

EMPORIUM MALL

RETAIL DESIGN AND FITOUT GUIDE

JUNE 2014



| C | ontents | 5 | 8.4 | Step 4: Final Submission | |
|----|---|--|--------------------------|---|--|
| 1. | Definition | ns6 | 8.5 | Step 5: Landlord Review of Documentation | |
| | Introduction | | 8.6 | Step 6: Modifying the Landlord's Work to facilitate Tenant's Works | |
| | 2.1 | Purpose of this Guide | 8.7 | Step 7: Engaging a Tenancy Fit-out Contractor | |
| | 3. Summary of Major Critical Items 4. The Landlord's Consultants | | 8.8 | Step 8: Obtaining authority approvals for the Tenant's Works | |
| 4. | | | | | |
| | . Tenancy Coordinator 10 . The Landlord's Tenancy Design and | | 8.9 | Step 9: Providing the Tenancy Coordinator with insurance details | |
| | Fit-out Guidelines10 | | 8.10 | Step 10: Commencing the Tenant's Works on Site | |
| | 6.1 | Design Intent | 8.11 | Step 11: Authorities Connection for Additional Services to your Tenancy | |
| | 6.2 | Items generally not approved for use within Emporium Mall | 8.12 | Step 12: Tenant's Works completion | |
| | 6.3 Tenant is not to carry out any of the following | | 9. Tenant's | 9. Tenant's Financial Responsibilities19 | |
| 7. | . What the Landlord provides and what the | | 9.1 | Items generally instructed, carried out and paid for by the Tenant | |
| | Tenant provides 11 7.1 What will the Landlord provide? (Landlord's Works) | | 9.2 | Items generally instructed and carried out by the Landlord but paid for by the Tenant | |
| | 7.2 | What will the Tenant provide? (Tenant's Works) | 9.3 | Additional Landlord's Consultants' design | |
| 8. | The Tenancy Design and Fit-out Process13 | | | documentation and checking fees and Landlord's Contractor's costs | |
| | 8.1 | Step 1: Issue of Tenant's Package, Selection of Tenant's Fit-out Architect/ Designer and the Tenant's nominated contact person | 10. Special | ty Shop Design21 | |
| | | | 10.1 | Shopfront Design Criteria | |
| | 8.2 | Step 2: Preparing Tenant's Concept Design Documents for Approval | 10.2 Shopfront Materials | | |
| | 8.3 Step 3: Landlord Review of Concept Design | | 10.3 | Door Closures | |

| | 10.4 | Glazing | | |
|--------------------------------------|-----------|--|--|--|
| | 10.5 | Shopfront Signage | | |
| | 10.6 | Lighting | | |
| | 10.7 | Ceilings | | |
| | 10.8 | Flooring | | |
| | 10.9 | Expansion and Control Joints | | |
| | 10.10 | Coring and Cutting of Slab | | |
| | 10.11 | Wall Finishes, Display Systems and Fixtures | | |
| | 10.12 | Audio Visual, Technology and Music | | |
| 10.13 Fire Hose Reel (FHR) Claddings | | | | |
| | 10.14 | Security Systems | | |
| 1 | 1. 0 Food | Tenancy and Kiosk Design26 | | |
| | 11.1 | Finishes | | |
| 11.2 Counter Designs Generally | | | | |
| | 11.3 | Ceilings | | |
| | 11.4 | Lighting | | |
| | 11.5 | Walls | | |
| | 11.6 | Floors | | |
| | 11.7 | Fixtures and Equipment | | |
| | 11.8 | Audio Visua <mark>l </mark> | | |
| | 11.9 | Signage and Graphics for all Food types | | |
| | 11.10 | Kiosk Design | | |
| | | | | |

| 11.11 | Kiosk Signage and Graphics specifiers | | | | | |
|--|---|--|--|--|--|--|
| 11.12 | Food Tenancy Signage and Graphics specifics | | | | | |
| 12. 0 Graphics, Signage and Visual Merchandising | | | | | | |
| 12.1 | Graphics | | | | | |
| 12.2 | Visual Merchandising | | | | | |
| 12.3 | Packaging | | | | | |
| 12.4 | Promotional Material | | | | | |
| 12.5 | Signage | | | | | |
| 12.6 | Menuboards | | | | | |



Appendices

| Appendix 'A' – Landlord's Consultants and Contractors | 33 | | | |
|---|----|--|--|--|
| Appendix 'B' – Diagrams & Sketches | | | | |
| Shopfront Type A | | | | |
| Shopfront Type B | | | | |
| Shopfront Type C | | | | |
| Shopfront Type D | | | | |
| Shopfront Type E | | | | |
| Appendix 'C' – Tenancy Service Questionnaire | 49 | | | |
| Appendix 'D' – Checklist of Certificates | 52 | | | |
| Appendix 'E' – Handover Checklist | 55 | | | |
| Appendix 'F' – Schedule of Landlord and Tenant Works | | | | |
| General Retail - Built Form | 56 | | | |
| Appendix 'G' – Schedule of Landlord and Tenant Works | | | | |
| Food Court & Restaurants - Built Form | 62 | | | |
| Appendix 'H' – Hoarding Specification | 68 | | | |
| Appendix 'I' – Shopfront Examples | 69 | | | |
| Appendix 'J' – House Rules for Fit-out Contractors | 73 | | | |
| Appendix 'K' – Tenant Electrical Works Specifications | 81 | | | |
| Appendix 'L' – Saftey Program | 89 | | | |
| Appendix 'M' – Retail Example | 91 | | | |
| Appendix 'N' – Food Example | 96 | | | |

1. Definitions

Category One Works means any works to the Services or the Premises effected by the Landlord which are required by the Tenant as part of the Tenant's proposed fitout of the Premises in accordance with the Tenant's Works;

Category One Costs means the Costs of the Landlord in effecting the Category One Works on behalf of and for the benefit of the Tenant;

Landlords's Works means the works to construct the Retail Centre and the Premises described at Annexure B but does not include any of the fitout of the Premises nor the Tenant's Works;

Tenants's Works means all works to make the Premises fit for use and occupation by the Tenant as contemplated under the Lease which are not Landlord's Works;

Tenancy Coordinator means the contractor selected by the Landlord authorised for the purposes of the Landlord's Works and Tenant's Works;

Project Manager has the same meaning as Tenancy Coordinator;

BMS means Building Management System being the Landlord's computer based control system installed to control and monitor the building's mechanical and electrical equipment (including but not limited to ventilation, lighting, power systems, fire systems and security systems);

Sub-meter means the meter installed to the individual tenancy for the purpose of measuring the consumption of the utility/s within that tenancy.

Ingo means any Tenant structure (tiling / bulkhead / shopfront /signage / Vertical or horizontal element) that may sit within the tenancy Lease Line.

Outgo means any Tenant structure (tiling / bulkhead / shopfront /signage / Vertical or horizontal element) that may sit outside the tenancy Lease Line.

2. Introduction

The final character and atmosphere of Emporium Mall will depend upon the design of each shop and the successful integration of those designs throughout the centre. The completion of each retail fit-out will require the coordinated efforts of many people.

This Retail Tenancy Design and Fit-out Guide has been produced to assist the Tenant, the Tenant's Architect/Designer and Fit-out Contractor and the Landlord's Consultants in understanding their responsibilities and the criteria which must be followed in the design and fit-out of each individual tenancy to achieve the absolute highest standards of fit-out design.

This document contains provisions relating to the Tenants, Architect/Designers and Fit-out Contractors, their rights and obligations and relationships with other associated persons. Please read all sections carefully, particularly those associated with your involvement.

It is also intended to assist all parties communicate through the design approval and fit-out works programme with a view to achieving not only the best possible result but also encouraging "best practice" in all aspects of this project. It is with the interests of all parties in mind that the Owner insists on compliance with the contents of this document. If you require interpretation, clarification or wish to seek variation of any of the criteria herein, you should in the first instance contact the Tenancy Coordinator.

2.1 Purpose of this Guide

This document is for the guidance of the Tenant, their Architect/Designers and Fit-out Contractors undertaking works within Emporium Mall. It is important that you, the Tenant, read and understand this Tenancy Guide as its purpose is to:

- Clarify the Landlord's tenancy design and fit-out guidelines;
- Explain the role of the Landlord's Consultants and provide their contact details;
- · Outline the works the Landlord will provide;
- Outline the works you, the Tenant, will provide;
- Provide a step by step guide to the tenancy design and fit-out process;

Identify what items you will pay for.

Please note that the information contained in this document is a guide and should be read in conjunction with the Expression of Interest (EOI) and the Lease which will take precedence.



3. Summary of Major Critical Items

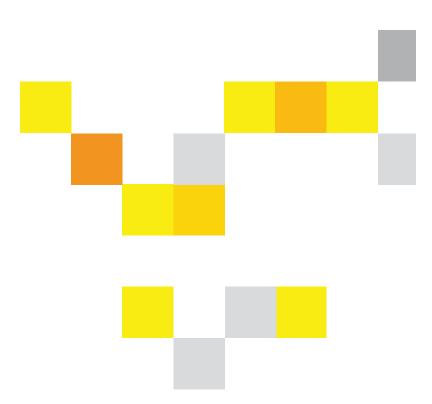
A summary of the major items in the guidelines that require your attention are:

- The details of your nominated contact person must be given to the Landlord and the Tenancy Coordinator.
 If these details change, the Landlord and Tenancy Coordinator are to be informed immediately.
- You must engage a suitably qualified Architect/Designer (who must be approved by the Tenancy Coordinator) to prepare your Tenant's Concept Design Documents.
- You and your Architect/Designer must attend the start-up meeting with the Tenancy Coordinator.
- Verify that all the information in the Tenancy Lease Drawings is correct (i.e. dimensions, areas, services etc.).
- Complete the Services Questionnaire and return to the Landlord within 5 days of receipt.
- Documents to be submitted for approval are clearly defined in Item 8.0 and must be submitted within the time frame allocated.
- Your Fit-out Contractor is to be approved by Tenancy Coordinator.
- Provide the Tenancy Coordinator with insurance details.
- Failure to provide all requested information during the coordination process may result in delays to your fit-out.

- Obtain all necessary authority approvals and copy them to Tenancy Coordinator prior to commencing work.
- Ensure that the Tenancy Coordinator's approvals are obtained within the Landlord's time frame.
- Only Tenancy Coordinator approved stamped documents are to be used for fit-out.
- On completion of the fit-out works, the Tenant is to ensure that the following have been completed/obtained:
 - Certificate of Classification/Occupancy
 - All costs have been paid for the following:
 - Variation costs and Landlord executed works at Tenant's cost.
 - Landlord's Consultants fees and any other costs liable to the Tenant for work carried out on the tenancy etc.
 - All items in 7.2 Tenant's Financial Responsibilities.
- Failure to provide all required certification, information and inspection details etc. during your tenancy construction fit-out and completion may result in delays to your tenancy opening for trading.
- Specialty Shops Design Requirements (Refer to item 10.0):
 - No light boxes permitted
 - No tenancy work to be carried out on Landlord's structure e.g. floors, wall, roof etc. unless approved by Landlord.
 - Inter-tenancy walls are non load-bearing, therefore

no Tenant's attachments/fixings are allowed to be fixed to these walls.

- If the Tenant wishes to attach items to the non-load bearing wall then they must strengthen the walls at their cost and the design must be approved by the Tenancy Coordinator.
- Power to each tenancy will be located near rear wall.
 Tenant must not modify connection.



4. The Landlords Consultants

The Landlord has engaged consultants to assist you in understanding this Guide and the Tenancy Design and Fit-out process as outlined in item 8.0. They will review the plans and monitor the progress of Tenant's Concept Design Documents. A list of the relevant Landlord's Consultants and Contractors may be found within Appendix 'A' of this Guide.

The Tenancy Coordinator will assist you during the Tenancy Design and Fit-out process.

The Landlords Consultants will provide the Tenant with an electronic (PDF) and hard copy of Tenancy Lease Drawings which will indicate the tenancy number and measured area. Drawing files (DWG) are available upon request.

Note: All measurements to be verified on site by Tenant.

The drawings as listed will be provided to the Tenant's:

- Tenancy Plan (Includes services, dimensions, areas and any other features) Scale 1:100
- Ceiling Plan (Includes services, dimensions, areas, bulkheads and any other features) Scale 1:100
- Shopfront Elevation/s (Includes services, heights and any other relevant features) Scale 1:100
- Typical Cross Sections (Includes services, heights, bulkheads and any other relevant features) Scale 1:100

The tenancy will be subject to inspection on completion of the Tenant's fit-out.



5. Tenancy Coordinator

A Tenancy Coordinator, representing the Landlord, will be the Tenant's point of contact with regard to all tenancy design and fit-out procedures.

The role of the Tenancy Coordinator can be summarised as follows:

- Explain the intent and application of this Guide.
- · Ensure the design of the tenancy complies with this Guide.
- Monitor that the Tenancy Plans & Specifications conform to the approved design.
- Coordinate the Tenant's fit-out works with the Landlord's Works.
- Establish an agreed fit-out programme with the Tenant.
- Perform periodic site inspections.
- Monitor progress of fit-out works to ensure completion prior to any agreed programme or staged Opening Day.
- Complete a Tenancy Final Inspection Completion Checklist.
- Complete a Defects Inspection Notice and issue to the Landlors and Tenant respectively.

6. The Landlords Tenancy Design and Fitout Guidelines

6.1 Design Intent

Firstly, it is important to understand the Landlord's design intent for Emporium Mall. The overall presentation of Emporium Mall is important to the Landlord, Tenants and customers and so, for the benefit of all, the Landlord has developed design and fit-out guidelines for Emporium Mall. Your attention is drawn to some general design items:

- Tenancy shopfront designs should complement the Landlord's mall areas (also referred to as "Precincts or Shopfront types" in some parts of this Guide).
- Tenancy shop front (and kiosk designs) should consider the internal and external nature of the Landlord's malls, precincts etc. and appropriate materials and details should be proposed for the Tenancy Coordinator's approval.
- Shops that reflect current and innovative retail design.
- In the situation where columns and/or fire hose reel/ hydrant cupboards or any other Landlord's mall feature is located within the shopfront, the Tenant is to incorporate the finishes to those features within their shopfront design.

6.2 Items generally not approved for use within Emporium Mall:

 Existing fixtures and fittings (second hand items) are strictly prohibited for reuse. Any such items that the Tenant wishes to reuse will require formal approval from the Tenancy Coordinator, and will be at the total discretion of the Landlord. Details of the age of the item, reason for wishing to re-use, photographs and replacement cost should be issued for Landlord approval.

Note: If second hand items are approved by the Landlord for reuse, then they must be refurbished to "as new" condition.

 Materials from the list of prohibited materials. Refer item 10.2 - Design Criteria.

