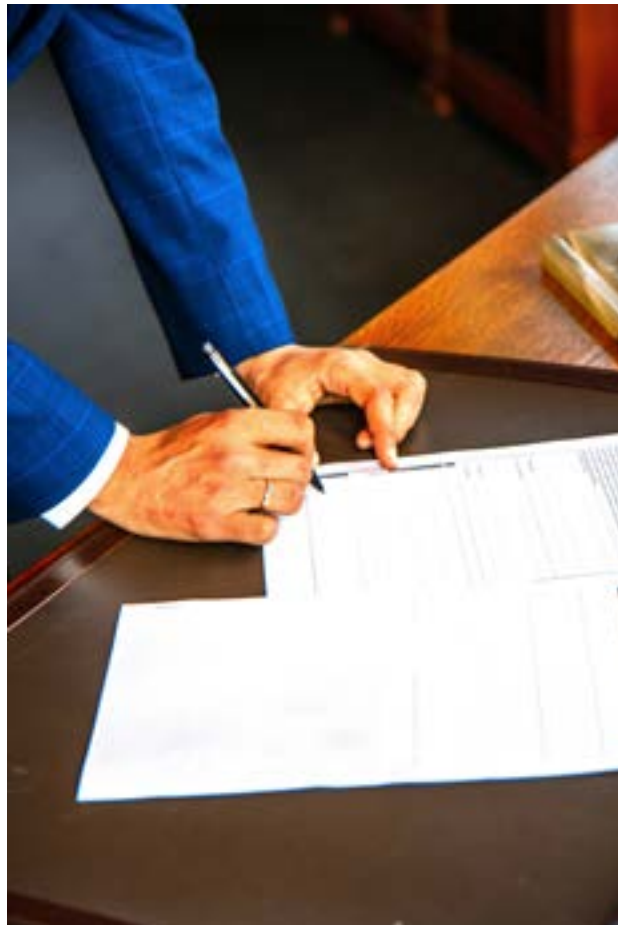
### 7.13 Notice to Proceed (NTP)

TIP Manager will issue a written Notice to Proceed (NTP) once the Pre-Con checklist is satisfied. A Pre-Construction Conference date will be set based on the Project Schedule. Upon Authority issuance of NTP, time is of the essence as the Tenant is to complete construction and make ready to open on time.

The following documents must be received by the TIP Coordinator prior to the issuance of the NTP and must remain current as the Tenant's work proceeds:

- a. Contractor's Construction Safety Plan/IIPP: Approval by ADC Safety Manager.
- b. Executed Agreement between Tenant and Contractor (including Addenda).
- c. Construction Deposit.
- d. Certificate of Liability Insurance Listing Authority as additionally insured.
- e. Project Schedule.
- f. Tenant Coordination, Site Logistics, and Site Access Plans.
- g. Certified Initial Capital Investment or Mid-Term Refurbishment Form (estimate). (when applicable)
- h. Payment and Performance Bonds.
- i. San Diego County Environmental Health Department Permit (when applicable).
- j. City of San Diego Planning & Development Services Permit & Permit Documents. City of San Diego Permit exemption statement if permit requirement is waived by City.

- k. Environmental and Hazardous Materials Drawings & Permits. (when applicable)
- l. Tenant Signed Acceptance of Premises Form.
- m. Project rendering and material samples mounted on rigid polystyrene (Gator) board (24" x 36"). (when applicable)
- n. Jobsite Information Form.



### 7.14 Construction Deposit

The Tenant is required to submit a construction deposit for each project prior to the start of construction. The construction deposit will compensate the Authority for costs incurred due to negligence of the Tenant and to ensure the timely submission of documentation required to close out the project with the Authority. Upon submission and acceptance of all closeout documentation, the Authority will refund the full balance of the construction deposit, less any incurred costs.

- a. Construction Value: \$25,000 - \$100,000  
Deposit = \$3,000
- b. Construction Value: \$100,001 - \$250,000  
Deposit = \$5,000
- c. Construction Value: \$250,001 - \$500,000  
Deposit = \$10,000
- d. Construction Value: over \$500,001  
Deposit = \$20,000

## 7.15 Pre-Construction Conference

A minimum of one week in advance of the start of construction as per the lease, the Tenant shall attend the Pre-Con conference bringing at minimum the following representatives:

- a. The Tenant's Project Manager
- b. The Contractor's Project Manager, onsite Superintendent and Safety Manager

The Authority and its representatives will include the TIP Manager, TIP Coordinators, and TI inspectors. If the project involves another entity controlling the building premises, then they will also be present.

For Tenant projects within boundaries and control of a third party performing base building construction on behalf of the Authority, the Tenant must document acceptance of third parties' Construction Rules and Regulations; including (but not limited to) logistics, safety, barriers, protection of property, environmental, work hours, and parking.

The agenda for the pre-construction conference will include but is not limited to:

- a. Introductions
- b. Review Project Scope
- c. Review Tenant Coordination and Site Logistics Plan
- d. Badging, escorting, AOA Access, and Vehicle ID
- e. Parking locations for contractor vehicles
- f. Security requirements

- g. Safety program and enforcement. Third party contractor safety personnel and driver orientation meetings
- h. Communication procedures
- i. Contractor, subcontractor NTP and Job Contacts/ Emergency contacts and Plan Station
- j. Authority T.I. Construction Inspector and Base building Superintendent if applicable
- k. Construction inspection procedures
- l. Prior Notice - hot work, utility shutdowns, utility connection
- m. Submittal of concrete mix designs
- n. Review Temporary Construction Barricade plan
- o. Construction Duration Schedule and Two Week "Look Ahead" Construction Schedules
- p. Environmental notification
- q. Use of construction warning tags
- r. Certificate of Insurance
- s. Special provisions
- t. Submittals
- u. Record drawing requirements
- v. Review Notice To Proceed (NTP) Checklist and confirm all documents accounted for
- w. Notice of Work
- x. Commissioning upon construction completion of space
- y. Plan station
- z. Disposal of Construction and Demolition Waste procedures

- aa. Certificate of Substantial Completion/Punchlist items
- ab. Closeout of Project

The Authority T.I. Construction Inspector must formally acknowledge and confirm (in writing) receipt of the following documents at the pre-construction conference:

- a. All required documents to issue a Notice To Proceed (NTP) per noted items in 11.13.2.1 through 11.13.2.24
- b. Signed Environmental and ACM Forms, when applicable
- c. Confirmation of security badges and airfield driving privileges
- d. Tool cards
- e. Emergency contacts
- f. Environmental permits and plans, when required.
- g. Site Safety Plan and designated safety representative documentation
- h. Construction schedule (start date to be a minimum of 48 hours in advance of construction)
- i. Two Week "Look Ahead" Construction Schedule
- j. NTP and Plan Station Jobsite Materials required to be posted externally and internally

## 8.0 Construction Standards

- 8.1 Objectives
- 8.2 Laws and Codes
- 8.3 Line of Authority
- 8.4 Tenant Superintendent
- 8.5 Inspections
- 8.6 Project Control
- 8.7 Site Conditions
- 8.8 Requests for Base building Information
- 8.9 Tenant Cooperation and Coordination
- 8.10 Authority Contractor Cooperation and Coordination
- 8.11 Concurrent Construction
- 8.12 Damage During Construction
- 8.13 Interruption of Existing Facilities
- 8.14 Quiet Enjoyment, Interruption, and Contamination
- 8.15 Work in Public Areas
- 8.16 Protection of Property
- 8.17 Freight Elevators
- 8.18 Trash Removal and Portable Toilets
- 8.19 Clean-up During Construction
- 8.20 Temporary Construction Barricades
- 8.21 Staging
- 8.22 Work Site Access
- 8.23 Working Hours
- 8.24 Security
- 8.25 Equipment / Tools
- 8.26 TSA Inspections
- 8.27 Parking
- 8.28 Substantial Completion / Certificate of Occupancy
- 8.29 Project Closeout



**Important Note:**

**For tenant projects within the boundaries and control of a third party performing base building construction on behalf of the Authority, Tenant be required to work under the Construction Rules and regulations for Tenants.**

**A requirement of the NTP Checklist will be for the Tenant to submit a project specific coordination and site logistics plan that meets the requirements of the entity responsible for the Base building.**

## 8.1 Objectives

This section outlines construction procedures and requirements for all Tenant work at the SAN. The Tenant must confirm with the Authority whether in an operating Campus facility or brownfield site condition. The Tenant shall assume complete responsibility for ensuring all work proceeds with maximum safety and minimum disruption to SAN operations and other concurrent construction and for the quality of the work. The Tenant and the Authority shall work cooperatively within their respective responsibilities to ensure a quality project that meets or exceeds the requirements of the Contract Documents.

Construction may commence once the Pre-Construction Conference is complete and the Notice To Proceed (NTP) letter has been given to the Tenant.

## 8.2 Laws and Codes

If the Tenant knows or reasonably shall have known by virtue of common knowledge in the construction industry that any of the Contract Documents do not meet applicable laws, statutes, codes, regulations, or ordinances, in any respect, Tenant shall promptly notify the TIP Manager & Coordinator in writing, and make any necessary changes as directed by the Authority.

