



TENANT CONSTRUCTION SPECIFICATIONS

(Please provide a copy to your Architect and Contractor for reference)

1) **Pre-Construction Notes:**

- If the Tenant elects not to use a Contractor from the NEWQUEST PROPERTIES Approved Contractors List, then the Tenant's Contractor must provide a Contractor's Qualification Statement to NewQuest Properties for review and approval. Work will not commence without NewQuest Properties approval of the Contractor. Please call NEWQUEST PROPERTIES before any construction begins to mark the demising wall of your space (this is very important).
- Comply with all federal, state, county, city and local building codes, laws and regulations.
- The plans and specifications for this project must be reviewed and approved by all Governmental and Public Agencies governing this work before the work can start. All inspections required by these Agencies must be performed and passed before the work can proceed. The Tenant will be responsible for all demolition and re-construction due to work that was not inspected or work that failed inspection.
- All work will conform to OSHA regulations and standards, no exceptions. If work is being performed in an unsafe manner or in a way that violates OSHA regulations and standards, the tenant and the tenant's contractor will be asked to stop work and correct the way the work is being performed. Numerous OSHA violations will be grounds for removal of the Tenant and Contractor from the premises and notification of OSHA about the violations.
- It is the responsibility of the Tenant's Architect and Contractor to field verify existing conditions and dimensions. Discrepancies shall be brought to the attention of NewQuest Properties immediately.

2) **General Construction Notes:**

- The staging area for construction materials and debris will be at the rear of the lease space when possible or as directed by NewQuest Properties. Should additional staging areas be required contact NewQuest Properties for approval before occupying any additional space.
- All detailing, finishes, materials and workmanship shall match the existing lease space improvements unless noted otherwise.
- No smoking or tobacco products are allowed inside the building at any time.

- All demolished materials and equipment belong to NewQuest Properties and the Tenant will contact NewQuest Properties for instructions regarding their storage or disposal.
- All work shall be guaranteed for one calendar year from the date of substantial completion.
- The Tenant is responsible for any damages caused to adjacent areas by their work and shall repair said damages at their own expense.
- Comply with all accessibility laws, codes and/or regulations including TAS and ADA.
- No Tenant fixtures shall be installed within 5 feet of the existing storefront.
- Tenant or Tenant's Contractor must provide a dumpster and portable restroom facilities for the duration of the build-out process. Verify the location on site with NewQuest Properties before delivery. In most cases all dumpsters and portable restroom facilities must be located at rear of building.
- Keep all building common areas clean and free of debris AT ALL TIMES.
- Close all doors and cover air grills, fire alarm systems and any other items that might be affected by dust due to this work. Wipe and sweep clean all areas including common areas at the end of each workday.
- Keep construction areas secure, turn out lights and turn off HVAC systems when the lease space is vacant.
- Clean spotless all exposed areas including common areas upon completion of the work. This includes removal of all smudges, marks, stains, fingerprints, soil, dirt, dust, lint, discoloration and other foreign materials. Storefront glass shall be professionally cleaned.
- Tenant is responsible for identification signage. Tenant will repair any damaged caused by the sign installation to an as-new condition.
- All signage to be installed on the storefront will be submitted to our Marketing Department for approval via email, signage@newquest.com or fax 281-955-3860. **DO NOT INSTALL SIGNAGE UNTIL APPROVED BY NEWQUEST.**
- Tenant is responsible for communication and security services and installations.
- Re-keying of storefront and rear service doors will be done at Tenant's expense.
- For any inspections required by NewQuest Properties call 48 hours in advance of cover-up.