6.3 The Tenant is not to carry out any of the following:

- Alteration in any way of the Landlord's mall finishes (floors, walls, ceilings, bulkheads, etc.), features and structural elements, including floors (this includes welding, cutting, chasing, penetrating and drilling into these elements).
- Inter-tenancy walls (masonry and stud work) are to be classed as non-load bearing, and shall not be used to support any fixtures, fittings, shelving and the like.
 However, the Tenant may submit a proposal to strengthen the intertenancy walls to support any of their fixtures, fittings, shelving etc. The work is to be approved by the Tenancy Coordinator, carried out by the Landlord and all costs by the Tenant.
- Any fixing to fire rated walls, doors or building envelope walls is prohibited.

7. What the Landlord provides and what the Tenant provides

It is important to clarify what works and services are to be provided by the Landlord and what works and services are to be provided by you, the Tenant.

7.1 What will the Landlord provide? (Landlord's Works):

Refer to Appendix 'G' - Schedule of Landlord Works.

NOTE: It is imperative that the Tenant ensures that their Tenancy Architect/Designer and Fit-out Contractor verifies all information indicated on the Tenancy Lease Drawings regarding the actual on-site situation (dimensions, area, location of features and services etc.) before commencing the Tenancy Design and Fit-out process.

7.2 What will the Tenant provide? (Tenant's Works):

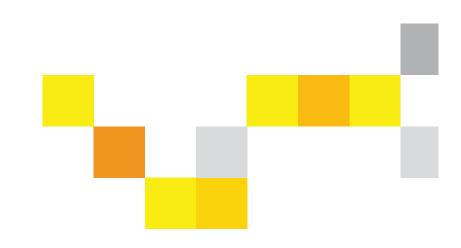
Tenant's works to the tenancy are to include, (but are not limited to), the following:

- Any modifications to the Landlord's external shopfronts (must be approved by the Tenancy Coordinator if required) including signage.
- Kiosks and internal mall Specialty Shops are to provide their own shopfront.
- Signage, including any additional structural support required (fixings to Landlord's structure must be approved).
- Ceilings, bulkheads and access panels.



- Floor finishes, including sub-flooring preparation and expansion joint treatments (type and make to be submitted and approved by Tenancy Coordinator). Upper floor tenancies to ensure that all expansion joint and penetration treatments are waterproof and create a waterproof barrier.
- All fixtures and fittings.
- Cladding, treating, finishing or painting of all exposed tenancy surfaces (including internal columns, etc.).
- Food Tenants and kiosks to provide there own reticulated plumbing and refrigeration within their premises. Food Tenants to provide connection to hot water supply and kiosks to provide hot water systems within their own kiosks.
- Where columns, fire services cupboards and other service cupboards intrude into the tenancy, the shopfront treatment shall be extended by the Tenant to incorporate the column or cupboard. Signage to cupboards will be provided by the Landlord, and will take preference over any finishes by the Tenant. Any works to incorporate service cupboards within the shopfront must not interfere with the use of the cupboards.
- Shopfronts to tenancies in excess of 1,000m² must allow for adequate smoke spill system/make up air transfer at Tenant's cost.
- Electrical works, including power outlets, lighting, communications, telephones and security systems (single service source only provided by Landlord).
- Food Tenants below upper floor tenancies to connect to riser

- point provided by Landlord.
- Food Tenants to provide total exhaust system including exhaust hoods, extraction fan, ventilation systems and make up air systems for connection to specific risers provided by the Landlord.
- Fire extinguishers, emergency lighting, exit signage and smoke detection are to be adequately designed by the nominated fire engineer.
- All other works required to satisfy all relevant authority requirements (check standard to be used).
- Supplementary air-conditioning (PAC units), make-up air systems, smoke spill systems should be adequately designed by the mechanical engineer.
- Additional smoke detection to suit Tenant's layouts.



8. The Tenancy Design and Fit-out Process

This section outlines the steps to be followed by you, the Tenant, when preparing Concept design Documents and undertaking Tenant's Works.

8.1 Step 1: Issue of Tenant's Package, Selection of Tenant's Fitout Architect/Designer and the Tenant's nominated contact person

The first step will be the issuing of a Tenant's Package by the Tenancy Coordinator (refer to item 4 – The Landlord's Consultants). Then you must engage a suitably qualified Architect/Designer to prepare your Tenant's Concept Design Documents for the Tenancy Coordinator's approval.

In order to maintain a high standard of design throughout the Centre, the Tenancy Coordinator will need to approve your chosen Architect/Designer. If the proposed Designer/Architect appears unsuitable, we may ask for further evidence of the designer's skill base and past projects completed.

The Tenant is to confirm in writing the contact details of their nominated representative for the project. If there is any change the Tenancy Coordinator is to be informed immediately.

Further to the issue of the Tenant's Package (consisting of: Tenancy Lease Drawings and the Tenancy Design and Fit-out Guide) there will be an initial design briefing meeting between the Tenant, the Tenant's Architect/Designer and the Tenancy Coordinator. The Tenant's Architect/Designer must attend this

meeting. This meeting is to take place promptly after issue of the Tenant's Package. If the Tenant causes a delay to the scheduling of this meeting time, then the Tenant's opening date/overall programme may be delayed.

At this meeting the following items will be discussed:

- Tenant's Package (Tenancy Lease Drawings and the Tenancy Design and Fit-out Guide). It is the responsibility of the Tenant's Architect/Designer to verify that all Tenancy Lease Drawings, plan dimensions, conditions and other information indicated in the Lease Drawings is as existing on site. If not the Tenancy Coordinator is to be notified immediately.
- Tenant's Concept Design submission requirements.
- Discussion of Tenant's responsibilities regarding authority approvals, insurances, fit-out construction requirements and the like.
- Programme for design, approval, hand-over, fit-out and commencement of trading.



8.2 Step 2: Preparing Tenant's Concept Design Documents for Approval

The Tenancy Coordinator may often require several Tenant submissions to be made before approving the Tenant's Concept Design Documents. Your Architect/Designer should provide two (2) hard copies plus an electronic copy (PDF) of the following dimensioned drawings as a minimum to the Tenancy Coordinator for the Landlord's Design review:

<u>NOTE</u>: All drawings, specifications, schedules etc. must be submitted in an A3 colour format. The exception will be for larger tenancies when the format will be to suit the tenancy size.

- Shopfront elevations. (1:50 scale)
- Signage details displaying the three dimensional and illuminated nature of the proposed design (or a photograph of a similar store). (1:20 scale min)
- A coloured 3D perspective sketch. (minimum A3 size)
- Tenancy floor plan, showing all fittings, fixtures and the lease line location. (1:50 scale)
- Food tenancies and food kiosks must submit a plumbing plan inclusive of core hole setouts for below slab works. (1:50 scale)
- Reflected ceiling plan, showing all fittings, fixtures, services and access panels. (1:50 scale)
- A long section and cross section through the tenancy, nominating all ceiling and bulkhead heights. (1:50 scale)
- Building services drawings including electrical, mechanical, plumbing and fire. (1:50 scale)

- Finishes board with actual samples. (along with an electronic soft copy, Colour A3 size) Sample board no larger than A1.
- Specification and materials finishes schedule. Note availability and order lead times.

The Tenant and their Architect/Designer are encouraged to communicate with the Landlord's Tenancy Coordinator and Consultants when preparing the Tenant's Concept Design Documents and Specifications for approval to avoid abortive work.

Special Note:

The Tenant ensures that their Tenancy Architect/Designer and Fit-out Contractor verifies all information indicated on the Tenancy Lease Drawings regarding the actual on-site situation (dimensions, area, location of features and services, etc.) before commencing detailed design or any fabrication of Tenant's works. The Landlord is not responsible for any variations, errors or omissions in this regard.

Signage Only Submission:

The Tenant's Architect/Designer shall submit two (2) hard copies and an electronic (PDF) copy of proposed signage during the preliminary phase, indicating location, colour, materials and attachment devices.

Upon written approval of the signage design, the Tenant/ Tenant's Architect/Designer shall then provide the Tenancy Coordinator with an electronic copy, two (2) hard copies of shop fit-out drawings, and materials samples for approval prior to fabrication.

8.3 Step 3: Landlord Review of Concept Design

Within five (5) working days of receipt of all required documents, the Tenancy Coordinator will review and comment upon the Concept Design drawings. If the Concept Design drawings are returned to you, the Tenant, with comments, the Concept Design drawings shall be immediately revised in accordance with the Landlord's Consultant's comments and re-submitted for approval Once re-submitted the Tenancy Coordinator will review and make comment.

<u>Failure to provide adequate information may be cause for return</u> of the submission with no review.

The submission must be complete in order to fairly evaluate the proposal and prevent continuation of work on an unacceptable design.

When the Tenant's submitted documents are Tenancy Coordinator approved, these will be stamped "approved", signed and dated, and a copy returned to the Tenant, either by post or scanned and emailed. For information on Final Submission refer to Step 4.

Note: Where drawings are revised more than twice with a notice "Not Acceptable for review" then Landlord may nominate an alternative Architect/Designer, all additional costs will be the responsibility of the Tenant.

8.4 Step 4: Final Submission

After receipt of the Tenancy Coordinator's approval of the Concept Design Submission, the Tenant shall submit for approval,

Fit-out Plans and Specifications, which shall have been prepared in compliance with the EOI or the Lease and shall adhere to the Concept Design drawings as previously approved by the Tenancy Coordinator.

Tenant's Plans and Specifications to be submitted are to be to the minimum scale and standards set out below:

- Submission to be four (4) hard copies plus an electronic (PDF) copy.
- Floor Plan (1:50 scale minimum) including the location and weights of any equipment (refrigeration equipment, safe, masonry facing material, display cabinets, etc.) all fixtures and fittings, electrical items and other services.
- Overall drawings and sections (1:50 scale).
- Reflected ceiling plan, including ceiling height and lighting plan with coordinated sprinklers and A/C grilles (1:50 scale).
- Shopfront details (1:20 scale minimum); plans, elevations and sections (1:50 scale).
- Interior elevations indicating fixtures and fittings (1:50 scale).
- Details of special conditions, including mezzanines (if applicable) (1:20 scale).
- Door schedule with jamb and head details where prominent in the shopfront or within the tenancy.



- Finish and colour schedule with a sample board of all materials, e.g. carpet, tiles, flooring, cladding, ceilings etc. (A3 size sample board).
- Specification of all materials, fixtures and fittings.
- Electrical Services Plans (1:50 scale).
- Drawings of all additional services, particularly in food related tenancies. (1:50 scale).
- Construction and hoarding plan
- Program schedule of work

8.5 Step 5: Landlord Review of Documentation

On receipt of the Tenant's Plans and Specifications, the Tenancy Coordinator and Consultants will review and comment upon them.

If any of the Plans and Specifications are returned with comments, and not bearing the unconditional Approval Stamp of the Tenancy Coordinator, the Tenant's Plans and Specifications shall be immediately revised by the Tenant/Tenant's Architect/ Designer in accordance with the comments and re-submitted for approval.

Please note that for the purpose of the Tenancy Coordinator's Fitout Approval validation, all drawings must bear the valid approval stamp of the Tenancy Coordinator.

Upon Fit-out Approval, the Tenancy Coordinator will forward to

the Tenant one (1) hardcopy and an electronic copy (PDF) with the Tenancy Coordinator's stamped approval. Once approval is granted, the Tenancy will be handed over for fit-out and work on site is to commence immediately after handover.

Prior to commencing work on site the Tenant is to ensure that the Fit-out Contractor presents the approved stamped Tenancy Plans and Specifications to the Landlords Architect to confirm that the construction drawings are the approved drawings.

The Tenant's Fit-out Contractor shall have one "Approved" set of drawings on site at all times.

8.6 Step 6: Modifying the Landlord's Work to facilitate Tenant's Works (Category One Works)

All modifications to the Landlord's Works due to the Tenant's fit-out design will be re-designed by the Landlord's Consultants and undertaken by the Landlord's Contractor at the Tenant's cost, including modifications, relocations and additional connections to the:

- Mall structure, services and finishes (including ingos/outgos where permitted) (Tenant to obtain structural certification for any such modifications).
- Landlord's structure and services, including those in the ceiling space. (Tenant to obtain structural certification for any such modifications.)
- Under slab services, including hydraulics work.

- Waste, water and gas points.
- Electrical distribution location.
- Telephone cable and wall frame.
- Meters (water and gas).
- BMS connections.
- Air-conditioning and mechanical systems, including the relocation of thermostats, work involving alterations and additions to the Landlord's works associated with the installation of supplementary units, common exhaust and make-up air systems and smoke spill system.
- Fire systems, including hydrants, hose reels, sprinklers and fire rated walls and doors wherever necessary. The nominated fire services contractor must be used for this service if any modifications are required (see page 24).
- Overall development to any structure and service within the overall development. (Tenant to obtain structural certification for any such modifications.)

NOTE: All inter-tenancy walls are non load-bearing and as such no fixtures and fittings are to be fixed to these walls. Should fixtures and fittings be required to be fixed to these walls then Tenant is to provide all necessary independent support structures etc.

8.7 Step 7: Engaging a Tenancy Fit-out Contractor

The Tenant should engage a suitably qualified Fit-out Contractor to undertake your Tenant's Works and assist you with obtaining the required approvals. In order to maintain a high standard of fit-out throughout the Centre, the Tenancy Coordinator must approve your chosen Fit-out Contractor. A contact list will be available from the Tenancy Co-Ordinator.

8.8 Step 8: Obtaining authority approvals for the Tenant's Works

In addition to the Tenancy Coordinator's approval of the Tenant's Plans and Specifications, the Tenant is responsible for obtaining all authority approvals in relation to the Tenant's Works. These include, but are not limited to:

- Planning and building approvals from the Lahore
 Development Authority (immediately upon receipt of
 documentation approval and stamped approved drawings as
 it can take up to 3-4 weeks to obtain approval),
- · Health permits or licences (if applicable),
- And any other approvals required for your specific tenancy.
 The Tenancy Coordinator will request written confirmation of these approvals together with copies of the approval before your Fit-out Contractor is allowed to start work.

Refer Appendix 'D' for Checklist of Certificates.



8.9 Step 9: Providing the Tenancy Coordinator with insurance details

The Tenancy Coordinator will request copies of all the Tenant's Fit-out Contractor's insurances before commencing any Tenant's Work on site. You should confirm with the Tenancy

Coordinator which insurances will be required.

An indication of what this may include but not be limited to is as follows:

- Contract Works Insurance: to cover your Tenancy Fit-out Works as described in the Fit-out plans.
- Vehicle and Workers Compensation: for employees, contractors and any others working in the tenancy.
- Tenant's Insurance: Public Liability US\$5 million

Please be advised that if the above insurances are not provided then your shopfitter / builder / contractor will not be permitted to work on site.

8.10 Step 10: Commencing the Tenant's Works on Site (directly after handover of tenancy to Tenant)

Once you have completed the above steps, the Tenancy Coordinator will advise when you may commence your Tenant's Works on site and how many days you have available to undertake your Tenant's Works (Fitting Out Period).