### **ASBESTOS AND LEAD PAINT IN NEW CONSTRUCTION FINISHES:**

The Tenant shall be prohibited from purchasing, constructing, or otherwise putting to use, any building components that contain detectable concentrations ( $>0.1\%$  asbestos) at the SAN. Compliance shall be demonstrated by providing an approved Safety Data Sheet that states that the material is “asbestos free” (no asbestos  $> 0.1\%$  asbestos). In the event that the MSDS does not contain such language, the Tenant may provide supportive analytical data from an NIST certified and NVLAP accredited analytical laboratory. Supportive data shall include:

- a. Sample log and chain of custody (name, material identification, and sample date)
- b. Analytical report (method EPA Method 600/R-93/116 or 600/M4-82-020)
- c. A minimum of two bulk samples shall be collected, analyzed and reported for each material

The Tenant shall be prohibited from purchasing, constructing or otherwise putting to use, any building



components that contain concentrations of lead at or above the current lead limit as established by the Consumer Product Safety Commission (CPSC) at the SAN. Compliance shall be demonstrated by providing an approved Material Safety Data Sheet that states that the material does not contain lead above the current CPSC threshold (currently 0.009% lead). In the event that the MSDS does not contain such language, the Tenant may provide supportive analytical data from an NIST certified and California Department of Public Health accredited analytical laboratory. Supportive data shall include:

- a. Sample log and chain of custody (name, material identification, and sample date)
- b. Analytical report (EPA methods 6010, 7400/7420 Flame Atomic Absorption Spectroscopy)
- c. A minimum of two bulk samples shall be collected, analyzed and reported for each material.

Refer to California Health and Safety Code sections 25915 through 25919 for further information regarding requirements for HAZMAT; disclosure, containment, health risks, monitoring, abatement, mitigation, or other issues pertaining to control.

### 8.3 Line of Authority

The TIP Manager or the assigned TIP Coordinator will transmit all written responses or other communications to the Tenant. The Tenant shall designate (by name) their superintendent plus an alternate superintendent to receive oral and written field communications through the Tenant. During such time the superintendent is away from the work, the alternate superintendent shall be fully authorized to act immediately on orders or instructions issued by the Authority.

### 8.4 Tenant Superintendent

The Tenant shall employ a competent project manager and superintendent whose qualifications have been reviewed and accepted by the TIP Manager. The project manager and superintendent shall both serve on a full-time basis at the work site and shall be authorized to act on behalf of the Tenant in all fields including financial, construction, and other matters related to the work. Either project manager or superintendent shall have the power and authority to immediately stop or modify the work program and shall attend all job coordination meetings, which shall occur at least once a week. The Tenant agrees the same person shall continue in their respective capacities until the work has been completed, unless the Tenant or Authority requests that either the project manager or superintendent be replaced or one or the other ceases to be employed by the Tenant or either become sick or disabled. At minimum a superintendent must be on site at all times when work is performed, the Authority has the right to shut down a project at the Tenant's sole cost and expense, if work is being performed without the superintendent's supervision.

The Authority reserves the right to review and limit the number of projects the Tenant's superintendent may be responsible for managing.



## 8.5 Inspections

During construction, a minimum of two types of construction inspection services are rendered and possibly a third type may be necessary if the permitted construction documents specify special inspections. The first required services are to be provided by the agencies issuing permits, (i.e., City of San Diego Development Services Department's Inspection Services Offices, County of San Diego Department of Environmental Health Services Inspection, and other governmental Agencies inspection departments). The second required inspection services are provided by the Authority's Design and Construction Department (ADC). The third inspection services that may be required are Special Inspections which may be necessitated by the San Diego Planning and Development Building Services Department as regulated by the Special Inspection and Structural Observation Requirement for the building and/or project. Visit the City of San Diego Planning and Development Services website and/or County of San Diego Department of Environmental Health Services website for further information.

The Tenant shall call and set up appointments for all City, county, state, and/or federal inspections as required by the issued permits from these agencies as well as, if applicable, contract with City approved testing and special inspection service Agencies. For obtaining inspections from the City, including after-hours inspection appointments refer to City of San Diego Planning and Development Building

Services current Information Bulletin 120: Project Inspections. For the County of San Diego Department of Environmental Health (DEH) Services, Planning and Development Services Department, call (858) 505-6660 for information regarding inspections. Typically, DEH inspections are conducted at the midpoint and at the end of construction. Authority T.I. Construction inspectors will inspect all on-going tenant construction projects for compliance with the construction documents and Authority standards. Refer to [Chapter 9 Additional Authority Resources](#).

The TIP Coordinator working with the Authority's T.I. Construction Inspector will observe tenant construction to determine if designs, materials, equipment, furnishings, fixtures, systems, and finishes installed, satisfy the requirements of the contract documents. Additionally, they will work directly with the Tenant to facilitate and coordinate resolution of all Tenant design and construction issues. The TIP Coordinator and/or the T. I. Construction Inspector have the authority to stop work where; security breaches present a threat to airport operations; safety issues present risks to life and limb; noncompliance with codes/regulations presents a liability; and/or infractions to infrastructure cause a detrimental effect to Airport property. Any such rejection will be communicated by the TIP Manager in writing to the Tenant.

The TIP team representatives will periodically review all Tenant construction sites and may determine any work to be defective that is not in compliance with

the contract documents or is not in compliance with Authority standards. Additionally, should the appearance and performance of any element of the work, in the opinion of the Authority fails to conform to the standards of the trade for such work, that work may be declared defective.

Any such rejection will be communicated by the TIP Manager in writing to Tenant. The TIP Manager maintains the right to stop all construction until a resolution satisfactory to the Authority is reached.

The Tenant shall pay all costs associated with correcting defective work to the Authority's satisfaction. If any portion of the work is covered and inaccessible for inspection contrary to the request of the Authority or contrary to requirements of the contract documents, such covering or finishes must be uncovered for observation, and replaced, without charge to the Authority.

The Authority's T.I. Construction Inspectors will work directly with the Tenant to facilitate and coordinate construction logistics and inspect construction sites for compliance with Authority standards. The Authority's T.I. Construction Inspector maintains the right to stop construction activities if it is determined that Authority safety and security requirements are not being followed or observes an unsafe working condition.

The Tenant shall allow the Authority access and provide the means of access to Tenant construction. The Tenant shall respond to any reasonable request to further

the Authority's ability to complete construction site observations, inspections, and testing. Such inspections shall not relieve the Tenant of any of its obligations under the Tenant/Contractor Agreement.

Standard Authority Construction Inspectors workdays are as follows:

- a. Day time: Monday through Friday except for Authority recognized holidays
- b. Nighttime: Sunday evening through Friday morning except for Authority recognized holidays
- c. Refer to [Section 8.23 Working Hours](#) for further information

## 8.6 Project Control

If conflicts between the Tenant and other Tenants or Authority contractors arise which they cannot resolve and which could delay the work, TIP team representative will recommend the contractors follow a course of action to mitigate or eliminate the delay in a way that best serves the interests of the Authority and the Tenant.

For all Authority construction projects, the Authority contractor shall be solely responsible for, and have control over, all portions of the Base building project work site. The Authority contractor's superintendent will work with the TIP team representative to assist in coordinating, facilitating, and expediting the work of the Tenant and provide all reasonable effort to ensure the Tenant can execute their work.

## 8.7 Site Conditions

Conditions and requirements affecting the Tenant's construction will vary by location. By executing Tenant/Contractor Agreement, the Tenant represents that it has visited the site, familiarized itself with the site-specific requirements under which its work must be performed, and correlated its observations with the requirements of the Contract Documents and all Authority construction, safety, and security standards.

## 8.8 Requests for Base building Information

The Tenant shall submit any requests for information or clarification regarding Base building construction and systems to the TIP Coordinator. The Authority will respond to such requests for explanation or clarification in writing. The Tenant shall attempt to answer requests for information from its subcontractors and suppliers prior to submitting requests to the Authority.

## 8.9 Tenant Cooperation and Coordination

All Tenants are expected and required to work harmoniously. Project construction will require planning and coordination for all aspects of the work. For all Tenant construction occurring within the boundaries of an Authority project, there may be other SAN contractors, subcontractors, special systems contractors, airline systems contractors, Third-Party Building Operators, and other Tenants working within or adjacent to the Tenant's construction site during the performance of the Tenant's work. Tenants must anticipate in their scheduling, procurement, and cost estimating that their work will be interfered with or delayed from time to time by the acts or omissions of other contractors.

The Tenant must be prepared to cooperate with the Authority, its contractors, subcontractors and any other entity involved in completing the Authority's work, and to the maximum extent possible to mitigate any delay or obstruction of each other's work. The Tenant is required, at a minimum, to have a company representative on site weekly that is fully authorized to make design, construction, and financial decisions on behalf of the company or JV partnership. The Tenant's representative and contractors are required to be present on site at a weekly meeting with the TIP team representative and to attend all weekly construction meetings for projects where Tenant has a project in construction. Tenants may also be required to attend Authority and third-party

contractor meetings and safety meetings (including personnel and driver) orientation. Depending on the number and complexity of Tenant projects, the TIP Manager reserves the right to require Tenant to have full time project management support on site.