3) **Cutting and Patching Concrete and Masonry:**

- When installing openings in existing concrete tilt wall panels or masonry walls the saw cut depth for these openings will be the thickness of the wall. A 6-inch diameter core will be made at all four corners of the proposed opening to prevent saw over cuts. No over cuts will be allowed! All concrete and masonry cutting, or sawing is to be performed by a company specializing in this work and approved by NewQuest Properties. Saw cuts in tilt wall panels will be no closer than two feet from the edge of the tilt wall panel without approval from the Structural Engineer of Record.
- When installing openings in masonry walls with face brick, save the demolished face brick for use in patching the existing masonry when possible. Replace any damaged face brick in the remaining wall. Tooth in brick to make a clean uniform appearance at all saw cut edges and faces. If demolished brick cannot be salvaged use a brick that matches the existing brick in color and size. Submit a sample of the substitute brick to NewQuest Properties for approval before commencing with any masonry repairs.
- Provide lintels at new masonry openings were required. All lintels for masonry openings are to be designed or approved by a structural engineer.
- When installing under slab plumbing, electrical or any other utilities, Tenant Contractor must have all required inspections made and passed before covering up. For NewQuest Properties inspection, call 48 hours in advance of cover-up.
- Back fill trenches with existing soil or stabilized sand. Soil is to be free of debris and compacted in 8-inch lifts until smooth and level with the bottom of the existing slab.
- Reposition and replace reinforcement matching existing bar size and spacing. Dowel new bars a minimum of 6 inches into existing slab and secure with an epoxy compatible with concrete.
- Pour back concrete must attain a minimum strength of 3,000 psi in 28 days. The thickness of the concrete pour back will match the existing slab thickness.
- Finish the concrete pour back to match existing concrete finish. Match existing concrete grades and slopes. Clean existing concrete free of all concrete spills, splashes and debris.
- Any new or existing penetrations in the slab which are not to be utilized shall be properly patched or sealed to match existing conditions.
- Caulk new concrete joints to match existing when required.
- Testing of concrete and soils compaction may be required by NewQuest Properties. Confirm with the NewQuest Properties Construction Manager before work starts.

4) **Roofing:**

- Roofing work is to be performed by **NEWQUEST PROPERTIES APPROVED ROOFING CONTRACTOR.**

- The cost of this work will be paid for by the Tenant unless otherwise stated in the lease agreement.
- Roof curbs, roof jacks and flashings should extend a minimum of 8 inches above the roof surface.
- Furnish all flashings for electrical, HVAC and plumbing penetrations through the roof. Flashings will be compatible with the roofing system and will be approved by NewQuest Properties roofing Contractor.
- Roof curbs for all roof mounted equipment shall be pre-manufactured, factory-made curbs. The roof curbs are to be anchored to the building structure with appropriate fastening devices and flashed into the roofing system.
- No penetrations of any kind will be allowed through the sides of the roof curbs.
- Roof curbs and roof mounted equipment will be supported by structural steel frames attached to the roof framing steel. Steel frames are to be designed or approved by a Structural Engineer. Roof openings one foot in diameter or greater must be supported with a structural steel frame.
- Verify the location of all roof top mounted equipment with the Structural Engineer of record for adequate load bearing capacity before the equipment is installed.

5) Interior Build Out:

- Demising walls are to be constructed of 6” metal studs, have a minimum 1-hour fire rating and comply with local fire codes unless otherwise stated by the Construction Manager. Extend walls to roof deck and seal with fire caulk at top and bottom of wall and around all penetration of the wall. Insulate with R-19 or greater batt insulation.
- Provide metal wall end caps that match the storefront framing color and finish where demising walls meet storefront. **DO NOT SCREW METAL END CAP TO WINDOW MULLIONS.** Seal joint between mullion and end cap with clear silicone caulk. The space between the window mullions, glass and new demising wall are to be clean and free of debris prior to installation of the metal end cap.
- Gypsum board installed in wet areas such as kitchens and restrooms shall be at least water resistant (green board) or an equivalent waterproof sheathing material.
- Seal and caulk all exposed edges of new and existing demising walls to ensure the completeness of the fire assembly.
- Walls around boilers for dry cleaning Tenants shall have a minimum fire rating of 3 hours. Submit the boiler room wall design to NewQuest Properties for approval prior to commencement of the work.
- Provide wood blocking in all walls to receive millwork and restroom accessories.