In conjunction with Appendix 'H', during the Fitting Out Period,

please observe the following items (subject to the Tenancy Coordinator's approval):

- Hoarding to the tenancy to conform to specification in Appendix 'H'.
- Allow the Landlord access to undertake Landlord's Works, modifications to Landlord's Works or to inspect Tenant's Works progress.
- Tenant contractors to submit Material Safety Data Sheets (MSDS) for all chemicals, paints etc.

NOTE: Please refer to Centre Management House Rules Appendix "J"

8.11 Step 11: Authorities Connection for Additional Services to your Tenancy

It is your responsibility to determine which additional authority services connections must be made for your tenancy. You should arrange and pay for these in sufficient time for the authorities to finalise the connections before your proposed trading date. These connections may include telephone service providers, EFTPOS connections, internet, electricity providers and trade waste discharge connections. The Landlord provides some services connections for you, so you should first confirm if this applies to your tenancy.

8.12 Step 12: Tenant's Works completion

- Upon completion of your Tenant's Works, the Tenancy Coordinator will undertake a final inspection of your tenancy.
- Ensure that the Tenancy Coordinator is provided a minimum of 7 days notice prior to an inspection.
- The Landlord's trading approval will be withheld if your tenancy is insufficiently complete, substantially defective, poorly executed or not in accordance with your approved Plans and Specifications.
- The Tenancy Coordinator may provide you with a pre-opening "notice of defects", in which case you must undertake rectification within five (5) working days of the notice date.
- Tenant's Works and defect rectification works that are not complete prior to the opening date may be subject to restricted working conditions and will require special Tenancy Coordinator approval.
- It is imperative that you provide the Tenancy Coordinator with copies of all certification not limited to the following: structural, fire, all services, health permits, etc. where applicable for your Tenant's Works before you are permitted to trade.
- The Tenant must provide the Tenancy Coordinator with a full set of their "as constructed" plans and specifications in both PDF and CAD file formats.

9. Tenant's Financial Responsibilities

Note: All Tenant's costs are paid for by the Tenant as outlined in the FOI and the Lease.

9.1 Items generally instructed, carried out and paid for by the Tenant may include, but are not limited to, the following:

- The engagement of your Tenancy Coordinator, approved tenancy Architect/Designer and the subsequent submission of Tenant's Plans and Specifications for approval.
- Submission of all authority approvals, permits and licenses, including inspections.
- All required insurances.
- Payment of Fit-out Contractor's fees, works and margins.
- Hoardings (if applicable).
- All costs associated with compliance with the Tenancy Coordinator's instructions.
- Compliance with any costs associated with main Contractor's site industrial agreements.
- Removal of rubbish and cleaning.
- · Additional authority services connections.
- Security for external tenancies during construction and for post contract works.



- Defects rectification works.
- Temporary power used on site for Tenant's Works.

9.2 Items generally instructed and carried out by the Landlord but paid for by the Tenant may include, but are not limited to, the following (Category One Works):

- Tenancy Lease Drawings indicating dimensions, areas, services and capacity of services available to the tenancy.
- Landlord's Consultants checking fees for the Tenancy Coordinator's review and approval of the Tenant's Concept Design and Fit-out Plans and Specifications.
- Contractor's costs regarding modifications to the Landlord's Works.
- Certification of your Tenant's Works (structural and all services).
- Cost of the Landlord's Consultants to inspect the Tenant's Works.

9.3 You, the Tenant, may incur additional Landlord's Consultants' design documentation, checking fees and Landlord's Contractors' costs if any of the following situations occur (including but not limited to):

 You require alterations, upgrades or increased capacity to structure and services in respect of the Landlord's Works to accommodate your Tenant's Works (modifications to sprinklers, air-conditioning, electrical distribution boards, plumbing works, floor and wall chases, cores, roof works, etc.)

- You make alterations to the Tenant's Concept Design and Fitout Plans and Specifications as follows:
 - During the review process that will require additional review time.
 - After the Tenancy Coordinator has completed the review.
- You provide inaccurate or inadequate information in the Tenant's Concept Design and Fit-out Plans and Specifications.
- You require mechanical exhaust systems or supplementary make-up air-conditioning.
- You have heavy equipment or storage loads which require strengthening the floor, wall and roof structures.
- You do not complete the works identified in the "notice of defects" within the specified period.
- You do not provide the Tenancy Coordinator with requested certification or authority approvals and permits.
- Any additional reviews by the Landlord's Consultants beyond the process as stated in item 8.0 The Tenancy Design and Fit-out Process.

10. Specialty Shop Design

10.1 Shopfront Design Criteria

The success of the retail fit-out will rely on the three dimensional qualities of the overall design concept. Selected materials and colour, dramatic and effective lighting, as well as careful detailing, together with imaginative fixtures and graphics, will ensure that each shop is a unique retail experience.

This will ensure a wide variety of shopfronts and a high quality of finish by the use of selected materials and design details.

- Shopfront openings are limited to a maximum of 60% of the width of the Premises with a Minimum door way width of 1500mm.
- Maximum shopfront outgo is 150mm and approval by the Tenancy Coordinator will be based on individual design merit.
- Treat one or both sides of the inter-tenancy wall ends as a part of the shopfront design, as well as any columns, fire hose reel cupboards etc, located in the shopfront zone must be incorporated into the overall shopfront design.
- All shopfront work, including sliding door tracks, roller shutters and housing shall be self-supported at their head sections by a structural steel framework, which in turn is securely attached and braced to the building structure, at Tenant's cost. Design of structural elements must be undertaken by a qualified and licenced structural engineer.
- Sales counter and/or fixtures may not be located closer than one metre from the shopfront lease line.

 Tenants are encouraged to treat materials in a non-traditional manner (e.g. tiles may be used in a strong graphic way, wood stained with dyes, metal with high gloss finish and highly detailed hardware, etc.) to develop a unique but well coordinated image.

Note: Only new, quality materials will be permitted on the shopfront construction, unless at the discretion of the Tenancy Coordinator.

10.2 Shopfront Materials

The following are suitable shopfront materials:

- Frameless shopfront glazing and door.
- Natural stone materials.
- Tiles; ceramic, vitrified, quarry, mosaics, terracotta.
- Metal; stainless steel, wrought or cast iron, anodized and powder coated aluminum, copper and other non ferrous metals.
- Specialised spray paint finishes (require Landlord's approval).
- Glazing; clear, diffused or decorative with film, acid etching, etc.
- Timber; natural hardwood, solid or veneered.

The following will not be accepted:

- · Clear anodised aluminum box section-glazing frame.
- Obstructions to visibility inside shopfront eq. blinds
- Exposed unrendered paint block or brickwork.
- Brush or roller painted shopfront.



- Solid faced roller shutter.
- Cork, sheet vinyl, wallpaper, fabric or carpet.
- Tinting.
- Simulated materials such as imitation brick, marble, and some wood grain laminates (large sample to be approved by Tenancy Coordinator).
- Mirror (may be allowed with Tenancy Coordinator's approval).
- Carpet Ingo. Any flooring against shopfront door way must be a durable material such as tiles.
- · Fluorescent troffer lighting.
- Screw snap caps or pop rivets (may be allowed with Tenancy Coordinator's approval).
- Exposed fixings may be permitted at the Tenancy Coordinator's discretion. Dependant on detail and design.

10.3 Door Closures

- Frameless glazed swing or sliding doors are encouraged.
 If swinging doors are used, they must be of International Building Standards approved minimum thickness, tempered, full height glass, and must be locked in the open position during business hours. Transom panels and push/pull hardware are to be avoided.
- Dynamic/side closing bi-fold style doors are also encouraged and must be completely concealed from view when in the open position (eg. specially built column/pocket to house door). All tracks and guides must be fully recessed. The doors used to conceal the sliding or folding doors must be detailed in such a way as to avoid all exposed hardware, hinges, key

locks, knobs or handles.

 Roller shutters must be motorised with clear inserts. It is the Tenant's responsibility to provide all structural steelwork to adequately fix the shutter. The Tenant must provide a Structural Engineer's Certificate at completion of Tenant's Works. Fixed roller guide mullions are not permitted but removable mullions may be considered.

10.4 Glazing

- Transparency through the shopfront glazing is encouraged with high quality and dynamic merchandise displays and feature design elements in windows.
- All glazing channels must be fully recessed and concealed
- Full height glazing required to a portion of the shopfront and no fins will be permitted within the Premises. Size, height and thickness must be vertified and information passed to the Tenancy Co-Ordinator.

10.5 Shopfront Signage

- One primary shopfront sign is permitted and at a minimum must be three dimensional signage with individual, internally illuminated letters. Two dimensional signage is not permitted. Illuminated signage must be switched to the electrical board on a timer set to the centre's opening hours.
- No illuminated signage is to have exposed lighting fixtures, be animated, flashing or audible.
- Tenants to ensure that all signage, particularly if it protrudes past the shopfront line, does not interfere with the Landlord's mall services (lighting, sprinklers etc.)



 Tenant's sign shall be limited to the logo, crest and/or trade name. No other content such as listing merchandise, tenancy phone number, flags, flashing neon etc. are permitted to the shopfront.

10.6 Lighting

- Tenant must engage a specialist lighting designer to ensure a low energy design is implemented which effectively will reduce Tenant's operational costs. Efficient use, specific type and control of lighting is important in designing a lighting solution.
- Layering lighting types (eg. feature pendants, directional lighting, cabinet lighting etc.) is essential and highly encourgaged.
- Light sources shall not be visible from the mall.
- Fluorescent light fittings shall be of the triphosphor type.
- Fluorescent fixtures shall have parabolic diffusers, either metal paralume type or acrylic paracube type.
- Floor mounted fixtures are not permitted unless approved by the Tenancy Coordinator.
- All illuminated showcases and display areas must be adequately illuminated and well ventilated, to eliminate heat build ups.
- All internal heat loads shall be in accordance with mechanical services design requirements.
- First 2 metres to have minimum of 1500 lux plus lighting levels to focus attention to entry.
- Shopfitting lighting to be metred through tenancy

- switchboard.
- The following lighting types must be designed and installed on separate circuits and be separately switchable and controllable:
 - Shopfront lighting first row of lights must be on BMS timer to shopping centre trading hours.
 - Feature and display cabinets. (on timer set to centre's opening hours)
 - Coolrooms (incorporating drinks fridges) and back of house.
 - Emergency, exit, safety or security.

10.7 Ceilings

- Articulation of ceiling is required when designing the Premises.
- Creative use of finishes, lighting, pelmets and bulkheads must be considered as a flat levelled ceiling throughout will not be approved.
- It is encouraged that all ceilings are flush set plasterboard.
 or equal such as fire rated gypsom. In kitchens and above
 food serving areas this is a requirement and non negotiable.
 T-bar ceilings will be considered to retail areas on a case by
 case situation by the Tenancy Coordinator however the first
 2000mm must be flush set plasterboard or equal.
- Ceilings must only be suspended from structural elements.
 Suspension rods must not be fixed to or suspended from Landlord's services eg. sprinkler pipes, A/C ducts etc.
- Access panels are a requirement to service the equipment in



- the ceilings. These must be accessible and not covered by lights, partitioning etc. below. Access panels must be a minimum of 600 x 600mm flush fitting with concealed hinges and allen key locks.
- Open ceilings will be approved at the Tenancy
 Coordinators discretion. If approved the cost of providing
 hard ducts and extending the height inter-tenancy walls
 to the roofline will be the responsibility of the Tenant.
 All wiring must be housed in cabled trays and all ceiling
 elements sprayed out black. Intertenancy walls must be
 taken up to the slab soffit to maintain fire rating of shell
 and security between stores. (All works by Tenant)

10.8 Flooring

- Floor finishes are to be durable and of a high commercial quality as well as visually interesting.
- Tenant should consider a combination of floor finishes creating specific zones within the Premises.
- A vitrified tiled ingo is required from the lease line up to the underside of the door closure, or to the end of any shopfront columns. Tenancy Coordinator will confirm what visually looks correct.
- All finished flooring is to be flush with mall floor and any flooring junctions within the Premises. A stainless steel reverse angle demising strip is to be installed flush between flooring junctions. Refer Appendix B detail. Cover strips are not permitted, and if installed these will be listed as a defect and will need to be replaced at Tenant's cost.
- · Acceptable finishes a vitrified non slip tiles, plank vinyl,

- high quality carpet and solid timber floors. Rolled vinyl will not be permitted in the front of house, but can be installed in the store room or back of house, hidden from customers view.
- Any grading to the Premises floor up to the centre mall level is the responsibility of the Tenant and must comply with regulatory code requirements.

10.9 Expansion & Control Joints

Where the Premises has an expansion joint it is the Tenant's responsibility to provide appropriate construction details. All finishes must be expressed appropriately and the Tenant's Works shall not affect the free movement of the structure.

10.10 Coring & Cutting of Slab

Where coring or cutting is required of the slab, the Tenant must provide a setout plan for approval by the Landlord's structural engineer. The slab must be marked out (surveyed) onsite, scanned and approved prior to coring. All such works will be carried out by the Landlord at the Tenant's Cost.



10.11 Wall Finishes, Display Systems & Fixtures

- Generally perimeter walls are blockwork or steel stud framed and lined with plasterboard/gypsom unless otherwise noted. If blockwork is not lined, it is the Tenant's responsibility to clad with plasterboard or similar approved finish.
- Wall shelving and fittings must be self-supporting. Walls
 must not have fixtures or fittings secured to them unless
 additional bracing is provided.
- It is the Tenant's responsibility to treat the left hand/ right hand or both inter-tenancy wall ends as a part of the shopfront design. This is to be confirmed with the Tenancy Coordinator.
- Store room partitioning must be full height.
- All display stripping, shelving etc. must be fully integrated into wall claddings.
- · The following are non-permitted wall finishes;
- · Painted blockwork.
- · Pegboard type display systems.
- · Excessive areas of unbroken slat wall displays.
- Exposed service pipes and electrical conduits.

10.12 Audio Visual, Technology & Music

 Screens (LCD and the like) must be fully integrated or recessed within design elements of the Premises. Screens should be fully built into the joinery or walls with discreet (concealed) cabling and fixings.

- Centre Management must approve screen content.
 Secondary branding or third party promotional material must not be displayed within the Premises.
- Speakers must be ceiling recessed and are not permitted within 2500mm of the entry. These must be nominated of the Reflected Ceiling Plan drawing.

10.13 Fire Hose Reel (FHR) Claddings

It is the Tenant's responsibility to clad any fire hose reel cupboard doors with an approved finish at the Tenant's cost. The cladding must be read integral with the shopfront design. Tenant to reinstate FHR signage.

10.14 Security Systems

Tenant is responsible for provision, supply, installation and maintenance of their own security systems and devices. Location of these devices is subject to the Landlord's prior approval.

Storefront electronic security systems and other shoplifting detection devices at the front of the Premises must be located behind the door closure line. Such devices must be completely hidden from view and integrated with the internal fitout.

Tenant may use the following types of security systems:

Under floor antenna systems that are not visible to the public. Note: Tenant must first confirm the structural capacity of this application with the Landlord prior to installation as certain areas of the Centre will not



accommodate under floor security systems.