Equipment and material hoisting options to be verified with the Authority as they may or may not be performed by a third party. Material deliveries shall be “just-in-time”, as no on-site storage or staging areas will be provided.

#### **LOCK-OUT/TAG-OUT PROCEDURES**

The purpose of the procedure is to establish the minimum requirements for the lock-out or tag-out of energy isolation devices. The Tenant shall ensure that procedures are used to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked out or tagged out before the Tenant’s employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury. Examples of stored energy where lock-out/tag-out apply are:

- a. Electrical
- b. Mechanical
- c. Thermal, Steam
- d. Chemical, Acids, and Caustics
- e. Explosives, Natural Gas
- f. Hydraulic
- g. Pneumatic
- h. Gravity
- i. Baggage Conveyor or similar systems

It is the responsibility of the Tenant to ensure that all applicable construction employees are instructed in the safety significance of the lock-out/tag-out procedure. Each new, or transferred employee, and other employees whose work operations are or may be in the area, shall be instructed in the purpose and use of the lock-out or tag-out procedure. In preparation for lock-out or tag-out, the Tenant shall conduct a survey to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. Each of these shall be listed for each isolation point and a copy forwarded to the Authority. If more than one individual is required to lock-out or tag-out equipment a multiple lock-out or tag-out device (hasp) shall be used.

The basic rules for using the lock-out or tag-out system are that all equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out. A lock-out/tag-out will be required whenever performing the following work on machines or equipment:

- a. Required Lock-out/Tag-out:
  - i. Maintenance or service work is defined as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining, and/or servicing machines or equipment.

- ii. Before removal or bypassing any guard or other safety device.
- iii. When an employee is required to place any part of the body into a point of operation or other danger zone that exists during a machine operation cycle.
- b. Exceptions to Lock-out/Tag-out:
  - i. Normal production activities in which lock-out cannot feasibly be conducted because of the nature of the operation provided that the work is performed using alternative measures which provide effective protection.
  - ii. Hot tap operations.

#### **LOCK-OUT OR TAG-OUT SYSTEM PROCEDURES**

- a. Owner Notification: Notify the Authority’s T.I. Construction Inspector that a lock-out or tag-out system is going to be utilized and the reasons why. The Authority T.I. Construction Inspector will notify the appropriate Authority FMD personnel regarding those areas affected by the lock-out/tag-out request and forward a copy of the notification to Tenant.
- b. Preparation: Locate all energy sources that need to be isolated.
- c. Equipment Shutdown: If the equipment is operating, the Tenant shall receive prior Authority approval and shut it down by the normal stopping procedure.
- d. Affixing Lock-out or Tag-out: Verify whether there is a specific lock-out/tag-out procedure developed for the work to be performed with the Authority’s T.I.



Construction Inspector. Lock-out and/or tag-out the energy isolating devices with the Tenant's individual lock(s) and tag(s). Tag-outs are only acceptable in secured equipment rooms requiring special security key for access and the completion of restricted access form or with a person standing by energy isolating device that has been tagged. Lock-out will be acceptable in non-secure areas.

- e. Restoring Locked Equipment to Normal Operation: After the servicing and/or maintenance is complete, check the machines or equipment to ensure that no one is exposed prior to energizing the system.

In the case of a discrepancy between the Tenant's lock-out/tag-out procedures and the Authority's procedures, the Authority's procedure will prevail. If the Tenant has any questions, they shall refer to the comprehensive SAN Lock-out/Tag-out Procedures. In any event, the Tenant shall be responsible for complying with all applicable laws and regulations at all times.

If the Tenant requires access to a restricted mechanical/electrical room, such access shall be addressed to the Authority's T.I. Construction Inspector.

The Tenant represents and warrants that it will comply with all applicable lock-out/tag-out procedures at all times as set forth in Federal Regulation 29 C.F.R., 1910.147 and other applicable laws. The Tenant agrees to indemnify the Authority and hold the Authority harmless from any damages occurring on connection with any failure by the Tenant or its agents to observe any applicable lock-out/tag-out procedures and for any

breach of the above warranty, including all damages, costs, expenses, and attorney fees.

#### **WELDING AND CUTTING**

All welding or cutting shall be reported to the Authority T.I. Construction Inspector prior to the start of the work and upon completion of the work, on a daily basis, or as required by the hot-work permit.

A fire watch shall be provided by the Tenant; A 516 dry chemical fire extinguisher(s) shall be on hand within 20' of the work being always performed and accessible.

Welding or cutting shall cease 1/2 hour before closing the job site for the day and inspected prior to the employees leaving the site for the day. All resultant smoke or fumes shall be exhausted to the exterior by the Tenant's equipment.

#### **CONFINED SPACE ENTRY REGULATION**

The Tenant shall comply with applicable portions of Federal Regulation 29 C.F.R. 1910.146 regarding the Tenant's employee entrance into confined spaces on this project.

Under no circumstance shall any Tenant access any Authority Utility Room/equipment space without the knowledge of the T. I. Construction Inspector and accompanied by an Authority employee.

### **8.10 Authority Contractor Cooperation and Coordination**

The Authority and its representatives shall, throughout the duration of the Tenant's project, cooperate with the Tenant in the performance of its work, and shall, to the fullest extent possible, afford the Tenant a reasonable opportunity to complete their work as and when required by the Tenant's lease agreement with the Authority. For all Authority projects, the Authority contractor shall be solely responsible for, and shall have control over, all aspects of the project site until a Certificate of Occupancy is granted by the City of San Diego Planning and Development Services Department and by the Authority. To assist the Tenant in completing its construction in an expeditious manner, a TI Construction Inspector dedicated exclusively to the Tenant's coordination shall be assigned to coordinate work performed by the Tenant, Airport Operations and with work performed by the Base building Contractor(s) working in the same area. The TI Construction Inspector will develop and enforce a Tenant Coordination and Site Access Plan developed by the Tenant in coordination with the Base building Contractor, to assist the Tenant with site access, ingress/egress, temp power, utility tie ins, and all other site logistics required to facilitate the Tenant's work. Tenant Coordination and Site Access Plan shall include rules that will govern:

- a. Weekly construction coordination meetings
- b. Coordination of Two Week “Look Ahead” Construction Schedules
- c. Equipment/Material lay down and staging areas
- d. Deliveries
- e. Loading dock and elevator access
- f. Parking for Tenant’s site superintendent
- g. Work hours
- h. Construction safety
- i. Access to all Tenant required utility connections
- j. Utility shut downs
- k. Temporary power
- l. Protection of work by others
- m. Construction barricades
- n. Remediation of hazardous material(s)
- o. Hot Work Permit
- p. “Lock out-Tag out” Procedure

### 8.11 Concurrent Construction

The Tenant shall afford the Authority and its contractor’s reasonable and safe access to and across their work site and reasonable opportunity for the introduction and storage of their materials and equipment for the execution of their work within or adjacent to the Tenant’s work site. The Authority may require certain facilities and areas to be used concurrently by the Tenant, the Authority, its contractors, or Third-Party Building Operators. If any part of the Tenant’s work depends on the proper execution or results upon the work of the Authority, the Tenant is solely responsible for monitoring and staying fully informed on the progress and details of such work. The Tenant shall promptly report in writing to the TIP Manager any apparent discrepancies or defects in such work that render it unavailable, defective, or unsuitable for the Tenant to properly execute its work. Failure to promptly notify will constitute an acceptance of the other work as fit, proper, and ready for integration with the Tenant’s work, except for latent defects.

### 8.12 Damage During Construction

The Tenant assumes sole responsibility for all damages to the existing or new facilities, including but not limited to the premises occupied by others, arising from the work of the Tenant and shall take immediate steps to replace or repair such damage. Damages not corrected immediately by the Tenant will be corrected by the Authority with costs deducted from the Tenant’s construction deposit.

Confine storage of equipment or material to the demised premises or other locations specifically designated by the Authority Base building contractor. Stored materials shall not exceed the loading capacity of the floor. Storage in service corridors, vacant lease spaces, or other areas is not permitted at any time. Failure to comply will result in removal of all materials with the Tenant bearing responsibility for the costs incurred.

If the Tenant, through its acts or omission, causes loss, damage, or delay to the work or property of any separate contractor, the Tenant shall, upon written notice from TIP team representative, promptly attempt to remedy and settle such loss, damage, or delay with the other contractor by agreement or otherwise. If another contractor or subcontractor shall assert any claim, bring any action against the Authority, or institute a dispute resolution proceeding on account of any delay or damage alleged to have been sustained as a result of the acts or omissions by the Tenant, the TIP Manager shall notify the Tenant in writing and the Tenant shall indemnify and hold harmless the Authority from any liability, losses, or damages.