- All wood, wood blocking and plywood (other than millwork and wood trim) installed in this construction will be fire retardant treated.
- Entry and exits must comply with minimum grade differences.
 - 1/4 inch or less require no edge treatment.
 - 1/4 to 1/2 inch require a slope with no more than a 1:2.
 - 1/2 inch or greater require a ramp that complies with ADA.
- Maintain a 5-foot clear turning radius at restrooms for TAS and ADA compliance. Install all restroom accessories at heights and locations that meet TAS and ADA standards.
- Light fixtures installed in lay in ceiling grids shall be supported by a minimum of two hanger wires for safety.
- Install fire rated ceilings and grid where required by code. Install insulation above ceiling where required by NewQuest Properties.
- Ceiling is to be installed at a minimum of 9 feet above the finished floor. In no case, shall the ceiling height be lower than the top of the aluminum storefront framing.
- Provide lay in R-19 batt insulation above acoustical ceiling tile when required by NewQuest Properties or by local codes.
- Ceiling grid and tile shall be continuous throughout the lease space.
- Tape and float all new and existing walls as required to accept an evenly rolled paint finish. Fill, patch and float any dents, holes or other abnormalities in existing walls as required to accept an evenly rolled paint finish.
- Leave one quart of each type and color of paint used in the lease space. Each quart is to be labeled with the color name and number, formula, and texture.
- Paint all exposed surfaces whether or not colors are designated except, where a surface or material is specifically indicated not to be painted or to remain natural. Where an item is not specifically mentioned, paint the same as similar adjacent materials or surfaces, matching the paint color, texture and glossiness or flatness as closely as possible.

6) Exterior Painting:

- Paint all exposed surfaces (except brick masonry) whether or not colors are designated except, where a surface or material is specifically indicated not to be painted or to remain natural. Where an item is not specifically mentioned, paint the same as similar adjacent materials or surfaces, matching the paint color, texture and glossiness or flatness as closely as possible.
- Items to be painted include all new construction exposed to public view such as doors, door frames, overhead doors, awnings, rain guards, electrical conduits, electrical panels, storage and dumpster enclosures, HVAC duct work and grills, plumbing pipes and gas pipes.

- Gas lines on roof to be painted safety yellow.

7) **Aluminum Storefront and Windows:**

- Exterior aluminum storefront work, including entry doors, is to be performed by **NEWQUEST PROPERTIES APPROVED STOREFRONT CONTRACTOR.**
- The cost of this work will be paid by the Tenant unless otherwise stated in the lease agreement.
- Tenant must submit all front and rear door locations to NewQuest Properties prior to construction.

8) **Exterior Hollow Metal Doors and Frames:**

- The following hardware is required for all exterior hollow metal doors: Three hinges, door closer, weather stripping at jambs and header, threshold, rain drip guard, and panic hardware.
- Hollow metal door frames are to be securely fastened to existing walls with appropriate anchoring devices. All anchoring systems are to be reviewed and approved by NewQuest Properties before installation. Hollow metal frames installed in concrete wall panels or masonry walls are to be fully grouted with non-shrink grout. Frames are to be installed flush with the exterior wall surface unless directed otherwise by NewQuest Properties.
- When installing door frames in existing concrete tilt wall panels or masonry walls the saw cut depth for these openings will be the thickness of the wall. A 6-inch diameter core will be made at all four corners of the proposed door opening to prevent saw over cuts. All concrete and masonry cutting, or sawing is to be performed by a company specializing in this work and approved By NewQuest Properties. Saw cuts in tilt wall panels will be no closer than two feet from the edge of the tilt wall panel without approval from the Structural Engineer of Record.
- Neatly caulk the interior and exterior perimeter of the door frame to the existing wall with a caulk that is compatible with this type of installation and matches surrounding colors and textures or that matches existing caulk joints in the existing wall. Submit caulk samples to NewQuest Properties for approval before installation.

9) **Interior Plumbing:**

- All plumbing work is to be performed by a licensed Plumbing Contractor.
- Main sanitary lines are to be a minimum of 4 inches in diameter or per design whichever is larger with a minimum slope of 1/4 inch per foot.
- Install clean outs at all sanitary lines as required by code. Use appropriate clean out frames, plugs and covers for floor and wall installations. Clean outs installed in exterior concrete paving shall be traffic rated.