- Suspended overhead "bar" type systems concealed behind a storefront soffit above the entry of the Premises.
- Small pod type systems on each side of the storefront opening of the Premises.
- Tenant to provide images of the proposed security systems for approval by the Landlord prior to installation.
- All other security systems are subject to Landlord's prior approval
- Cameras must be specified and notated on the Tenant's Plans. Tenant must utilise the smallest type available, enclosed in a dome cover and subject to Tenancy Co-Ordinator approval. This applies to inline and kiosk Premises.

11.0 Food Tenancy and Kiosk Design

The detail of your design is also highly important. A well designed kiosk, foodcourt outlet, café or restaurant will not only express your cuisine concept and style of service but make it an inviting and engaging space for your customers to enjoy. Good design ensures food is the hero, is well communicated and is practical from an operations point of view so that your staff can work the floor, and the kitchen, in a cost effective and efficient manner.

11. 1 Finishes

- Contemporary, high quality and durable materials to be incorporated both to shopfront and interior surfaces.
- Suggested materials include metal, stone, colour backed glass, timbers and other natural materials.
- Where graphics are incorporated they must be behind low iron glass to ensure true colour and durability.

11.2 Counter Designs Generally

- A monolithic, neutral front counter is encouraged.
- The POS (Point of Sale / Till) must be fully integrated into the counter design.
- A dedicated area for straw dispensers, condiments display and serviettes dispensers must be incorporated.
- Product display zones, ambient and refrigerated cases should be enhanced with integrated joinery and lighting.
- Frameless, square edge profile display cabinets are encouraged. Completely framed units will not be permitted.
- Closures at counter line may be permitted. Ensure details are submitted for review.
- A concrete plinth under counters is not permitted unless specifically requested by the landlord.
- All cavities under joinery are to be vermin proof and sealed to prevent collection of food scraps and rubbish.
- Lighting to cabinet interiors is to be integrated, discreet and maximize the product visibility.



• Ensure heights of counters are easily accessible to all.

11.3 Ceilings

 Ceiling finishes shall be set plasterboard and in accordance with the relevant Health Authorities standards.

11.4 Lighting

- Lighting must complement the food presentation, graphics and signage.
- No fluorescent lighting is permitted. This includes kitchen
 or back of house areas. Where 'slot' views into kitchens
 are incorporated the lux levels should be considered to
 ensure a warm and engaging ambience from the counter
 line.

11.5 Walls

- Full height partition to the back of house is required.
 Consider the 'theatre of cooking' and integrate views into rear wall design if, and where, appropriate.
- When a 'pass through' is implemented it must be at eye height, ergonomic height and minimise views to back of house.
- Natural and monotone finishes to all walls (other than the rear wall).
- Offset entry to conceal back of house.
- Please check with your local council with regard to what they will permit with regard to wall tile colour.

11.6 Floors

- Non slip safety flooring suitable for food service is required in back of house and preparation areas and must comply with the health code. Please check with your local council with regard to what they will permit with regard to floor colour.
- A waterproof membrane is required.
- Floor joins must be flush and impervious.
- Coving is required.
- Chases or saw cuts into the structural slab are to have certification by a qualified and licensed structural engineer together with Centre approval.
- Any gradings to the tenancy floor up to the mall level, or to facilitate drainage, shall be the responsibility of the Tenant. Where required, allowances for expansion joints are to be included in flooring application.
- Tenants are required to finish their flooring material flush with the mall tiles.
- If the flooring material inside the tenancy is not tiled, the Tenant must ensure that a 3mm protective metal angle butt joins the mall tiles.
- Retail Designers should consider the durability of the floor materials found immediately within the shop front entrance. All ingos up to the shopfront entrance line must be tiled with the nominated Centre tiles at the Tenant's expense.



11.7 Fixtures and Equipment

- All equipment must be new and fully integrated into the tenancy design.
- All equipment must be recessed or built into the counter, rear and side walls.
- All equipment placed on the front counter to be incorporated into the joinery and is not to exceed a maximum height of 1400mm for food kiosks.
- The retailer should ascertain the capacity required for refrigerated bottled drinks and inform their Retail Designer of this. No counter top fridges by Third Party suppliers (or generic fridges) will be permitted to be installed post opening.
- Storage needs must be considered as part of the original design submission. Designate areas for crockery, packaging, paper goods, staff bags & personal possessions, administration materials, cleaning products and garbage bins etc must be incorporated.
- Drinks Display Fridges to be shrouded or built into the shopfit, and all equipment is to be free of supplier branding.
- Equipment is to be stainless steel or black only.
- Any variation to this must be submit-ted to the Tenancy Co-Ordinator for consideration.
- Soap and paper towel dispensers are to be located in back of house.
- Where glass cabinets or displays are proposed, all glazing

- channels to be set into the joinery units and utilise silicone butt joints.
- Lighting in glass cabinets must be concealed.

11.8 Audio Visual

• Sound systems or stereos are not permitted in foodcourt, shops and kiosk.

11.9 Signage and Graphics for all Food types

A complete graphics package, including the following, must be submitted for approval:

Note: No third party branding on uniforms, menu boards, fridges, straw dispensers etc is allowed.

- Brand logo and name
- Environmental graphics
- Signage & ticketing
- Menu boards
- · Packaging (boxes, bags, stickers, ribbon etc)
- Uniforms
- Promotional pieces such as leaflets & special offers.

Flashing neon signage will not be permitted.



11.10 Kiosk Design

- Each individual kiosk should be creative three dimensional and contemporary in design.
- All exposed edges should be protected.
- Food kiosks located near and under escalators and voids may require some form of protection over food display.

Floor

 Application of floor finishes is at the landlord's discretion, as site limitations will dictate the type and method of flooring that can be installed.

Ceiling.

- No overhead canopy or structure is permitted without prior permission from the landlord.
- Where canopies are used and when required, they must comply with Health regulations.
- Where canopies are used, fire sprinklers may be required (unless otherwise allowed by the Building Certifier). They must be incorporated into the design and be installed at the tenant's cost.
- Where fabric is incorporated in projected canopies it shall comply with fire hazard properties as per the Building Codes.

Counter Design

 All equipment including drinks fridges must maintain a maximum height restriction of 1400mm. They should be grouped together and shrouded to landlord approval.
 Any equipment exceeding 1400mm high must be

- submitted for approval. If approved it must be located in the centre of the kiosk and not, on the external walls.
- As a general guide solid counter elements, (joinery)
 where there is customer interaction, are to be a
 maximum height of 900-1000mm.
- The choice of equipment is critical for a freestanding kiosk format. No solid structure will be permitted above 1400mm if required to the perimeter and this will only be permitted to a small area of the kiosk.
- Any structure above 1400mm is to be clear glazed.
- All equipment must be new and fully integrated into the kiosk design.
- Plumbing and basins should be integrated with sightlines onto such areas minimized. Soap dispensers and towel dispensers to be located in back of house.
- Frameless, square edge profile display cabinets are encouraged. Completely framed units will not be permitted.
- Where glass cabinets or displays are proposed they shall have all glazing channels set into the joinery units and utilise silicone butt joints.
- Compressors and condensers are to be located within kiosk joinery unless otherwise instructed by the landlord.
- If seating is included, it must be demarcated by fixed barriers at the landlord's discretion.
- All exposed edges should be protected.



11. 11 Kiosk Signage and Graphics specifics

- The vertical blade format is preferred. As noted in the standard guidelines, only the brand name will be permitted on a signage panel with only one blade sign permitted per kiosk.
- The signage should be illuminated and the blade as transparent as possible.
- Generic lightbox and plasma screen signage will not be permitted.
- To ensure 'food is hero' graphics should be artisan/ abstract in nature.
- When secondary branding is permitted it must be 'tone on tone'.
- No branded or promotional graphics will be permitted.
- Locations for daily/weekly promotions and/or meal offers must be designed and form part of the original design submission.
- All signage and ticketing must be professionally designed and printed.
- · Handwritten signage is not permitted.
- The design and content of kiosk signage and menu boards needs to relate to the overall kiosk design.
- In general, maximum signage blades dimensions to be 2400mm high* x 800mm wide x 150mm deep.
- For malls that are narrow or have low ceilings, signage

blade may need to be lower than 2400mm to ensure sightlines are maintained for surrounding tenancies. Your Tenancy Co-Ordinator will advise of any specific precinct criteria in relation to signage heights.

- Flashing neon signage will not be permitted.
- Also refer Appendix B for requirements.

11. 12 Food Tenancy Signage and Graphics specifics Inline Main Sign-

- Main Sign location must be on rear (mid) wall.
- Sign must be 3 dimensional and illuminated.
- Refer Item 12.5 and Appendix B for required details.

Inline Menu Boards-

- Menu Board location must be on rear (mid) wall.
- Refer Item 12.6 and Appendix B for required details.

Inline Front Bulkhead - Decal detail

- Each tenancy must apply a decel that is 3 dimensional and co-ordinated to there fitout design in look and themeing.
- The decal must be patterned in nature, 3 dimensional, non illuminated material applied to the centre bulkhead. (secret fix i.e. split battern applied) Sign box's will not be permitted.
- Refer Appendix B for required details.



12.0 Graphics, Signage and Visual Merchandising

12.1 Graphics

The Lessee must appoint a graphic designer with a minimum of five years retail experience to produce all graphics and branding (including logo, signage, menuboards etc.) for the tenancy.

- All graphics are to be artisan and abstract. No cartoons, caricatures, lifestyle images or clipart will be approved.
- All accessible graphics are to be behind glass in all circumstances.
- Flashing or moving signs are not permitted at or within the Premises.
- All signage and visual merchandising should respect local social and religious attitudes.
- Bi-lingual signage may be approved and subject to review by the lanldord.

12.2 Visual Merchandising

The Lessee must engage a professional visual merchandiser to review the Premise's layout and create product stories or concepts as part of the Lessee's design process.

- Create dynamic and engaging visual merchandising displays by colour blocking, layering, use of props and theming.
- Consider display of product in the window, as well as how

- to install, hang and remove product and props.
- Individual creativity and artistic flair play a major role in merchandise displays. Ensure displays, tell a story or have a theme, show products in use, lighting and props should be professional, with well stocked power walls/displays to show best sellers.
- Wall and Floor Merchandising Systems: A variety of different wall treatments and finishes throughout the Premises are required. Custom display units must be incorporated into each fitout, in line with the corporate concept of the brand. Inter-tenancy walls are non load bearing and all wall units are to be independently supported.

12.3 Packaging

 Designated locations must be incorporated into the Premises for the Lessee's packaging and wrapping.
 Packaging must not be located on counter tops.

12.4 Promotional Material

- Lessee must have locations for promotional material designed within the Premises.
- All promotional material must be creatively branded and professionally printed.
- All signage and ticketing must be professionally designed and printed
- Hand written signage or ticketing is not permitted for use within the Premises.



12.5 Signage

- Main Shopront sign must be illuminated on BMS timer to shopping centre trading hours.
- Graphics should be artisan and abstract in nature.
- No third party proprietary branded or promotional graphics or signage will be permitted for use in the Premises.
- Locations for daily and weekly promotions and or meal offers must be designed and form part of the preliminary concept.
- All signage and ticketing must be professionally designed and printed
- Hand written signage or ticketing is not permitted for use within the Premises.

- photographs of food to be served in your shop.
- Consider the legibility of the menu board from the counter front. This relates to the choice of font text size and text layout. Menu lettering and prices must be a minimum of 18mm in height.
- Third party supplier branding or advertising will not be permitted within the menu board zone.
- Signage and menu boards should relate to the overall cuisine concept design and nominated finishes.
- Menu board artwork must be spell checked and submitted for approval.

12.6 Menuboards

- The Lessee's menu boards must be designed by a qualified graphic designer as part of the Lessee's overall branding.
- Menu boards must be internally illuminated glass or solid with vinyl lettering and must not be crowded with too much information.
- Where menus are illuminated only slimline illuminated boards employing the latest lighting technology are permitted for use within the Premises.
- Any food photography must be professionally styled, photographed and work cohesively with other graphics and signage. All images of food must be actual



Retail Centre Manager - TBC

Contact:

Tel:

Fax:

Mobile:

Email:

Tenancy Coordinator,

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Lahore Development Authorities -TBC

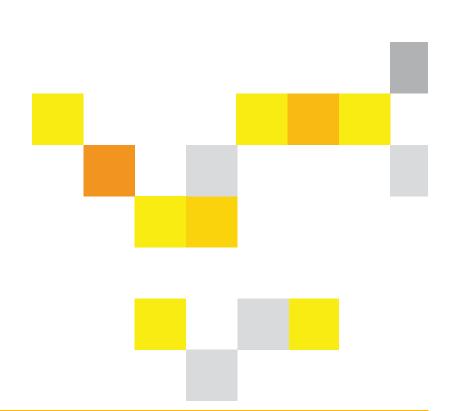
Contact:

Tel:

Fax:

Mobile:

Email:



Mechanical

Fahim, Nanji & deSouza Pvt. Limited

CONSULTING ENGINEERS.

HVAC, Plumbing, Mechanical & Electrical.

Contact Details on request.

Electrical

Fahim, Nanji & deSouza Pvt. Limited

CONSULTING ENGINEERS.

HVAC, Plumbing, Mechanical & Electrical.

Contact Details on request.

Hydraulics

Fahim, Nanji & deSouza Pvt. Limited

CONSULTING ENGINEERS.

HVAC, Plumbing, Mechanical & Electrical.

Contact Details on request.

Fire Contractor

Fahim, Nanji & deSouza Pvt. Limited

CONSULTING ENGINEERS.

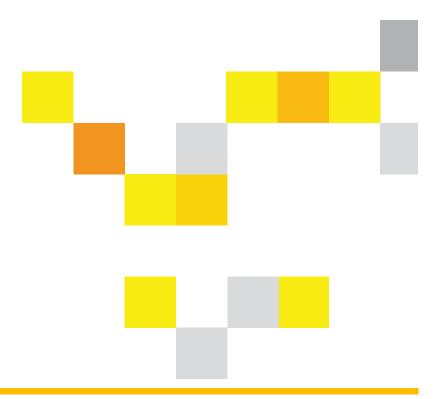
HVAC, Plumbing, Mechanical &

Electrical.

Contact Details on request.