### 8.13 Interruption of Existing Facilities

All construction activities must be accomplished in such a manner as to permit normal operations within the existing buildings, facilities, and structures of SAN during the performance of the Tenant's work. Existing building systems including but not limited to fire alarm, security, heating, ventilation, air conditioning, electrical, lighting, and plumbing shall not be interrupted in occupied areas, except as required for making connections to existing systems as specified within this manual. Tenant may not perform any work causing interruptions to building systems or the normal operations of SAN without written authorization from the Authority. Authorized work by the contractor shall be performed in strict compliance with all rules and regulations and directives of the Authority.

The Tenant shall coordinate and schedule its work to minimize required interruptions. SAN operations and all affected Tenants must be notified in writing at least 72 hours in advance of commencing any work, which may interrupt operations, block access, or otherwise cause undue difficulty to occupants or users of the property affected and any planned utility shutoff. The Tenant is to make arrangements for temporary utility connections as directed by the Authority's T.I. Construction Inspector and as coordinated with the Base building site superintendent where required. The Tenant shall request from Authority's T.I. Construction Inspector access to any Authority space to conduct observations, work within the space, and/or complete a utility shutdown.

Facilities Management Department personnel and/or Authority T.I. Construction Inspector shall be present while tenants access Authority spaces. The Tenant shall be responsible for paying the cost of the connections and removal and all utility charges incurred as a result.

### 8.14 Quiet Enjoyment, Interruption, and Contamination

The Tenant is responsible for ensuring that during construction of the premises the rules and regulations of the Authority are strictly followed to ensure other Tenants who are open for business may have quiet enjoyment for their premises.

The Authority requires that certain Tenant construction activities occurring in the operating portions of SAN take place between the hours of 11 p.m. and 5:00 a.m. beginning Sunday evening and ending Friday morning unless specifically approved otherwise by the Authority's T.I. Construction Inspector. Those activities include, but are not limited to:

- a. Jack hammering, roto-hammering, core drilling and use of powder actuated fasteners are not permitted during airport operating hours unless an approval in advance of the work for use during airport operating hours is granted by the Authority.
- b. Any activities, such as painting, that could produce offensive fumes that cannot be safely vented away from public spaces and employee work areas.
- c. All dust producing activities, such as demolition,

where the dust cannot be safely vented away from public spaces and employee work areas.

- d. Work requiring public entrances to be blocked.
- e. Deliveries made curb side, or any deliveries that require use of public areas.
- f. Any work that would prevent continuous operation of the building.
- g. Hauling trash or demolished materials.
- h. Setting up and removal of construction barricades.
- i. Authority approved shutdown of building systems.
- j. Any work in or around public areas that may create dust, noise or other nuisance or hazard.
- k. Any work requiring an obstruction to an existing required emergency exit unless an Authority acceptable alternative means of exiting is provided.

### 8.15 Work in Public Areas

The Authority will allow the Tenant's construction activity in public areas that has been properly coordinated by the Authority's T.I. Construction Inspector. This work may include, but is not limited to, temporary scaffolding or man-lifts for the installation of storefronts and signs as necessary. Only scaffolding or man lifts with non-marking rubber tires are permitted. All other construction work must take place within the premises.

No material shall be delivered to, or transported through, any public area without the Authority approval. Any material transported through public areas, public elevators, or stairways, shall be moved on rubber tire trucks, using adequate padding, protective cloths, to safeguard existing finishes. Any damage resulting from movement of materials shall be repaired or replaced by the Tenant, to the satisfaction of the Authority.

Do not track dust and/or debris onto the common area floor beyond the temporary barricades or lease line(s). The Tenant must provide a means of cleaning dust from employee's footwear prior to entering any public or service area.

All buildings have a smoke-free designation and as such smoking is not permitted anywhere in the building, including areas under construction. Smoking areas have been designated outside of buildings by the Authority.

### 8.16 Protection of Property

The Tenant shall take all reasonable precautions for the safety of, and shall, provide all reasonable protection to prevent damage, injury, or loss to:

- a. Prevent spreading or tracking of dirt through public areas of the SAN and to prevent soiling of any SAN finishes.
- b. Other property at the work site or adjacent thereto, including but without limitation, lawns, walks, pavements, roadways, structures, finishes, and utilities not designated for removal, relocation, or replacement during construction.
- c. All floor finishes for transporting materials from point of building entry to designated work areas.
- d. Construction workers and building occupants against air quality problems by developing and implementing a Construction Indoor Air Quality Management Plan.
- e. Any Authority or other Tenant improvements damaged as a result of the Tenant's construction activities shall be repaired or replaced to match the existing to the satisfaction of the Authority at the Tenant's sole cost and expense. If the Tenant fails to rectify the damage in a timely manner the Authority will undertake the work and back-charge the Tenant deducting the costs from the Tenant's construction deposit.

- f. The Tenant shall take all necessary safety precautions to protect workers, the general public, and private and public property, and comply with all requirements of the Occupation Safety and Health Act (OSHA) and Cal/OSHA.

### 8.17 Freight Elevators

The Tenant shall coordinate with the Authority's T.I. Construction Inspector for the use of freight elevators. Passenger elevators and escalators are not to be used for transporting materials. Suitable and durable floor and wall covering protection must be provided by the Tenant in the freight elevator cab during each use to protect the cab finishes against damage. All damage to the cab shall be repaired by the Tenant in a timely manner at no charge to the Authority.

The Tenant shall schedule all deliveries of materials, furnishings, fixtures, and equipment including any hoisting requirements, in advance, with the Authority's T.I. Construction Inspector.

### 8.18 Trash Removal and Portable Toilets

The Tenant is responsible for ensuring construction wastes and recyclables are disposed of at an appropriately permitted off-site facility. Disposal of solid waste on Authority property is expressly prohibited. Removal of the waste material, trash, and debris to a suitable licensed landfill must be done on at least a daily schedule or whenever the waste material interferes with any contractor's work. The Contractor shall dispose of all generated construction and demolition waste off site and outside of Tidelands and shall comply with the San Diego International Airport Construction and Demolition Waste Management Reporting Plan & Forms and City of San Diego Recycling Ordinance as applicable. For further information, see [Chapter 9 Additional Authority Resources](#). At a minimum, accommodate for the recycling of paper, corrugated cardboard, glass, plastic, and metals.

In areas where multiple projects are being constructed concurrently, the Authority may designate a central location where the Tenant's construction wastes and recyclables can be collected and as well, for portable toilets for use by the Tenant during construction. A proportionate part of the full cost to transport and dispose of the construction waste and recyclables and servicing the temporary portable toilets will be charged to the Tenant based upon a breakdown determined by the TIP Manager.

### 8.19 Clean-up During Construction

The Tenant construction's site and all areas used by the Tenant must be kept free of accumulated construction wastes, dirt and surplus material at all times. No materials are allowed to be stored outside of the premises. If the Tenant construction site is not maintained in a clean, orderly, and safe condition or shall it be necessary for the Authority to remove the Tenant's construction waste or debris because of inaction by the Tenant, the Authority, will issue a written notice to the Tenant to remove waste and/or debris within eight hours and will within twenty-four hours of issuing said notice, have others clean up the area and/or remove the waste and debris. The Authority will charge the full cost thereof to the Tenant.

### 8.20 Temporary Construction Barricades

Prior to demolition/start of construction the Tenant is required to construct temporary construction walls (barricades) to secure the work site and install Authority "Tenant Improvement Program" signage. Barricades are required on all projects to prevent damage to adjacent premises, the public areas, and to ensure required security of the Tenant's work site. The Tenant will obtain a permit as needed from the City to ensure that any given barricade meets structural and egress requirements. The Authority shall approve all Barricade Plans at the Pre-Construction Conference, but in no case later than the issuance of the Job Start Form by

the Authority's T.I. Construction Inspector. Barricades are to be placed so they do not inhibit storefront construction or public circulation and may need to be realigned/relocated during construction.

In all public areas barricades are to be constructed of 1/2" minimum thickness gypsum board on public side, applied to minimum 3 1/2" by 20 gauge (or greater width and/or gauge if required by code relative to overall height of barricade wall) metal studs at 16" o.c. with R13 batt insulation (sound barrier) full height for the full height and width of the tenant opening with 8-mil polyethylene for dust barrier. For tenant construction in non-public areas fully taped, spackled, and painted gypsum board with 8-mil polyethylene for dust barrier may be used. Barricades may be wall supported, provided that existing Base building wall surface finishes are not damaged, braced by steel studs to the premises structure and shall have a minimum 12" wide by 3/4" thick continuous plywood base over a 1/4" minimum resilient cushion backing or other durable backing material, to protect all Base building floor finishes.

Barricades are to be continuous as to prevent dust and control excessive noise and must remain rigid, square, and plumb throughout leasehold construction. Barricades must include an 8" black rubber core baseboard, trim at ceiling and corners, and painted metal doors and frames, complete with the Authority's standard construction lock set. Tenant shall verify all code requirements (entrance/exit routes, fire protection, etc.) before barricades are installed. The Contacts



Information Form shall be prominently displayed on the exterior of the barricades. The Plan Station shall be inside the workspace—see Plan Station.

Upon acceptance of the premises, the Tenant will be completely responsible for the security of all premises and the construction work site and must meet all requirements of the Authority, TSA, and FAA for security. Additionally, the Authority will not assume any responsibility for damages including theft to the Tenant's materials, fixtures or equipment.