- Each plumbing fixture will have a minimum of one dedicated clean out. Install cleanouts in each change of direction and at the ends of sanitary sewer lines.
- Sanitary sewer shall tie into existing sewer main approximately 1 to 10 feet from the back wall of the lease space. Field verify.
- All restroom must have floor drains. Provide trap primes at all floor drains.
- Tenant will coordinate with local Municipal Utility District or Water Utility Supplier for installation of all required water meters, tenant meters and remote readers as required for water service to this lease space. The tenant will pay for all meters and meter fees. All meters and readers are to be readily accessible and readable from a normal standing position.
- Sanitary sewer piping to be S/40 PVC.
- Water piping to be type L copper.
- Provide hot and cold-water supply shutoff valves at all fixtures and equipment.
- All water closets are to be ADA approved and floor mounted with cold water flush valve on the open/accessible side of the water closet. The center of water closet will be 18 inches from the side wall.
- Restroom lavatories will be ADA approved with center set lever faucets and hot and cold water. Insulate all pipes and drain lines under sink.
- Water heaters mounted above the ceiling shall be structurally supported. This support system is to be designed or approved by a structural engineer.
- All water heaters will have a pressure relief blow off valve and a catch pan with a drain to the sanitary sewer.
- All plumbing is to be hung from the building structure with hangers that meet the local building code. Do not hang from electrical conduits, fire sprinkler pipes, HVAC duct work or anything other than the building structural framing.
- Insulate all hot and cold-water pipes.
- Coordinate gas service installation with NewQuest Properties and Gas Co.

10) Heating, Ventilation and Air Conditioning (HVAC) and Refrigeration:

- All HVAC work is to be performed by a licensed Mechanical Contractor.
- Tenant shall verify exact location and support of roof top mounted equipment with the building Structural Engineer of Record and provide and install all additional structural support per this Engineer's requirements. Tenant will provide the Engineer with exact locations and weights of all equipment for his review, approval and recommendations.

➤ Provide drain lines with P traps and cleanouts for condensation from all refrigeration and HVAC equipment. Route drain lines to sanitary sewer drains inside the lease space. Verify with NewQuest Properties that condensate lines for roof top mounted equipment will be routed through the roof to an internal drain line within the tenant's space.

- Roof top equipment will be mounted on factory supplied curbs that are level. Curbs will have treated wood runners for anchoring the equipment to the curb. Anchor all equipment with appropriate anchoring fasteners. Ensure that all roof mounted equipment drains adequately to condensate lines and that there is no standing water inside the equipment.
- All duct work is to be hung from building structure using 1 inch solid steel hanger bands. Do not hang from electrical conduits, plumbing pipes, fire sprinkler pipes or anything other than the building structural framing.
- Compressors for all HVAC equipment will have a minimum 5 year warranty.
- Approved manufactures for HVAC equipment are Trane, York, Lennox and Carrier.
- Provide a minimum heating and cooling capacity of 1 ton per 350 square feet of floor space.
- All duct work is to comply with SMACNA standards. Flexible duct work shall not exceed: 8 feet in length and will be insulated. Metal duct is required for all return and supply ducts through the roof to all roof top mounted equipment and vents. All duct work will be insulated.
- Thermostats will have at least the minimum controls of HEAT-OFF-COOL and ON-AUTO switches. Thermostat wire will be plenum rated.
- Ducts for all exhaust fans will be routed to the exterior of the building. No exhaust will be vented inside the building.
- Fresh air intakes are to be a minimum of 15 feet from any sanitary sewer vent.
- Insulate all refrigeration lines to prevent sweating. All walk-in freezers & coolers must have pre-manufactured floor panels installed.