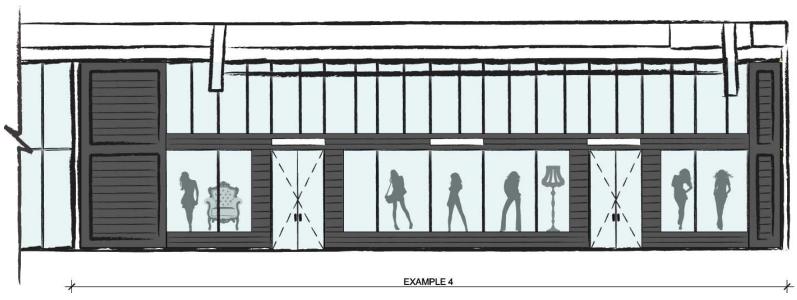
Structural and Civil Engineering

Details on request





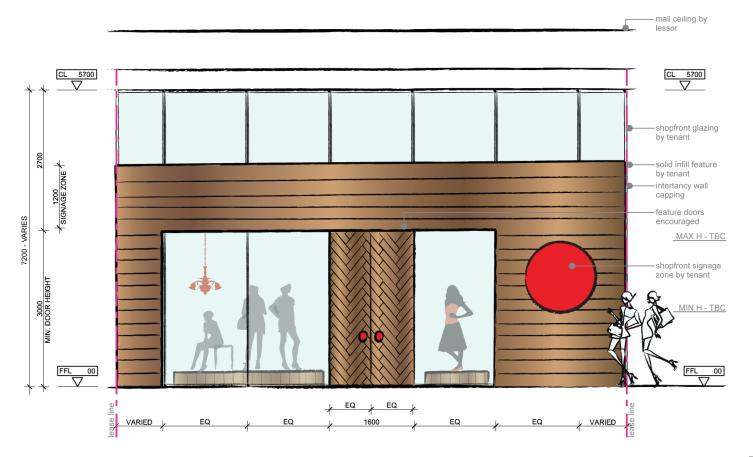
TYPICAL LONG ELEVATION EXAMPLE OF SHOPFRONT ELEVATION - TYPE A

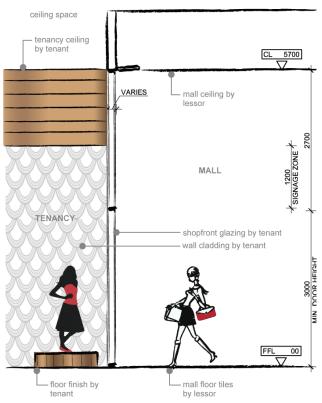


TYPICAL SHOPFRONT ELEVATION - TYPE A

Note: Plans are indicative only and subject to change for tenancy requirements.

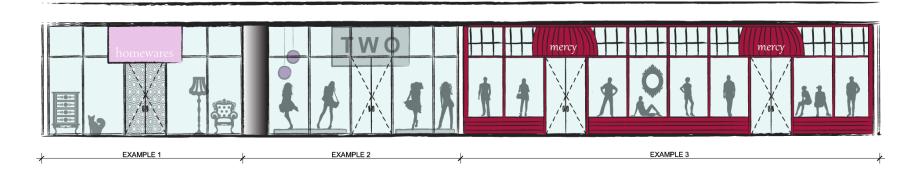
Appendix B Type A part 2 36

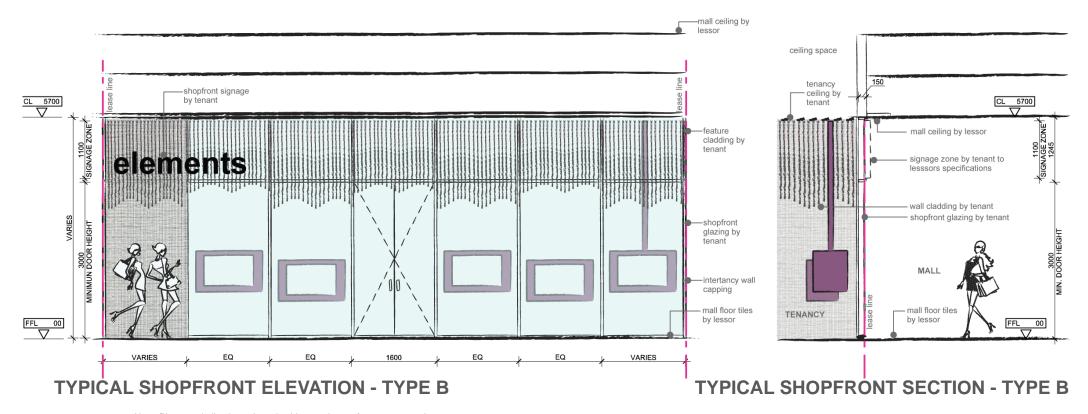




TYPICAL SHOPFRONT SECTION - TYPE A

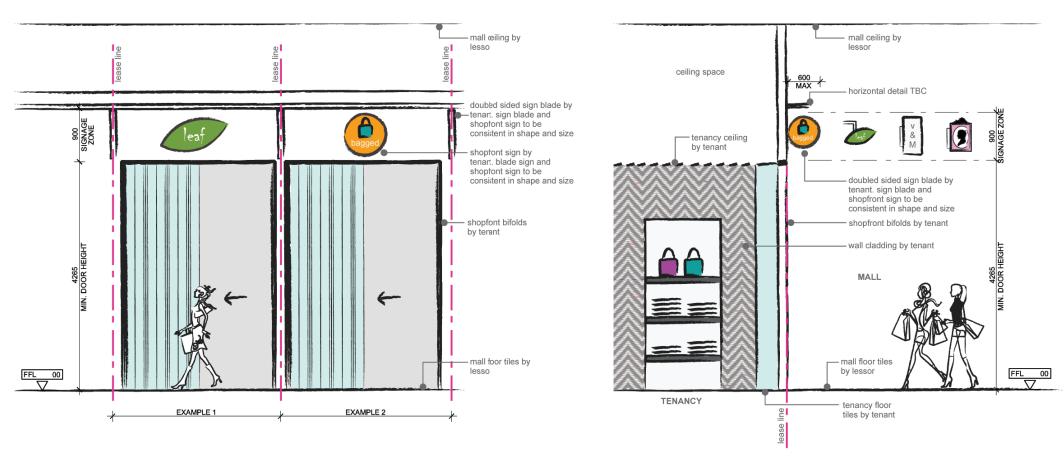
TYPICAL SHOPFRONT SECTION - TYPE A





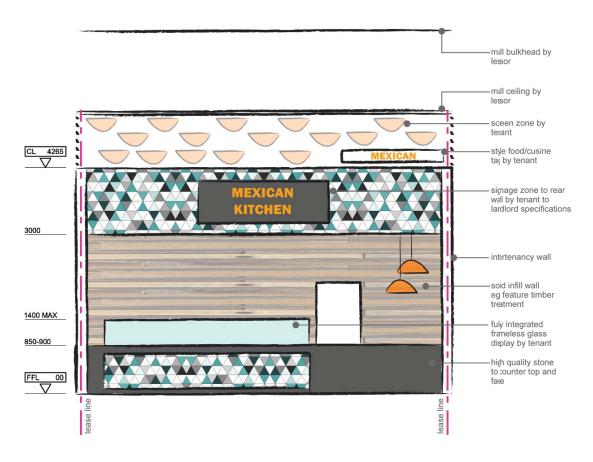
Note: Plans are indicative only and subject to change for tenancy requirements.

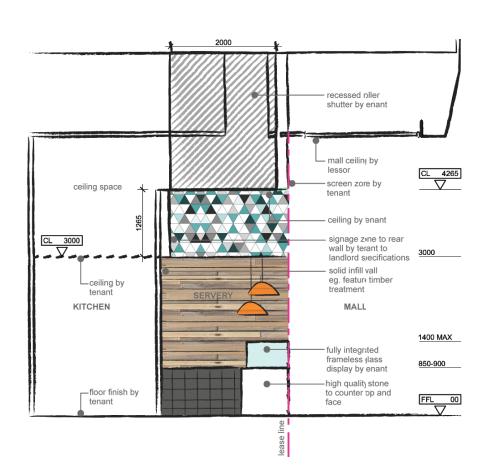
Appendix B Type C 38



TYPICAL SHOPFRONT ELEVATION - TYPE C

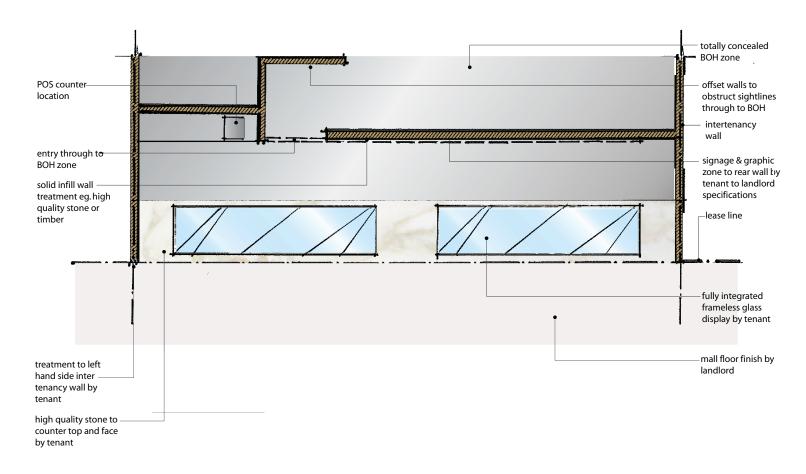
TYPICAL SHOPFRONT SECTION - TYPE C





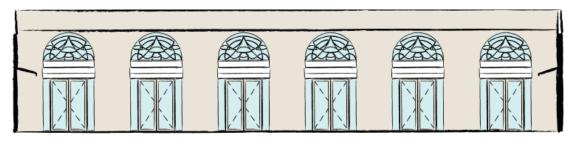
TYPICAL FOODCOURT ELEVATION

TYPICAL FOODCOURT SECTION

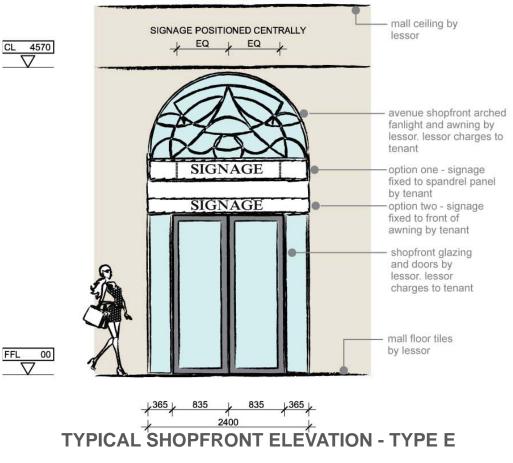


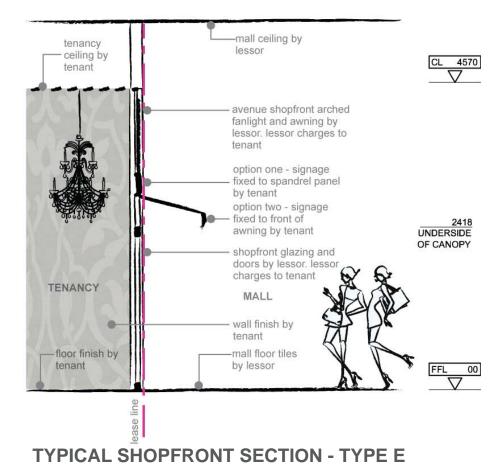
TYPICAL FOODCOURT PLAN

Note: Plans are indicative only and subject to change for tenancy requirements.



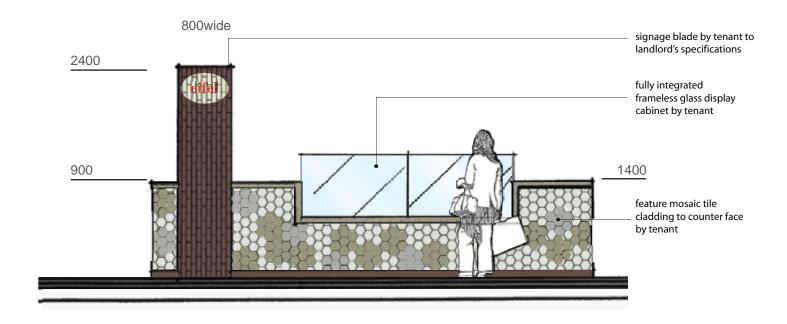
TYPICAL LONG ELEVATION EXAMPLE OF SHOPFRONT ELEVATION - TYPE E



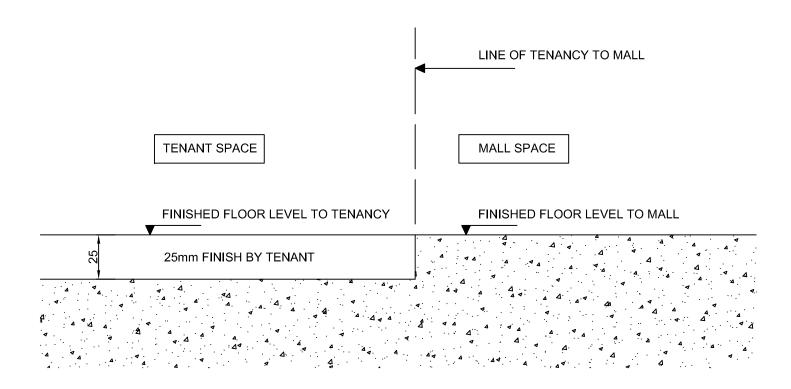


Note: Plans are indicative only and subject to change for tenancy requirements.





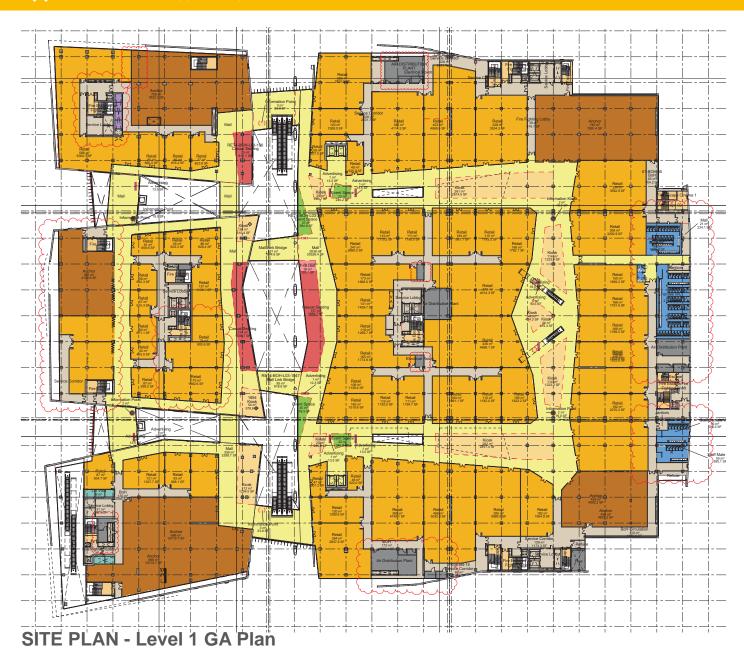
TYPICAL KIOSK ELEVATION

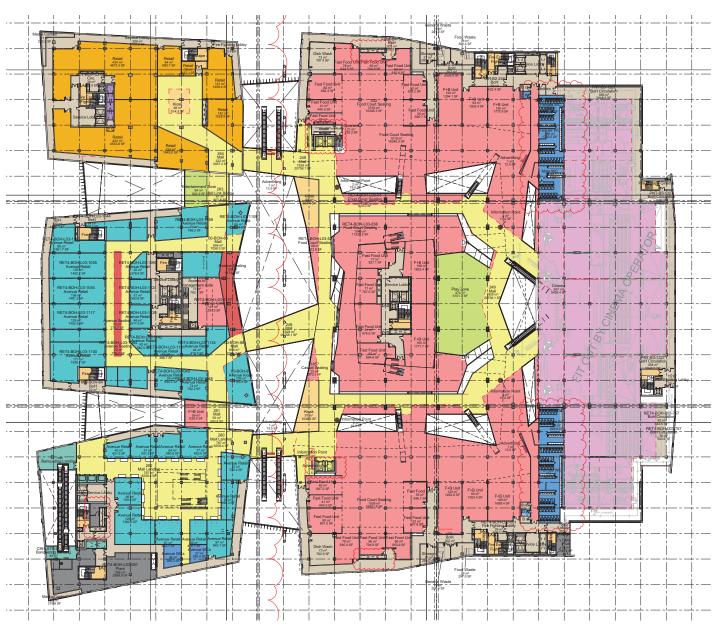


SECTION THROUGH FINISHED FLOOR TO TENANT AREAS SHOWING INFILL FINISH TO BE INSTALLED BY TENANTS



SITE PLAN - Level 0 GA Plan





SITE PLAN - Level 2 GA Plan



| Tenancy Name | Tenancy No. | |
|---------------|--------------|--|
| Tenancy Usage | | |
| | Tenancy Area | |

The purpose of this questionnaire is to obtain the services requirements of the Tenant and ensure that they are compatible with the base building services provided by the Landlord. Any upgrade of the base building services required over and above what is provided in the lease will be at the Tenant's cost and these upgrades should be consulted with the building engineer before works commence.