The Tenant is responsible for maintaining and cleaning the area surrounding the barricades. If dirt, dust, or debris from the construction site is found in areas around the barricades, the Tenant will be charged a "clean-up" fee by the Authority. All barricade doors must remain closed and locked at all times during construction. Repair or replacement of any Base building finishes due to damage, including discoloration of surfaces, caused by the demolition or construction of the barricades will be the sole responsibility of the Tenant.

Relocation or removal of the barricades must be reviewed by the TIP Manager and must be scheduled at least 48 hours in advance or 2 working days. Temporary construction barricades shall not be removed before the construction work is completed, unless only minor items noted on the "punch-list" remain and approved by the Authority.

### 8.21 Staging

Staging areas are at a premium and are not available for storage of bulk materials. The Tenant must arrange for storage off-site and plan to deliver materials on an "in-time" basis, as they are required. The Tenant's construction staging shall occur within the premises, no construction staging will be provided except temporary staging required for deliveries, which has been coordinated with the Authority's T.I. Construction Inspector in advance. Areas provided for temporary staging of deliveries must be kept clean and free of debris. All containers shall be properly labeled.

### 8.22 Work Site Access

The Authority must have access to all the Tenant's construction sites. Access doors are to be solid core hardboard or hollow metal doors mounted to metal frames. A master keyed cylinder lock set (refer to [Sections 3.8 Door Closures / Exit Doors](#)) shall be installed on the access door to allow the Authority and emergency personnel access to the site.

### 8.23 Working Hours

Terminal operations and Authority construction will result in Tenants being subjected to restrictions, which may be imposed by the Authority regarding the hours of work and schedule for deliveries. The Tenant shall submit a work and major delivery schedule for review by the Authority's T.I. Construction Inspector for review at the Pre-Construction Conference.

Within all operating portions of the terminal the Tenant will be required to work nonpeak work hours for any activity or delivery that will cause excessive noise, dust, debris, or in any way interferes with the traveling public or SAN Operations. Non-peak hours are 11 p.m. until 5 a.m. Sunday through Thursday. These hours and the requirement for the Tenant to work non-peak hours may change or be modified as requested by the Tenant and approved by the Authority's T. I. Construction Inspector.

The Tenant's working hours within Authority construction projects must be coordinated with the assigned Base building superintendent and the Authority.

## 8.24 Security

The Tenant must comply with the requirements of the Authority's SAN Operational Safety & Security Requirements, San Diego International Airport, Contractor Security Instructions, and all TSA and FAA advisories and regulations governing operational safety at SAN during construction. Refer to [Chapter 9 Additional Authority Resources](#) for further information.

These security requirements will be strictly enforced and shall include but are not limited to:

- a. SAN SIDA/NON-SIDA access & escorting policies
- b. Policy regarding introduction/possession of prohibited items in sterile areas of the SAN
- c. Keys and lock control

The Tenant understands that violations of the SAN Operational Safety and Security rules and regulations can result in the issuance of citations and fines, suspension or revocation and confiscation of the SIDA issued security ID badge or vehicle permit, removal of the violating person or vehicle from the AOA, suspension of construction activities. The Tenant also understands they will be solely responsible for paying any security related fines assessed upon the Authority by the Transportation Safety Administration or other related governmental Agency due to the actions of the Tenant.

The Tenant shall become knowledgeable of all applicable safety and security rules and regulations and shall be monitored for performance to ensure compliance. SAN may require that there be no vehicles

parked within three hundred feet of an active terminal, unless such vehicles are inspected by an Authority authorized person whose sole responsibility is to search vehicles entering within the three hundred feet perimeter.

## 8.25 Equipment / Tools

The Rules and Regulations regarding transit and tracking of equipment and tools will depend on whether the Tenant's project is in a live terminal or other location. For all live terminals, tools are never brought through a screening checkpoint. All tools and equipment that can safely fit inside an SAN service elevator must be transported to the sterile area using the specified elevator or as instructed by the Authority's T.I. Construction Inspector prior to the start of construction.

Standard construction power will be provided at 120 volts. Any power that is required above this amount (i.e., welding) will need to be provided by the Tenant. The Tenant must notify the Authority for approval prior to bringing any temporary generators on-site. The Tenant shall ensure that all electrical cords will be protected from damage through doors, windows, and floors.

Tenants with AOA driving privileges may, at the discretion of the Authority's T.I. Construction Inspector, be authorized to access the sterile area through ramp (SIDA) locations. The Tenant must keep equipment in its presence at all times anywhere within the terminal. Prior to entering a sterile area with equipment and/

or tools, a "Tool Inventory Card" must be completed by the Authority's T. I. Construction Inspector along with the applicable contractor personnel, listing each and every piece of equipment and/or tool to be taken into the sterile area. Upon departing from the sterile area, the contractor personnel must account for each, and every piece of equipment/tool listed on his "Tool Inventory Card" to be audited by the Authority's T.I. Construction Inspector before being released from the job site. Security is a full-time job while at SAN. Unattended equipment or tools found in the sterile area are considered "prohibited items" and may result in a heavy fine from TSA and could significantly delay the completion of the project. Restroom or lunch breaks are inexcusable reasons to leave tools and equipment unattended in the terminal, especially in the sterile area. Plan to use relief workers as necessary to positively control tools and equipment.

## 8.26 TSA Inspections

Any item, large or small, that will become a permanent fixture in the sterile area must be inspected by TSA screening staff. This is prearranged with the Authority's T.I. Construction Inspector and TSA and achieved at specified screening checkpoint, typically the gate access to the AOA. Screening checkpoints within the terminal is not opened after hours by SAN staff to facilitate movement of Tenant employees, tools, equipment, or fixtures.

In order to facilitate TSA screening and inspection of fixtures and equipment to be brought into the sterile area of the terminal, all fixtures and equipment must be out of their boxes and crating material and available for inspection. For fixtures and equipment that are required to be transported through the terminal, install protective measures such as duct tape at wheels, prior to bringing them into the Terminal to prevent carpeted areas from becoming marked by rubber tires.

## 8.27 Parking

Remote parking of vehicles by the Tenant will be confined to those specific areas set aside for them by the TIP Manager and located in the designated areas only. Designated parking may not be within close proximity to the Tenant's work site. Standard per day rates for the assigned parking lot will apply and be paid for by the Tenant. Provisions may be made on

Authority construction sites for on-site vehicles for Tenant requiring site accessibility for AOA escorting and to facilitate material deliveries. This parking may be restricted or eliminated during certain phases of Authority construction. The location and availability of parking must be coordinated with the Authority's T.I. Construction Inspector. Parking in non-authorized areas /spaces will result in the removal of the vehicle at the owner's expense. Tenant trailers, if permitted by the Authority, may only be parked in designated areas as arranged by the TIP Manager. The Tenant must submit a plan indicating the number of remote parking spaces required.

## 8.28 Substantial Completion / Certificate of Occupancy

When the Tenant determines the work or designated portion thereof is complete to its satisfaction, the Tenant shall notify the TIP Manager in writing. The TIP Coordinator will arrange for an Authority compliance review of the project and prepare a punch list. If the Tenant has received a Certificate of Occupancy from the City of San Diego Planning and Development Services Department, and all work is complete to the Authority's satisfaction, the TIP Manager will prepare a Certificate of Substantial Completion to allow the Tenant to open for business. Closeout documentation is required within 90 days of substantial completion.

## 8.29 Project Closeout

Upon issuance of the Certificate of Substantial Completion, the Tenant shall have 90 days to submit it project closeout documentation per Tenants agreement:

- a. Certificate of Occupancy/Inspection Card with final sign-off inspector's signature "approved to occupy".
- b. Final audited costs-Certified Initial Capital Investment Form.
- c. Tenant's lien release for all work.
- d. Architect's Certification of Compliance with Authority standards.
- e. Architect's Certificate of Substantial Completion.
- f. As-Built and Record Drawings: Refer to [Section 6.10 As-Built and record Drawings](#) for submittal requirements.
- g. Final Summary of Deputy or Special Inspections/ Test Reports.
- h. Mechanical System Test and Balance (TAB) Report prepared by the Tenant to be provided to the Authority in time for the commissioning activity of the space by the Authority and/or the Authority Base building Contractor.
- i. Any item listed on the Certificate of Substantial Completion issued to the Tenant's Contractor by the Authority which has to do with security, safety, structural or ADA issues shall be addressed immediately and completed within five working days of the date of the Certificate of Substantial Completion.
- j. Warranty Documentation and Maintenance Manuals.