11) Automatic Fire Protection System:

- All fire protection system work is to be performed by a licensed Fire Protection Contractor and will comply with NFPA 13.
- Fire protection work performed on existing systems, is to be done by NewQuest Properties Fire Protection Contractor or an approved alternate Contractor. Alternate fire protection contractors must be approved by NewQuest Properties prior to commencement of the fire protection work.

- All fire sprinkler piping is to be hung from building structure with NFPA 13 approved hangers. Do not hang from electrical conduit, plumbing pipes, HVAC duct work or anything other than the building structural framing.

12) **Electrical:**

- All electrical work is to be performed by a licensed Electrical Contractor.
- All electrical work shall comply with the most current National Electrical Code and Local Electrical code and will comply with the more stringent of the two.
- Tenant is responsible for coordination with the electrical power provider to set the electrical service meter.
- Provide electrical service (100 amp minimum) with breakers to lease space. Comply with local power provider's requirements.
- The electrical service shall be located at the rear exterior wall of the building unless otherwise directed by NewQuest Properties.
- Tenant shall field verify location and coordinate routing of all conduit and electrical panels on the rear exterior wall of the building with NewQuest Properties inspector prior to installation.
- Load calculations and one-line diagrams for the electrical service shall be provided by a master electrician.
- Transformers shall be located above the ceiling and will be structurally supported. This support system is to be designed or approved by a structural engineer.
- All wiring (main feeder, sub feeder and branch circuits) to be copper.
- All wiring shall be installed in rigid conduit. Flexible conduit may be used at interior junction boxes for equipment connections only.
- All electrical panels, electrical equipment, light fixtures, switches, outlets, etc. shall be U/L approved and installed per the NEC (National Electrical Code).
- Install blank covers at all spare circuits in electrical panels.
- Install NEC approved covers on all junction boxes.
- Provide a junction box at the storefront wall above the ceiling or canopy soffit for signage installation.
- The minimum required lighting shall be (1) one, 2 foot by 4 foot, 3 lamp, florescent light fixture per each 75 square feet of lease space.
- Provide emergency exit lights with battery backup at all exits.

- Provide non-fused disconnects at all roof top mounted equipment.
- Properly label circuits in electrical panels. Labels are to be typed, not handwritten.
- Label junction boxes with circuit numbers and panel designations neatly with a permanent black marker.
- Provide black engraved plastic laminate or baked enamel signs with white lettering at locations of major units of electrical equipment including panel boards, control centers, safety and disconnect switches, transformers, lighting controls, exhaust fan controls, emergency gear, clocks, sound systems, alarm systems, telephone and communication systems, etc.
- All standard duplex receptacles must be grounded. All duplex receptacles and switches shall be mounted at standard heights above the finish floor (A.F.F.) and have NEC approved cover plates.
Duplex Receptacles - 17 1/2 inches A.F.F.
Switches - 48 inches A.F.F.

13) Project Close Out:

- Tenant must contact NewQuest Properties to schedule a walk thru once construction has been completed. The walk thru must include the Tenant, Tenant Architect and Contractor and the NewQuest Construction Manager. A copy of the punch list must be sent to NewQuest Properties and must be completed within 30 days of final walk thru.
- The Tenant and the Tenant's Contractor must complete all project closeout items and complete the punch list items before retainage will be released to the Tenant.
- The following documents are to be turned over to NewQuest Properties at the time of Close Out:
 - ✓ Final Pay Application
 - ✓ Final Unconditional Lien Releases from the General Contractor, all Sub-Contractors and Material Suppliers.
 - ✓ Certificate of Occupancy or Compliance from all governing authorities including the Health Department if applicable to the location.
 - ✓ Certificate of Substantial Completion
 - ✓ Copy of ADA Inspection
 - ✓ Copy of the punch list signed off by the Tenant or Tenant Architect verifying that all items have been completed.
 - ✓ One Year Labor and Material Warranties from the General Contractor and all Sub-Contractors.
 - ✓ As - Built Drawings (if applicable)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NEWQUEST PROPERTIES AND SPEAK TO YOUR CONSTRUCTION COORDINATOR OR CONSTRUCTION MANAGER.

THANK YOU.