The Tenant is required to nominate all the equipment, fittings and fixtures that are to be installed in the premises (including lighting, water heaters, exhaust fans, refrigeration equipment, display equipment, cooking equipment etc) as well as confirm the name, model, rating, heat output, amperage and whether the equipment is single or three phase power. Brochures are to be provided where possible.

The completed form below is to be issued by the Tenant or Tenant representative as part of the Preliminary Concept Submission Requirements – Refer page 11 of the Tenant Design and Fit-out Guide.

ELECTRICAL SERVICES

| Type (eg fluorescent) | Watts | No. of Lights | Subtotal Watts |
|-----------------------|-------|------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| T | | | |
| Total Watt | | | |

b) Power, Appliances and Equipment

GPO Outlets

| Description | No. of | Amps |
|-------------|--------|------|
| Single GPOs | | |
| Double GPOs | | |
| Other GPOs | | |
| Subtotal | | |

Note - Power boards are not permitted.

Electrical provisions for

| Signage | Yes | Exhaust Ventilation | Yes |
|---------------|-----|----------------------|-----|
| Security | Yes | Make-up Air System | Yes |
| Refrigeration | Yes | Other | Yes |
| | | If 'Yes' please list | |

Electrical Requirements: Plug-in

| List of Equipment | No. of Phases | Power (W) | No. of Items | Subtotal (W) |
|-------------------|------------------|-----------|-----------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Wat | t |

Appendix C Te

Tenancy Services Questionnaire

| Electrical Requirements: Hard | d-wired | | | | b) Mech | anical Venti | lation | | | | |
|---|------------------|------------------------|-----------------|-----------------------------------|------------------------------|---------------|-----------------------------|---------------------|---------------------------------|--|----------|
| List of Equipment | No. of Phases | Power (W) | No. of Items | Subtotal (W) | Please p | rovide detail | s if you are re | equired to in | nstall any fans o | r hoods | |
| | | | | | Mechani Ventilation | | Hood Size (i W x D = Are | n -) | ocation eg. wall nounted) | Ventillation R Area x 0.6 x 1 Rate | |
| | | | | | eg. Exha | ust Hood | 1 x 1.5m ² = | 1.5m ² V | Vall | 1.5 x 0.6 x 10 | 00 = 900 |
| | | | | | | | | | | | |
| | | | Total Wa | tt | | | | | Tota | I | |
| Security System Requirement Yes No No C) Power Load Summary Type Lighting Load Plug-in Power Load Hard-wired Power Load | Other Power (\ | W) Shop Total Power L | Alea III- | Subtotal (W)/ n ²) | Maximur Installati Yes | | of both staff | | ans | - | pm pm |
| MECHANICAL SERVICES | | | | | Days | | | | am | | pm |
| a) Heat Generating Equipment Equipment Type Mod | ell/Name | | Power (W) | | | | | | | | |

^{*}Usage - Continuous or percentage of time on per hour

HYDRAULIC SERVICES - No water or waste provided to General Retail

a) Requirements

| Description | Yes | No | Not Applicable (N/A) |
|----------------------|-----|----|----------------------|
| Cold Water Supply | | | |
| Sewer Waste | | | |
| Trade Waste (grease) | | | |
| Hot Water Unit | | | |
| Natural Gas Supply | | | |
| LPG Supply | | | |

b) Equipment Requiring Gas

| | | Gas | |
|----------------|-------------|-----------|----------|
| Equipment Type | Modell/Name | Usage | Gas Type |
| | | (MJ/hour) | |
| | | | |

FIRE SERVICES

This service must be provided by the Lessor's nominated Contractor. Details are as follows;

Company Name

Contact

Ph: (08) Mobile:

Email:

Questionnaire completed by:

| Company | |
|---------------|--|
| Name | |
| Telephone No. | |
| Date | |
| | |
| Facsimile | |
| Email | |

| Tenanc | y Name | Tenancy No. | INSURANCI |
|--------|--|--------------------------------|---------------------------------|
| | Checked box indicates the Certificate is requ | ired | WORKE |
| | nant must issue copies of the following certificat works commencing onsite; | tes to the Tenancy Coordinator | Minimur of the so Insuran |
| | FOOD BUSINESS LICENCE (If required) | | Policy N |
| | Any Tenant's involved with food will require a under section 15 from the Food Authorities. | Form 8 - Form of License | Expiry [|
| | R | eceived | |
| | ADVERTISING SIGNS | | |
| | Signs may require approval and licensing und Relating to Signs' | der the Council's 'Local Law | |
| | R | eceived | |
| | ELECTRICAL INSPECTOR APPROVAL | | |
| | All electrical works carried out in the Premise Electrical Inspectors Approval Certificate issu | • | |
| | R | eceived | |

ES

| WORKERS COMPENS | ATION / DEDCONAL ACCIDENT INCUDANCE |
|--|---|
| | ATION / PERSONAL ACCIDENT INSURANCE |
| Minimum \$2 million do of the service. | ollars to be held for one (1) year after the completion |
| Insurance Company _ | |
| Policy No. | |
| Expiry Date | |

Statement of Completion Issued

LANDLORD'S APPROVAL CERTIFICATE CHECKLIST STRUCTURAL ENGINEER'S CERTIFICATE (Required) FINAL INSPECTION and DEFECTS INSPECTION This certifies that all overhead structures are adequately supported from At the completion of the Fitout the Tenant is required to contact the Tenancy the building structure, including but not limited to the ceiling, shopfront and Coordinator (minimum 7 days notice required) to arrange a Defects signage. Certificate to be provided by Lessee's Structural Engineer Inspection. If there are any defects or the Fitout is not in accordance with the 'Approved Design Documentation' the Tenancy Coordinator will prepare Received and issue a 'Defects Inspection Report'. **GLAZING CERTIFICATE (Required)** Defects rectification must be complete within the nominated time stated in the 'Defects Inspection Report'. This is provided by the Glazier who installed the glass and certifies that the installation and materials meet current Standards. Date of Inspection Received 'Notice of Defects' Issued Defects Rectification by **CERTIFICATION OF FIRE SYSTEMS (Required)** This is provided by the Fire Systems Contractors and certifies that the STATEMENT OF COMPLETION installation of smoke detectors, exit signs, fire blankets and/or portable fire extinguishers required within the tenancy meet all regulatory requirements If the Retail Design Manager finds the Fitout is in accordance with the 'Final and codes as required under law. Approved Documentation' a 'Statement of Completion' stating the works have been completed in accordance with 'Approved Design Documentation' Fire Sprinkler Certificate will be provided by the Landlord on completion will also be issued. works. If all the other documentation is in order, the Landlord will then issue an Received 'Authority to Trade' letter.

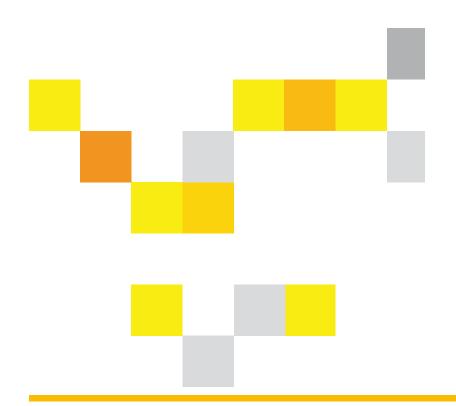
ELECTRICAL INSTALLATION CERTIFICATE OF COMPLIANCE (Required)

This is provided by the Electrical Fitout Contractor and certifies that the installation of electrical services within the tenancy meets all regulatory requirements and codes as required under law.

| Received | |
|----------|--|
|----------|--|

| MECHANICAL / VENTILATION INSTALLATION CERTIFICATION (Required) | SLIP RESISTANCE CERTIFICATION FOR FLOORING (If required) | | |
|---|--|--|--|
| This is provided by the Air Conditioning Contractor and certifies that the installation of air conditioning services within the tenancy meet all regulatory requirements and codes as required under law. | This is provided by the Fitout Contractor and/or the Building Surveyor and confirms that all floor finishes meet the Standards for slip resistance as required for either "wet" and/or "public" areas. | | |
| Received | CERTIFICATE OF OCCUPANCY | | |
| EXHAUST SYSTEM INSTALLATION CERTIFICATION (If required) | It is the Tenants responsibility to confirm with the City of Perth whether a | | |
| This is provided by the Mechanical Contractor and certifies that the | 'Certificate of Occupancy' is required. | | |
| installation of the Exhaust System within the tenancy meets all regulatory requirements and codes as required under law. | Received | | |
| Received | OTHERS | | |
| PLUMBING / GAS SERVICES INSTALLATION CERTIFICATE (If required) | FULL COPY OF AS CONSTRUCTED DRAWINGS | | |
| This is provided by the Fitout Plumbing Contractor and certifies that all aspects of the plumbing/gas installation within the tenancy meet all | To be supplied in PDF file format. | | |
| regulatory requirements and codes as required under law. | Received | | |
| Received | | | |
| HOT WORKS PERMIT (If required) | LEASING REQUIREMENTS (Required) | | |
| This is provided by the Tenancy Coordinator and certifies that all aspects of | Ensure that all leasing obligations have been met (e.g. bond, payment of rent). | | |
| the welding works within the tenancy meet all regulatory requirements and codes as required under law. | Confirmed with leasing by Tenant Coordinator | | |
| Received | | | |
| WATERPROOF MEMBRANE INSTALLATION (If required) | Please note: | | |
| This is provided by the Fitout Contractor and confirms that all aspects of the installation meet the Australian Standards for food service areas. | Emporium does not warrant or make any representation that the information required is exhaustive or complete. | | |
| Received | | | |

| Tenancy Name | Tenancy | No. |
|---------------------------------|--------------------------------|--------|
| Handover for Fitout Date | Tenancy Fitout Works Completic | on Due |
| Present at handover | | |
| Landlord's Speciality Architect | | |
| Landlord's Contractor | | |
| Tenant | | |
| Tenant's Fitout Contractor | | |



| Landlord's Works | Action | Tei | Tenant Confirmation | | |
|-----------------------------|--|-----|---------------------|-----|--|
| | | Yes | No | N/A | |
| Tenancy Floor | Completed | | | | |
| Inter-tenancy Walls | Completed (Fire walls/bulkheads noted) | | | | |
| Columns | Completed | | | | |
| Ceiling | Completed | | | | |
| Sprinklers | Completed | | | | |
| Drainage Points | Completed | | | | |
| Trade Waste Point | Completed | | | | |
| Cold Water Supply | Completed | | | | |
| Gas Supply | Completed | | | | |
| EDB Electrical Board | Completed | | | | |
| EDB Submeter | Completed | | | | |
| FDP Telephone Frame | Completed | | | | |
| Air Condition Supply Grills | Completed | | | | |
| AC Thermostat | Completed | | | | |
| Landlord's Exhaust Duct | Completed | | | | |
| Other Works | Completed | | | | |