## 9.0 Additional Authority Resources

[9.1 San Diego International Airport Authority Resources \(SAN\)](#)

[9.2 Federal Aviation Administration Resources \(FAA\)](#)

## 9.1 San Diego International Airport Authority Resources (SAN)

Links to Tenant Improvement Forms, Exhibits and Guidelines can be found on the San Diego International Airport Authority website:

<https://www.san.org/Business-Opportunities/Tenant and Other Tenant Resources>

### FORMS:

- a. Application for Tenant Improvement Project Approval Form
- b. Notice To Proceed Checklist (Construction Requirements)
- c. Job Site Information Form
- d. Base building Modification Request Form (BBMR)
- e. Design Variance Request Form (DVR)
- f. Contractor Interface with Airport Systems Notification Form
- g. Architect Certification Template
- h. ADA Certification Form
- i. Certified Initial Capital Investment and Mid-term Refurbishment Forms.
- j. Certified Initial Capital Investment and Mid-term Refurbishment Audit Review Template.
- k. San Diego International Airport Construction and Demolition Waste Management Reporting Plan & Forms.

### EXHIBITS:

- a. Tenant Improvement Program Design Review Process.

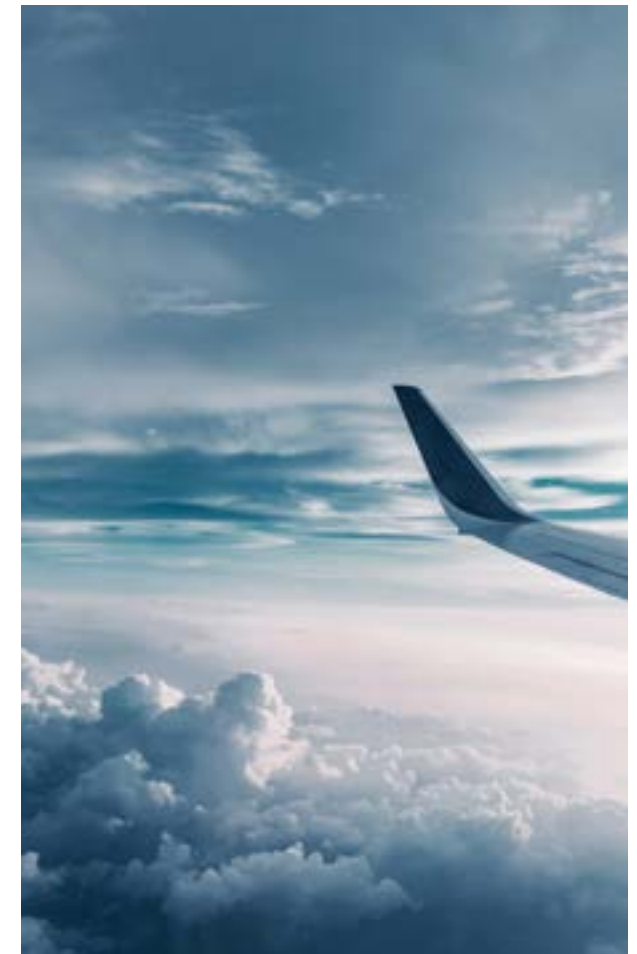
### GUIDELINES:

- a. Concessions Design Manual
- b. San Diego International Airport Design & Construction Standards
- c. San Diego International Airport, Informational Technology Infrastructure Standards Construction Manual
- d. San Diego International Airport, Airport Operational Safety & Security Requirements
- e. San Diego International Airport, Construction Safety Manual
- f. San Diego International Airport, Contractor Security Instructions
- g. San Diego International Airport Rental Car Center Tenant Design and Construction Standards (RCC TDCS).
- h. Concession Blade Sign Standards (Terminal 2 only)

Note: If conflicts are found between Tenant Design Manual and Guidelines, Tenant to contact TIP Manager to review and confirm required criteria.

## 9.2 Federal Aviation Administration Resources (FAA)

<https://www.san.org/Business-Opportunities/Tenant and Other Tenant Resources>



## 10.0 Exhibits, Appendices

[10.1 Definitions, Acronyms, and Abbreviations](#)

[10.2 Exhibits and Appendices](#)



## 10.1 Definitions, Acronyms, and Abbreviations

The following definitions are used throughout the SAN Tenant Improvement Design Manual and shall be interpreted as follows:

**A/E:** Architect /Engineer.

**ACM:** Asbestos Containing Materials.

**ADA:** Americans with Disabilities Act.

**A.F.F.:** Above Finished Floor.

**AHJ:** Authority (Agency) Having Jurisdiction: the organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. There are multiple AHJs involved at SAN. Typically, the city, county, state and federal all have code enforcement responsibilities at an Airport.

**Air Operations Area (AOA):** That part of the airport, behind a security perimeter and requiring special Authority permission to access, used by aircraft for landing, taking off, surface maneuvering, loading and unloading, refueling, parking, or maintenance, where aircraft support vehicles and facilities exist, and which is not for public use or public vehicular traffic.

**Airport Design and Construction (ADC) Department:** Provides construction inspection support during build-out of Tenant lease spaces.

**Architect / Engineer of Record:** The design

professionals in good standing, licensed to practice in the State of California and the City and County of San Diego, who stamp and sign their Contract Documents and are responsible to perform their contracted obligations with a standard of care, and performing due diligence, all within and for its clients' requirements and that of the Agencies Having Jurisdiction (AHJs).

**As-Built:** (see also Record Drawings) The AHJ stamped/signed permit plan set maintained by the Tenant's contractor on site during construction and continuously marked-up using a red ink pen to reflect the field as-built conditions. Included and attached to the plans are all addenda and change orders for the project. This information is to be scanned and submitted electronically as an OCR high resolution PDF and submitted to the Authority's Project Manager at the completion of the project. This information is used by the Tenant to create its Record Drawings.

**ASHRAE:** American Society of Heating, Refrigeration and Air-Conditioning Engineers.

**Authority:** San Diego County Regional Airport Authority (SDCRAA).

**Authority Standards:** Pertains to the requirements delineated in this manual and includes the requirements contained in the resources listed in [Chapter 9 Additional Authority Resources](#).

**Base building:** Campus buildings and/or other site improvements where work may occur or require coordination with Tenant project. Refer to [Campus Location Map, 1.7](#).

**BBMR:** Base building Modification Request (Form)

**Capital Improvement Program (CIP):** The Authority's CIP is responsible for the management of all Tenant-initiated improvements at SAN.

**CBC:** California Building Code, latest applicable version. Refer to CCR.

**CCR:** California Code of Regulations, Title 24.

**CD: Contract Documents,** includes all Authority, City and County of San Diego approved construction drawings, specifications, calculations, and reports, including all addendum and change orders.

**Closure:** An operable device used to secure and close openings within and/or on the perimeter of a premises such as a door or grille.

**Common Area:** Public space outside of the premises designated by the Authority for general passenger use and designed and maintained by the Authority. This includes the Dining Hall identified in each terminal where tables and chairs have been provided by the Authority for general passenger use.

**Concourse:** That portion of a terminal consisting of gate hold rooms, boarding areas, and passenger circulation zones and amenities directly adjacent to and supporting these functions.

**Demising Wall:** Typically, a wall at the perimeter of a premises establishing the Lease Outline Drawing (LOD), site map, and/or Lease Plat, and further designated as a wall between:

- a. Two independent premises, or
- b. Premises and the Public Concourse (Storefront), or
- c. Premises and a Common Area, or
- d. Premises and a Service Area, or
- e. Premises and the exterior of the building.

**DRC:** Design Review Committee. The group of designated individuals who review and approve Tenant's proposed design.

**DVR:** Design Variance Request.

**Escort:** An individual, meeting security requirements, taking responsibility for another individual not meeting security requirements while on the AOA or within a sterile area of the SAN.

**FAA:** Federal Aviation Administration.

**FMD:** Facility Management Department

**IFC:** Issued for Construction. The 100% plan set that is submitted to the City for issuance of permit. Once the City approves the IFC set of plans they will perforate the set as evidence of its official approval (payments made and permit issued). The Tenant shall always keep the AHJ stamped/signed permit set onsite at the Plan Station.

**Inspector:** Authority's T.I. Construction Inspector responsible for inspecting the Tenant's construction

projects for compliance with construction documents and the Authority's construction standards. Additionally, the inspector will coordinate the Tenant's construction site access, logistics, and utility shutdowns.

**JV:** Joint Venture. Multiple companies forming one legal entity for the purpose of contracting work with the Authority.

**Landlord:** San Diego County Regional Airport Authority (SDCRAA), "The Authority."

**Lease Lines:** As defined in the LOD, site map, and/or Lease Plat, using the definition provided. Lease lines serve as the boundary or perimeter that defines the area of a premises. The only 'visible' lease lines are the physically placed zinc metal strips that are provided in the flooring of the storefronts. All remaining will be 'invisible' as defined by LOD, site map, and/or Lease Plat.

**Lease Outline Diagram (LOD):** The exhibit provided by the Authority defining the Tenant's Lease area and the lines used to define the premises. Reference Lease Exhibit A.

**Material and Safety Data Sheets (MSDS):** Documents that contain information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with a chemical product.

**TIDM:** Tenant Improvement Design Manual, provides standards and guidelines for the design and construction of all Tenant projects.

**Neutral Band:** The horizontal bulkhead portion of the neutral frame clad with Authority provided standard terminal finishes above the Tenant's storefront finishes.

**Neutral Frame:** Consists of a neutral pier on both sides and neutral band above the Tenant's storefront that is clad in Authority provided (Base building) standard terminal finishes.

**Neutral Pier:** The end cap or face of a demising wall between two Tenant spaces. It is that vertical portion of the wall to serve as a neutral zone clad with Authority provided Base building standard terminal finishes and allows for a common demarcation between each premises and their building materials.

**Non-Public Tenant Improvement Project:** A TI project within LOD designated premises that are not accessed by Airport customers. Examples: Airline Office interiors, Transportation Security Administration (TSA), Drug Enforcement Administration (DEA), Harbor Police, Flagship Building Maintenance, SANCO Airline Maintenance Operations, BHS (Siemens), Cellular Service Tenants.

**Non-Secure Area/Landside:** Area prior to the passenger and employee screening checkpoints.

**OSHA:** Occupational Safety and Health Administration

**Plan Station:** The designated area within the Tenant workspace where the following materials are stored and presented: 1. AHJ stamped/signed permit plan set; 2. Project rendering on Gator board. 3. Project design materials on gator board. Each board shall be

a minimum size of 24" x 36". Required jobsite postings including the job contacts, emergency information, safety requirements and key jobsite related information.

**Point of Connection (POC):** The location where a given utility is terminated by the base building and is ready for the tenant or tenant contractor to attach. POCs can be under deck, in a wall, or overhead.

**Passenger Service Tenant:** A Tenant providing various passenger services by way of a device that is located within a demarcated area, identified by an LOD, site map, and/or Lease Plat, as part of a lease agreement. Service devices exist airside and landside, inside and outside of buildings. Services include (but are not limited to):

- a. Luggage Carts
- b. Brochure Racks
- c. Automated F&B/Retail/Services
  - i. Dry goods
  - ii. Wet goods
  - iii. ATMs
  - iv. Ticket machine
  - v. Registered Traveler Program
- d. Luggage Concierge
- e. Valet

**Public Tenant Improvement Project:** Primarily TI projects serving airport customers. Each has designated premises. Examples: Airline Baggage Service Office (BSO), Rental Car Company Facilities.

**Record Drawings:** (See As-Built) Created by the Architect of Record and its consultants for its client by

taking the information from the As-Built drawings and updating the IFC Drawings that were used to obtain the permit. The Tenant is required to provide Record Drawings of its project at Closeout. Failure to do so will result in forfeiting its construction deposit.

**SDCRAA:** San Diego County Regional Airport Authority. This term refers to that entity designated and empowered by the State of California to provide day-to-day administrative oversight and management of the Airport and as fiduciary to its Board of Directors. This is often shortened to the word "Authority" and represents the Airport Director, Senior Management and all the staff that serve the Airport.

**SAN:** San Diego International Airport. This term is used interchangeably to represent both the Airport as an operational entity in the physical realm as well as the entity granted the Authority with the responsibility to manage all aspects of the airports day-to-day functioning.

**Secure Area / Airside:** Areas beyond the passenger security checkpoint where all passengers, Tenant employees, and Tenant's products must be screened, and employees must have an Authority issued security badge.

**Security Identification Display Area (SIDA):** Any area identified in the SAN security program requires each person to continuously display an SDCRAA-issued identification badge unless the person is under Escort. Access levels vary and must be verified through the SAN Badging Office.

**Sign Band:** A designated area above Storefront(s) allowed for the mounting of Tenant's signage. Depending on the terminal, the limited Sign Band area may be:

- a. Integral with the Neutral Band finish surface, or
- b. Applied to a standoff structure provided by the Authority.

**SMACNA:** Sheet Metal and Air-Conditioning Contractors National Association.

**Specialty Tenant Improvement:** Customized alterations to a given premises as defined by an LOD, site map, and/or Lease Plat as part of a Lease Agreement. Improvements may be Airside or Landside. The Scope of Work to be determined on a case-by-case basis.

**Storefronts:** Shall be defined as the architectural facades of any premises adjacent to public circulation areas of the terminals, including doorways. The Storefront will be physically defined by Base building elements that surround and frame each Storefront; those elements include side piers, the upper fascia, bulkhead, and the floor surface at the lease line.

**T2W, T2E, New T1:** Abbreviations for the various terminals within SAN respectively, Terminal 2 West, Terminal 2 East, and New Terminal 1.

**Temporary Unit:** A temporary retail installation set up to allow services to be provided to the traveling public while the tenant is under construction. These units are short-term and are promptly removed just prior to the opening of the permanent premises.

**Tenant:** A business located on the SAN Airport property that is engaged in the sale of goods or provides services to the public under an agreement with SAN or another tenant. Such businesses are lessees who have been awarded by the Authority the right to design, construct / improve and operate.

**Tenant Improvement (TI):** Customized alterations within Owner provided premises, as defined by the LOD, site map, and/or Lease Plat as part of a Lease Agreement.

**Tenant Improvement Project Manager (TIP Manager):** Primary point of contact and liaison between Tenant's Team and the Airport Development and Construction (ADC) Team from the start of the Tenant's project design through construction and project closeout.

**TI Project Coordinator:** The TIP Manager will assign an Authority TI Project (TIP) Coordinator to serve as the Tenant's liaison and primary point of contact for day-to-day Tenant needs. The Coordinator's responsibility is to assist the Tenant through the design review, construction, and project closeout phases.

**Title 24:** Title 24 of the California Code of Regulations contains the design and construction regulations for buildings.

**Tool Inventory Card:** Tool Inventory Cards are issued to Tenants working in a secure area of an SAN operational terminal. The Tool Card is an auditing device to allow the Authority and the TSA to keep track of all tools coming and going from a secure area.

**TR/IDF:** Telephone Room/Intermediate Data Feed.

**Transportation Security Administration (TSA):** A division of the Department of Homeland Security charged with protecting the country's transportation systems.

**VAV:** Variable Air Volume. An air control box placed on a base building supplied air duct used to vary airflow at a constant temperature to heat and cool a space. This is the opposite of a CAV (or Constant Air Volume) system, which supplies consistent air flow at varying temperatures to heat or cool a space.

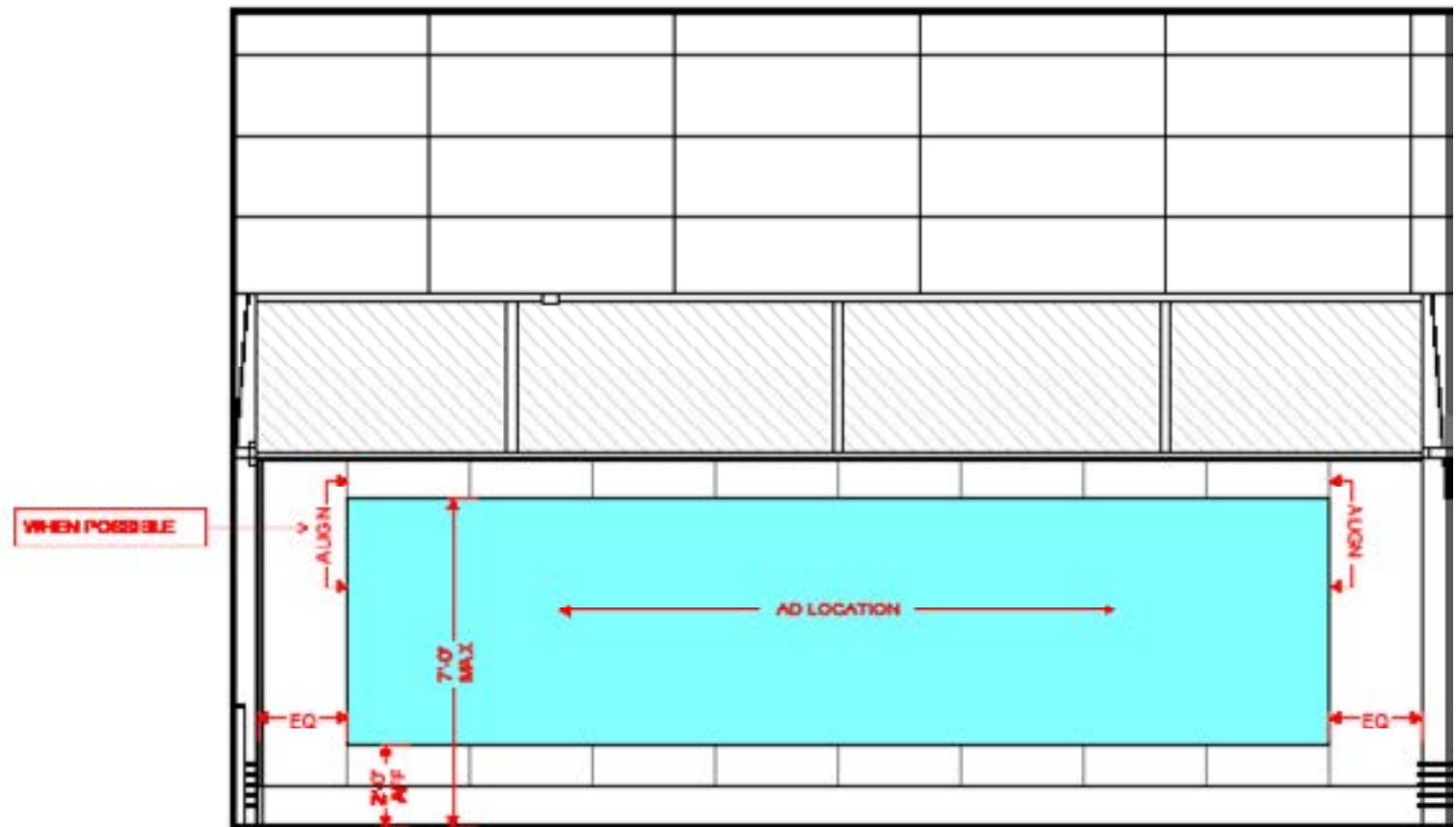
**Work:** Refers to all aspects of the Tenant's responsibilities per its lease agreement to provide design and construction services necessary for it to fulfill its obligations as detailed within the Contract Documents.