General Retail – Built Form

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES | | | |
|---|---|---|--|--|--|
| SHOPFRONT | , | | | | |
| External public area floor finish up to the tenancy line. Extent shown on leasing plan (kiosk excluded) External ceiling finishes up to the tenancy lease line External lighting and power to the public area | | Unless otherwise stated in the Agreement to Lease, the entire shopfront and all of its components including structure, glazing, door closure and signage requirements by the Tenant to the Landlord's approval All approved external furniture, fittings, seating and umbrellas. | | | |
| FLOOR | | | | | |
| Concrete finish There is a minimum set down of 50mm from the finished floor level in the malls to that of the each tenancy | Rectification of any damage to the Landlord's floor finish where caused by the Tenant's fit-out and the fit-out works Any service penetrations, subject to the Landlord's Structural Engineers Approval. | All applied floor finishes throughout the tenancy including allowances for all transitions and built up to the mall level. All floor grading to the entrance area and if required for drainage. In wet areas the Tenant must install a waterproof membrane between the concrete floor slab and the finished floor. The membrane must return up the wall a minimum 200mm an all wall faces in wet areas. Prior to installing the finished floor the Tenant must obtain the approval of the fit-out co-ordinator for the membrane work. In the event of expansion joints occurring within the premises the tenants design must make allowances for the expansion joints and the Tenant must not affect the free flow of these joints. | | | |
| WALLS | | | | | |
| All external walls to afford the premises suitable weather protection Premises walls shall be constructed in masonry to the heights nominated on the lease plan, or unpainted flush plasterboard on steel stud(fire | | To install and finish all internal walls, partitions and extensions to the intertenancy walls. To clad and finish all exposed block/brick work throughout NOTE: all shop fitting and or shelving must be installed independently and free standing from the wall. The wall is not to be used to support the Tenant's fit-out. | | | |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT | TENANTS WORKS & RESPONSIBILITIES |
|---|---|---|
| | TENANT'S COST (CATEGORY 1) | |
| rated as necessary). Base Building Inter Tenancy Walls are built to 3500mm above FFL. | | |
| NOTE: Where applicable and at the determination of the Builder, demising walls may be constructed in concrete block, brick, metal stud framed walls or a combination of both. | | |
| COLUMNS | | |
| Columns are either off form concrete or unclad steel columns that may be treated for fire protection — with the exception of the mall columns at the perimeter of the tenancy line which will be clad on 3 sides- full height (ceiling / bulkhead line). | Rectification of any damage to the Landlords column finish where caused by the Tenant's fit-out. | To clad and finish all columns, down pipes and service provisions within the tenancy. |
| CEILINGS | | |
| No ceiling will be provided within the tenancy. Unless otherwise provided the Landlord may use the ceiling void for air conditioning equipment for the tenancy and for the mall. The Landlord will install the air handling units servicing the tenancy within the ceiling space. | | Ceiling design and installation Installation of finished set plasterboard or other approved ceiling material and any bulkheads required from the lease line to the tenancy. It is the tenants responsibility to ensure that all ceiling services are co-ordinated with the lighting. Access panels for all base building and fit-out services are to be installed by the tenant as nominated by the Landlord or the Builder. Where the Tenant elects not to install a ceiling, a 1000mm set plasterboard ingo is required from the shopfront line. Where a Tenant elects not to install a ceiling all services are required to be boxed in or tidied up at the landlords discretion. The slab or roof above is to be painted out to the Landlords satisfaction. |
| ROOF | | |
| An exposed concrete roof structure will generally | | |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT | TENANTS WORKS & RESPONSIBILITIES |
|--|-----------------------------------|---|
| | TENANT'S COST (CATEGORY 1) | |
| be provided over the premises or where | | |
| applicable steel framed structure will be provided | | |
| in lieu. | | |
| ELECTRICAL | | |
| | • | censed by the Electrical Inspector, in compliance with IEE/UK Wiring Regulations (BS |
| , , , | _ | breakers, switches, sockets, light fittings, DB,s ELCB/RCBO's and the like. |
| premises opening for business. | spected and approved by the local | Electrical Inspector, whose certificate must be provided to the Landlord prior to the |
| Power supply up to 5kW will be 230v single ph | iase | |
| Power supply over 5kW will be 400/230v three | | |
| LESCO or its successors will be the sole provid | er to the Complex | |
| Tenancies will receive a supply cable to the | · | The Tenant <u>must</u> make arrangement with LESCO for the premises power |
| capacity of 50 watts/square metre. | | connection. |
| The supply will be provided to the location in the | | Install an approved distribution board |
| premises noted on the Premises Plan. | | Reticulation of all lighting and power circuits from the distribution board to the |
| The LESCO power shall be fully backed up by | | fittings in accordance with the approved fit-out plans. |
| standby generators owned and operated by the | | Correct earthing of all of the equipment and wiring. |
| Landlord on a 24/7 basis | | • For the shop front lighting zone (1000mm from the shopfront line, provision is |
| The Landlord will provide BMS monitored meters for the back-up power and the Tenant will be | | to be made for connection to the centres BMS for Centre Management to be |
| charged for consumption. | | able to control these lights for a period prior to the premises opening and following closing times each day. |
| Temporary power during the fit-out period will be | | Install emergency and exit lights. |
| provided by the Landlords Contractor. | | Signage and security |
| A TNS earthing connection shall be provided in | | Install a UPS with sufficient capacity to be able to run at least 10% of the |
| each disconnect switch at the Premises | | lighting and the Tenants essential power for a period of not less than 10 |
| | | minutes |
| | | Obtain authority inspections, connections and pay all of the required fees. |
| | | Refer Appendix K electrical and lighting Brief Specifications and non- permitted fittings. |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT | TENANTS WORKS & RESPONSIBILITIES |
|---|--|---|
| | TENANT'S COST (CATEGORY 1) | Tenants are not permitted to install their own back-up generators. |
| | | Multi point power boards are not permitted in the premises. |
| TELEPHONE & DATA SYSTEMS | | |
| A PTCL GPON (Gigabit Passive Optical Network) system ONU (Optical Network Unit) will be installed in the Complex A 2-core fibre optic cable termination will be available at a micro-ODF (Optical Distribution Frame) will be installed to the location indicated on the premises plan. Location will be at ceiling height at the rear of the | | PTCL connection/devises, PABX or similar along suitable structured cabling |
| premises | | |
| ALARM SYSTEMS | Τ | Γ |
| Fire The centre will provide an alarm based smoke and fire detection system, with connection to the statutory fire authority. | • Connection of the premises to the Landlords fire control systems | Fire For premises <64m² smoke detectors connected to the Landlords system. For premises > 64m² installation of a fire detection and alarm system for the premises plus connection to the Landlords system. |
| Security & EWIS (Early Warning Information System) The Landlord will install a 24/7 CCTV monitoring system and provide security guards during the trading hours for the common area of the mall. A speaker system covering all areas of the common area of the mall. A 10 watt voice alarm signal. | Security and EWIS • For premises <64m2 the instore speakers and wiring. | Security and EWIS Premises security systems as required by the Tenant for the protection of their property within the premises, including after-hours monitoring if required. Audible alarms are not permitted The Tenant may install, at the Tenants cost, an emergency alarm to the Landlords security monitoring centre. In-store merchandise security devices must be integrated into the Tenants overall approved fit-out plans. For premises >64m2 an in-store voice alarm system of minimum 10 watt sourced from the Landlords EWIS. |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES |
|--|--|--|
| | | NOTE: as a minimum the cable from the system to the first speaker on each branch must be fire rated cable as noted in the Brief Specification. |
| Plumbing and Drainage | | |
| A valved tempered water supply dia 20mm maintained at 30 deg C year round to the location noted on the premises plan. Sanitary drainage outlet, dia 40mm, to the location noted on the premises plan. FIRE SUPRESSION & SAFETY SYSTEMS | | Installation of suitable pipework for the connection to a hand basin/small sink. Basin/sink cabinets are to be provided with a tiled splashback of no less than 500mm high. Cooking facilities are not permitted excepting tea and coffee making facilities. |
| The Complex will be covered with a fire | | All internal sprinkler and hydrant reticulation as per NFPA13 and NFPA 14 for |
| suppression system, including both sprinklers and hydrants which will be connected to the UL/FM approved fire pump. Each tenancy will be provided with a fire pipe and valve to the rear of the premises of suitable size for the premises. A mall Fire Safety System designed to BS 9999 Premises <25m² shall use the common area as an escape route Premises >25m² will be provided with a connection to a rear fire passage Premises >25m² but not connected to a rear fire passage must provide a secondary exit via portion of the premises shop front design | | Sprinklers Fire piping& hydrants Portable fire extinguishes, correctly installed and labeled Installation of a premises Fire Safety System which provides for clear escape routes, illuminated exit signs to designated fire escapes. All wall, ceiling and floor penetrations to be correctly fire checked. |
| HVAC System | | |
| General retailers The landlord will provide all premises with chilled water during normal trading hours as described in | | General retailers Provide to the Landlord's fit-out co-ordinator an air conditioning plan for the premises for approval |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT | TENANTS WORKS & RESPONSIBILITIES |
|---|-----------------------------|---|
| the Lease Ceiling hung low height AHU's or FCU's at the rear of the premises. Each unit will be will be fully plumbed and controlled Each unit will be connected to and controlled by the Complex BMS Fresh air supply will be provided via the Central AHU's An automatic temperature control display MCC for the AHU's and FCU's Mini Majors Chilled water connections with flow rates as follows: Supply temperature 45° F Return temperature 65°F Ground floor 148 TR First floor 157 TR Second floor 316 TR Third floor 84 TR | TENANT'S COST (CATEGORY 1) | All internal reticulation from the AHU/FCU to air outlets using approved equipment and installed in accordance with the approved fit out plan Mini Majors All internal installation of the HVAC system beyond the chilled water connection Automatic controls with interface to the Complex BMS Fresh air supply/extraction via provided louvers Extract arrangements for refrigerant, smoke extraction system, ducting, plumbing, insulation, air devices and electrical connections to the premises DB |

Food Court & Restaurants – Built Form

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES | | | | |
|---|---|--|--|--|--|--|
| SHOPFRONT | SHOPFRONT | | | | | |
| External public area floor finish up to the tenancy line. Extent shown on leasing plan (kiosk excluded) External ceiling finishes up to the tenancy lease line External lighting and power to the public area | | Unless otherwise stated in the Agreement to Lease, the entire shopfront and all of its components including structure, glazing, door closure and signage requirements by the Tenant to the Landlord's approval All approved external furniture, fittings, seating and umbrellas. | | | | |
| FLOOR | | | | | | |
| Concrete finish There is a minimum set down of 50mm from the finished floor level in the malls to that of the each tenancy | Rectification of any damage to the Landlord's floor finish where caused by the Tenant's fit-out and the fit-out works Any service penetrations, subject to the Landlord's Structural Engineers Approval. | All applied floor finishes throughout the tenancy including allowances for all transitions and built up to the mall level. All floor grading to the entrance area and if required for drainage. In wet areas the Tenant must install a waterproof membrane between the concrete floor slab and the finished floor. The membrane must return up the wall a minimum 200mm an all wall faces in wet areas. Prior to installing the finished floor the Tenant must obtain the approval of the fit-out coordinator for the membrane work. In the event of expansion joints occurring within the premises the tenants design must make allowances for the expansion joints and the Tenant must not affect the free flow of these joints. | | | | |
| WALLS | | | | | | |
| All external walls to afford the premises suitable weather protection Premises walls shall be constructed in masonry to the heights nominated | | To install and finish all internal walls, partitions and extensions to the inter-tenancy walls. To clad and finish all exposed block/brick work throughout NOTE: all shop fitting and or shelving must be installed independently and free standing from | | | | |
| on the lease plan, or unpainted flush | | the wall. The wall is not to be used to support the Tenant's fit-out. | | | | |

Appendix G

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES |
|---|---|---|
| plasterboard on steel stud(fire rated as necessary). Base Building Inter Tenancy Walls are built to 3500mm above FFL. | | |
| NOTE: Where applicable and at the determination of the Builder, demising walls may be constructed in concrete block, brick, metal stud framed walls or a combination of both. | | |
| COLUMNS | | |
| • Columns are either off form concrete or unclad steel columns that may be treated for fire protection – with the exception of the mall columns at the perimeter of the tenancy line which will be clad on 3 sides-full height (ceiling / bulkhead line). | Rectification of any damage to the Landlords column finish where caused by the Tenant's fit-out. | To clad and finish all columns, down pipes and service provisions within the tenancy. |
| CEILINGS | | |
| Ni ceiling will be provided within the tenancy. Unless otherwise provided the Landlord may use the ceiling void for air conditioning equipment for the tenancy and for the mall. The Landlord will install the air handling units servicing the tenancy within the ceiling space. | | Ceiling design and installation Installation of finished set plasterboard or other approved ceiling material and any bulkheads required from the lease line to the tenancy. It is the tenants responsibility to ensure that all ceiling services are co-ordinated with the lighting. Access panels for all base building and fit-out services are to be installed by the tenant as nominated by the Landlord or the Builder. Where the Tenant elects not to install a ceiling, a 1000mm set plasterboard ingo is required from the shopfront line. Where a Tenant elects not to install a ceiling all services are required to be boxed in or tidied up at the landlords discretion. The slab or roof above is to be painted out to the Landlords satisfaction. |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES | | | |
|---|--|---|--|--|--|
| ROOF | 12.0 m. 5 cos (c. 12com 2) | | | | |
| An exposed concrete roof structure | | | | | |
| will generally be provided over the | | | | | |
| premises or where applicable steel | | | | | |
| framed structure will be provided in | | | | | |
| lieu. | | | | | |
| ELECTRICAL | | | | | |
| 7671) using the best quality mate The completed electrical installation the premises opening for business Power supply up to 5kW will be 20 Power supply over 5kW will be 40 | The Tenants interior fit-out work will be carried out by an electrical contractor licensed by the Electrical Inspector, in compliance with IEE/UK Wiring Regulations (BS 7671) using the best quality materials including but not limited to cables, circuit breakers, switches, sockets, light fittings, DB,s ELCB/RCBO's and the like. The completed electrical installation will be inspected and approved by the local Electrical Inspector, whose certificate must be provided to the Landlord prior to the premises opening for business. Power supply up to 5kW will be 230v single phase Power supply over 5kW will be 400/230v three phase phase | | | | |
| LESCO or its successors will be th | e sole provider to the Complex | | | | |
| Tenancies will receive a supply cable to the approximate for the formula | | The Tenant <u>must</u> make arrangement with LESCO for the premises power connection. | | | |
| to the capacity of 50 watts/square | | Install an approved distribution board | | | |
| metre. | | Reticulation of all lighting and power circuits from the distribution board to the fittings in | | | |
| The supply will be provided to the location in the premises noted on the | | accordance with the approved fit-out plans. | | | |
| Premises Plan. | | Correct earthing of all of the equipment and wiring. The third part line to be a found line to be a found line and line to be a found line t | | | |
| The LESCO power shall be fully | | • For the shop front lighting zone (1000mm from the shopfront line, provision is to be made for connection to the centres BMS for Centre Management to be able to control these | | | |
| backed up by standby generators | | lights for a period prior to the premises opening and following closing times each day. | | | |
| owned and operated by the Landlord | | Install emergency and exit lights. | | | |
| on a 24/7 basis | | Signage and security | | | |
| The Landlord will provide BMS | | Install a UPS with sufficient capacity to be able to run at least 10% of the lighting and the | | | |
| monitored meters for the back-up | | Tenants essential power for a period of not less than 10 minutes | | | |
| power and the Tenant will be | | Obtain authority inspections, connections and pay all of the required fees. | | | |
| charged for consumption. | | Refer Annexure J for electrical and lighting Brief Specifications and non- permitted fittings. | | | |
| Temporary power during the fit-out | | Tenants are not permitted to install their own back-up generators. | | | |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES |
|---|--|---|
| period will be provided by the Landlords Contractor. A TNS earthing connection shall be provided in each disconnect switch at the Premises | | Multi point power boards are not permitted in the premises. |
| TELEPHONE & DATA SYSTEMS | | |
| A PTCL GPON (Gigabit Passive Optical Network) system ONU (Optical Network Unit) will be installed in the Complex A 2-core fibre optic cable termination will be available at a micro-ODF (Optical Distribution Frame) will be installed to the location indicated on the premises plan. ALARM SYSTEMS | | PTCL connection/devises, PABX or similar along suitable structured cableing |
| | Eiro | Eiro |
| Fire The centre will provide an alarm based smoke and fire detection system, with connection to the statutory fire authority. | Fire Connection of the premises to the Landlords fire control systems | Fire For premises <64m² smoke detectors connected to the Landlords system. For premises > 64m² installation of a fire detection and alarm system for the premises plus connection to the Landlords system. |
| | | Security and EWIS |
| | | Premises security systems as required by the Tenant for the protection of their property within the premises, including after-hours monitoring if required. Audible alarms are not permitted The Tenant may install, at the Tenants cost, an emergency alarm to the Landlords security monitoring centre. |
| Security & EWIS (Early Warning Information System) • The Landlord will install a 24/7 CCTV | Security and EWIS • For premises <64m2 the in- | In-store merchandise security devices must be integrated into the Tenants overall approved fit-out plans. |

| LANDLORD'S WORKS | WORKS BY LANDLORD AT TENANT'S COST (CATEGORY 1) | TENANTS WORKS & RESPONSIBILITIES |
|---|--|---|
| monitoring system and provide security guards during the trading hours for the common area of the | store speakers and wiring. | • For premises >64m2 an in-store voice alarm system of minimum 10 watt sourced from the Landlords EWIS. |
| mall. | | NOTE : as a minimum the cable from the system to the first speaker on each branch must be |
| A speaker system covering all areas | | fire rated cable as noted in the Brief Specification. |
| of the common area of the mall. | | |
| A 10 watt voice alarm signal. | | |
| Plumbing and Drainage | | |
| A valved tempered water supply dia | | Installation of suitable pipework for the connection to a hand basin/small sink. |
| 20mm maintained at 30 deg C year | | Basin/sink cabinets are to be provided with a tiled splashback of no less than 500mm high. |
| round to the location noted on the | Location to be determined | Cooking facilities are not permitted excepting tea and coffee making facilities. |
| premises plan. | | • |
| Sanitary drainage outlet, dia 40mm, to the leasting petad on the | | |
| to the location noted on the premises plan. | | |
| GAS | | |
| SYN GAS (LPG/AIR MIX). Separate | | |
| meter to each tenancy. No gas to | | |
| kiosk locations | | |
| FIRE SUPRESSION & SAFETY SYSTEMS | | |
| • The Complex will be covered with a | | All internal sprinkler and hydrant reticulation as per NFPA13 and NFPA 14 for |
| fire suppression system, including | | - Sprinklers |
| both sprinklers and hydrants which | | - Fire piping& hydrants |
| will be connected to the UL/FM | | - Portable fire extinguishes, correctly installed and labelled |
| approved fire pump. | | - Fire suppression blanket or blankets (min 1 per cooking appliance) |
| Each tenancy will be provided with a | | Installation of a premises Fire Safety System which provides for clear escape routes, |
| fire pipe and valve to the rear of the | | illuminated exit signs to designated fire escapes. |
| premises of suitable size for the | | All wall, ceiling and floor penetrations to be correctly fire checked. |
| premises. | | |