## 10.2 Exhibits and Appendices

### 10.2.1 WALL MOUNTED ADVERTISING DIAGRAM

Note:

Conditions vary and will be reviewed on a case-by-case basis. Installations should be coordinated with building architecture to promote clear vision and limit visual clutter. Employ strategies such as "White Space" around Ad to maintain clarity.



### 10.2.1 WALL MOUNTED ADVERTISING DIAGRAM

Note:

Conditions vary and will be reviewed on a case-by-case basis. Installations should be coordinated with base building architecture to promote clear wayfinding and limit visual clutter. Employ strategies such as providing “White Space” around Ad to maintain element clarity.

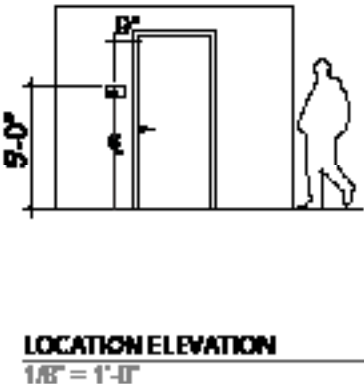
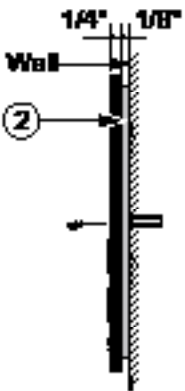
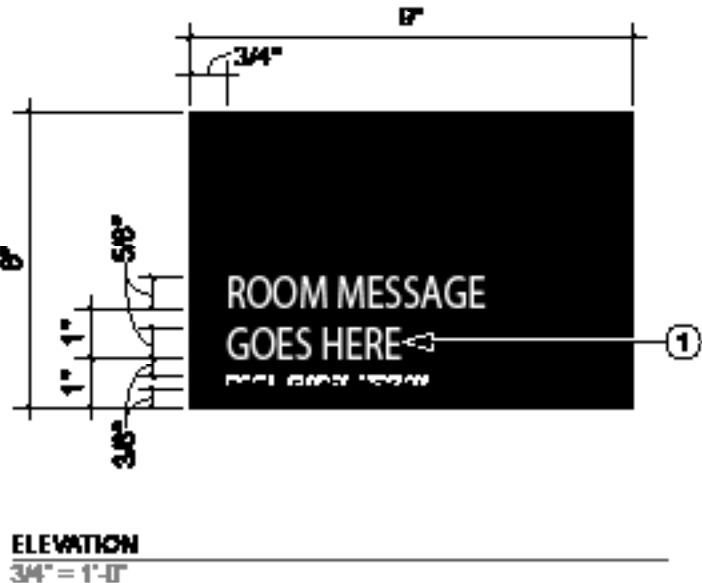




10.2.2 ROOM ID FOR TENANT SPACES TENANT  
SIGNAGE DETAIL

Room signage shall be provided by the Tenant and shall follow all applicable codes and available standards for building they are developing within.

EXAMPLE SIGN DETAIL:



**NOTES:**

1. Painted 1/4" thick, etched photopolymer panel with 1/32" raised tactile letters and pictograms with corresponding CA-TITLE 24 GRADE 2 Braille. Raised letters and pictograms to be screen-tipped in contrasting color. Braille to match color of background.
2. Flush wall-mount. Anchor to wall/ceiling with hidden studs. Provide blocking when required. Coordinate with G.C.

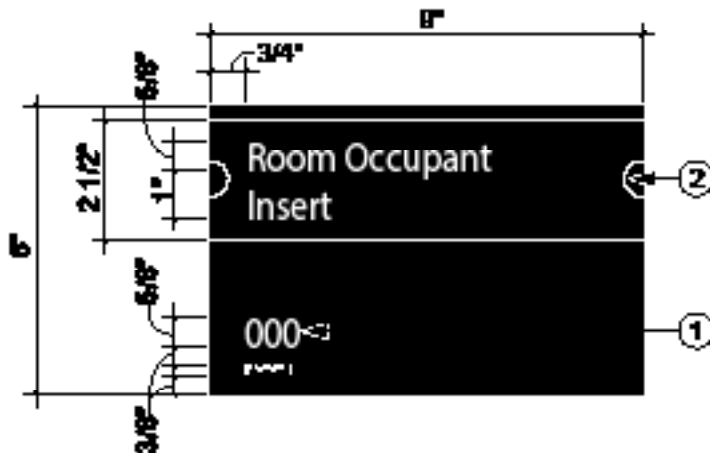
Note: Refer to base building drawings for typography, color, and symbols standards; and fabrication and installation details.

### 10.2.3 ROOM ID WITH INSERT AT TENANT ENTRANCES.

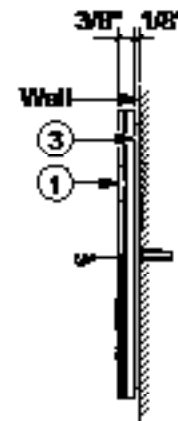
Tenant Suite ID Sign

If entrance signs are provided by the Base building, Tenant is responsible for providing paper insert with Tenant information. Tenant information is limited to company name and/or logo on insert.

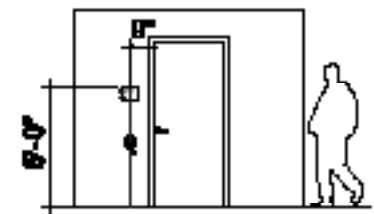
**EXAMPLE SIGN DETAIL:**



**ELEVATION**  
3" = 1'-0"



**SIDE ELEVATION**  
3" = 1'-0"



**LOCATION ELEVATION**  
18' = 1'-0"

**NOTES:**

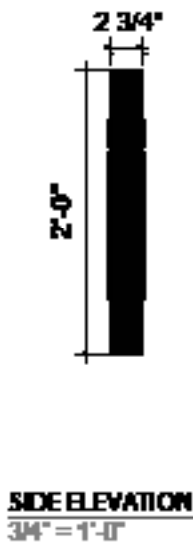
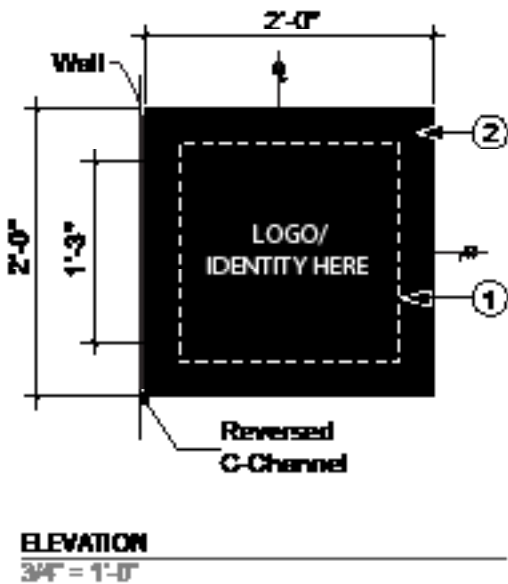
1. Painted 1/4" thick, etched photopolymer panel with 1/32" raised tactile letters and pictograms with corresponding CA-TITLE 24 GRADE 2 Braille. Raised letters and pictograms to be screen-tipped in contrasting color. Braille to match color of background.
2. Slot to allow for changeable paper inserts with thumb. Acrylic front and back panels with clear paper insert window.
3. Install sign flush to aluminum spacer panel with hidden hardware & silicone adhesive. Aluminum spacer panel anchored to wall with hardware and adhesive. 1/4" undersized on all sides. Paint panel to match sign panel background.

Note: Refer to base building drawings for typography, color, and symbols standards; and fabrication and installation details.

10.2.4 BLADE SIGNAGE DETAIL

Installation of blade signage requires approval by the Authority. Approved Tenant signage shall follow all applicable codes and available standards for building they are developing within.

EXAMPLE SIGN DETAIL:



NOTES:

1. 1/4" flat, cut-out letters and/or symbols. Painted aluminum, stud mount with spacers.
2. Fabricated painted aluminum sign cabinet with internal structure as required. Fasteners to be hidden.

Note: Refer to base building drawings for typography, color, and symbols standards; and fabrication and installation details.

Note:  
At Terminal 2 reference specific Concession Blade Sign Standards.