Appendix G

| | T | |
|--|-----------------------------|--|
| LANDLORD'S WORKS | WORKS BY LANDLORD AT | TENANTS WORKS & RESPONSIBILITIES |
| A mall Fire Safety System designed | TENANT'S COST (CATEGORY 1) | |
| to BS 9999 | | |
| • Premises <25m ² shall use the | | |
| common area as an escape route | | |
| Premises >25m² will be provided with a connection to a rear fire | | |
| passage | | |
| • Premises >25m² but not connected | | |
| to a rear fire passage must provide a | | |
| secondary exit via portion of the | | |
| premises shop front design | | |
| HVAC System | | |
| F & B retailers | | General retailers |
| The landlord will provide all premises with a filled contain desire a contain. | | Provide to the Landlord's fit-out co-ordinator an air conditioning plan for the premises for |
| with chilled water during normal trading hours as described in the | | approval All internal reticulation from the AHU/FCU to air outlets using approved equipment and |
| Lease | | installed in accordance with the approved fit out plan |
| Ceiling hung low height AHU's or | | Installation of commercial grade extractor kitchen hoods, including filters and the exhaust |
| FCU's at the rear of the premises. | | fans |
| Each unit will be will be fully | | Make up air system including fans and filtration arrangement to make up for the amount |
| plumbed and wired | | of air extracted from the kitchen, to maintain a small negative pressure (5-10 Pascals)in |
| Each unit will be connected to and | | the kitchen, which will not take more than 5-10% of its air requirement from the air |
| controlled by the Complex BMS | | conditioned air. |
| Provision will be made in the architecture and structural design for | | Extract air openings/louvers in the architectural design of the building façade shall be approved or designed by the the Centre's architect. |
| installation of extract air and make | | approved or designed by the the centre's distintest. |
| up air system | | |
| An automatic temperature control | | |
| display | | |
| MCC for the AHU's and FCU's | | |

Hoarding Specifications

Hoardings must be erected in accordance with the following specifications;

- Construction: to be craftwood, plywood or other prefinished boards e.g. Melamine panels internally framed and fixed back to shopfront. Finished surgaces to face mall (painted white). Type of board to be approved by Tenancy Coordinator.
- Height: the hoarding must fully encapsulate the shopfront including the tenancy bulkhead. It should be full height, floor to ceiling, or to a height above the tenancy bulkhead and signage and have a solid lid, or to an agreed height with the Tenancy Coordinator.
- Hoarding must provide complete dust protection to all retail areas. If during the fitout plastic is required to be used it must be white in colour. No black plastic permitted.
- Access door must be hinged, locakble and open inwards.
 A key must also be provided to Tenancy Coordinator for emergency access.
- Non prefinished boards must have a fresh coat of paint to all exterior surfaces. Colour to be specified by Tenancy Coordinator.
- Hoardings are to extend no further than one meter into the mall. If required, this is to be coordinated with the Tenancy Coordinator.

- Hoarding must be maintained for the duration of the fitout/ defit. They must be safe and in an acceptable condition to the Tenancy Coordinator at all times.
- All the above must be completed to the Landlord's satisfaction prior to commencement of works. Failure to do so will result in the termination of works.
- Shopfitter's advertising of logos is not permitted on any hoarding panels.
- External Hoarding is to be as above but constructed with weather resistant materials and to be tied back to the main structure at the head and fixed securely at the base.
- Any damage to head or base materials/structure is to be made good by the Tenant and to the Tenancy Coordinator's satisfaction.
- NOTE: All hoardings must be erected and dismantled outside trading hours and timing to be agreed with the Tenancy Coordinator. Please contact the Tenancy Coordinator if clarification is required.
- Note: Hoardiings will not be be required where the Tenants shopfront has been installed 14 days prior to the Centre opening. Thereafter hoardings and dust projection MUST be provided by the Tenant and to the approval of the Tenancy Co-Ordinator.

Appendix I Shopfront Examples 69







Appendix I Shopfront Examples 70











Appendix I Shopfront Examples 71



Mall and Tenancy floor transition - tiled ingo example



HOUSE RULES

- Introduction
- 2. Documentation
- 3. Consent To Carry Out Works
- 4. General Condition For Tenant's Contractor
- 5. Works On Air Conditioning
- Works On Essential Services
- 7. Security

Agreement To Abide By House Rules

1. INTRODUCTION

This set of House Rules has been prepared to provide guidance for Fit-out Contractors working on and within the property. These rules come into effect following all approvals as required by the Emporium Mall Fit-out Guide and handover of the tenancy. Tenants and their Contractors will be requested to acknowledge acceptance of these rules and that their contractors will obey them. These rules should be read in parallel with the Fit-out Guide. The Tenant will be held responsible should the Tenant's Contractors not comply with these rules and / or the Fit-out Guide.

The Tenant Coordinator & Builder have the power to give and relinquish permission for your contractors to work on site. Any continued breaches of these Rules or the Fit-out Guide may result in the costs of such breaches being levied to the Tenant and / or the Fit-out Contractor being prevented from entering the site.

After handover of the Tenancy to the Tenant, the Tenant is responsible for any further damage to the Outlet and / or common area as a result of works undertaken by the Tenant's Contractors etc. Any damage to the Retail Centre caused by the Tenant's Contractors must be made good at the Tenant's expense, to the satisfaction of the Tenant Coordinator / Builder. Tenant's Contractors must come to site equipped with the necessary protective work gear / signage and barricades as required for a safe worksite and relevant authorities, including safety boots, hard hats, eye wear, gloves, etc as applicable. Tenant's Contractors will not be permitted to use the Centre's equipment.

All Contractors and sub-contractors are required to report to, and sign-in at the Builder's Site Office and be inducted to site requirements prior to commencing Works in the tenancy. Any personnel found in the Retail Centre who has not been inducted or signed in will be ordered to stop work immediately.

4. GENERAL CONDITION FOR TENANT'S CONTRACTORS

4.1 Access & Working Hours

Access to interior shops will normally only be available during normal site hours. If access is required outside these hours, special arrangements must be made through the Builder or the Tenant Coordinator. This may incur costs payable by the Tenant for attendance of security staff to unlock, guard and lock the site whilst the fit-out Contractor is on site.

4.2 Delivery and Movement of Plant & Building Materials

Delivery of plant and fit-out / building materials through the malls or service corridors will not be permitted during normal shopping hours, except with prior written approval from Centre Management, which may be subject to conditions for the protection of the public. It should be noted that no obstruction to car parking facilities would be permitted. The Tenant Coordinator is to be notified of any one item that is greater than 500kg being moved within the building. The Builder or Tenant Coordinator must be present during the moving of materials around the building or during periods of any major construction.

Under no circumstances are goods or materials to be brought in through the entrance foyers.

The Contractors are to ensure safety matting is fitted at the
entrance and exit of the fit-out premises to prevent dirt /
dust and debris being walked through the Centre's common
area. Should such be found and it is evident that it generated
form the tenancy, both the Tenant and the Contractor will be
held responsible to clean it up immediately and to ensure
the surface is safe to enable passage by other users of the

property including but not limited to – the general public and other service providers;

- Floors in the common area outside the shop are to be left clean and tidy at all times;
- Movement of materials and bulky equipment is only permitted outside of the Centre's normal shopping hours;
- Only rubber tyred trolleys may be used (to avoid damage to floor tiles); and
- The fit-out Contractor must ensure that public area finishes are protected as required to prevent damage or staining of finishes, to a standard acceptable by the Tenant Coordinator.

Any damages to public areas will be billed to the Tenant and are to be paid by the Tenant within 48 hours of receipt of the invoice.

4.3 Parking "No Parking"

Parking will not be permitted anywhere on site.

Questions on any of the items above should be addressed to the Tenant Coordinator.

4.4 Loading Dock

The loading dock is not a car park. The service yard may only be used for:

- Unloading building materials;
- Loading or unloading tools or equipment;
- Removal of debris during construction.

Approval from the Builder or Tenant Coordinator must be obtained

prior to using the service yard.

4.5 Shopfront Hoarding

Prior to the commencement of fit-out work, a suitable hoarding of sandwich panel construction, 2400mm high located on the lease line. The top of the hoarding must be sealed to the adjacent mall bulkhead with PVC or similar sheeting to contain dust & noise. Hoardings must have a hinged lockable door with a door closer; opening inwards into the shop (not out into the mall). Hoardings must only be removed upon completion of installation of shopfront.

No bracing or fixings are permitted to the mall floor.

4.6 Storage of Material on Site

Materials and equipment etc are to be stored within the tenancy. Neither the Lessor nor Centre Management / Tenant Coordinator accepts any responsibility for any loss or damage.

No building materials, debris nor rubbish is to be placed in the Centre's common areas including but not limited to loading dock, emergency exit paths, verandahs, corridors, refuse areas, centre bins / compactor.

4.7 Standard of Workmanship

All work shall be carried out by suitably qualified personnel, and in a manner that complies with the relevant standards, regulations and accepted industry practice.

4.8 Safe Practices

It is the Fit out Contractor's responsibility to ensure that the Work Safe Code of Practice is to be adhered to at all times, especially around electrical equipment.

- Fit-out contractors are required to wear protective clothing applicable to their work and in accordance with Safe Worksite Practices.
- All portable electrical and power equipment used within or around the Centre are to be plugged and tagged and must be fitted with appropriate residual current devices (RCD).
- All fit-out work in malls or other common areas (where expressly permitted by Centre Management) must have hazard warning signs and / or barriers.

4.9 Rights to Refuse Access

Alterations or modifications to building services shall be designated by the Lessor's nominated consultants and carried out by the Lessor's nominated contractor or sub-contractor for the building. The Lessor, Builder or Tenant Coordinator reserves the right on reasonable grounds to refuse access to the building or any part thereof to any contractor.

4.10 Noisy or Disruptive Work

Work that creates the following must be undertaken outside of normal shopping hours (when Centre is open and trading).

- Noise (including but not limited to the use of electric power tools and hammers)
- Strong odours (including but not limited to paint, polyurethane, epoxy)
- Fumes, dust or any other disruption.
- Vibration works such as but not limited to jack hammers etc

The Centre Management or Tenant Coordinator shall be advised

of any noisy or disruptive works proposed, so that the work can be coordinated so as not to disturb or disrupt any other planned and authorised activities.

Contractors and their staff are not permitted to operate radios with amplified music etc. while working in the building which will likely cause disturbance to adjoining tenants or the public.

4.11 Nuisance

All workmen are to refrain from and to take every precaution to ensure that persons employed by him shall refrain from the commission of any act of trespass, nuisance or negligence or from any conduct which may be offensive or constitute a danger to persons or property within the site. In case any loss, damage or injury shall occur to persons or property as a result of any such trespass, nuisance, negligence or conduct the Tenant and the Fit-out Contractor concerned shall be responsible to make good all such loss, damage or injury or pay full compensation.

4.12 Smoking and Spitting

Smoking and spitting is strictly not permitted within the Retail Centre.

4.13 Use of Building Facilities

Use of building facilities other than those designated by the Lessor or Centre Management is not permitted. Under no circumstances are tools, brushes etc., to be cleaned in basins located in toilets or other common areas. The contractor shall not use fire hydrants or other essential services equipment for the cleaning of equipment.

4.14 Cleaning Requirements

The fit-out contractor is responsible to ensure that all areas used by his workmen and others connected with the works are left in a clean and tidy condition to the satisfaction of the Centre Manager / Tenant Coordinator, during and at the completion of works.

Common areas are to be cleaned on a regular basis. The frequency of the cleaning will be at the discretion of the Builder / Tenant Coordinator. In no circumstances may contractor's materials or rubbish be left in mall areas, outside shopfront or in common areas. The Contractor shall cover the cost of cleaning these areas.

Some outlets will have marketing signs temporarily installed in their windows. These will be removed when the outlet is nearing completion. Removal of rubbish is not permitted during normal shopping hours when the Centre is open for trading. The path used for waste disposal is to be checked for cleanliness. If a trail is found, the Fit-out Contractor and Tenant will be responsible for cleaning it up immediately in a safe manner.

4.15 Removal of Rubbish and Construction Debris

Each contractor is responsible to regularly remove all rubbish from the tenancy and site for disposal outside of the Retail Centre area. The site must be kept clean and safe at all times. This includes keeping window glass tidily painted out and providing a well-constructed 2400mm high hoarding, painted white and subject to the Tenant Coordinator's approval so that the fit-out works are not visible to passers by.

All surplus building material and debris is to be properly removed from the premises, in sealed bags where possible.

The loading bay is not to be used as storage of rubbish or any

other materials. There is a cost to have rubbish removed which can be obtained from Probuild.

4.16 Removal of Redundant Equipment & Services

Alterations to services, which cause existing installations to become redundant, must include the removal of all such redundant materials and services.

4.17 Installation of Electrical Wiring

All Electrical works will be carried out to the relevant standard and any other related Statutory requirements to the specifications associated with these works.

4.18 Penetrations of Floor Slabs and Fire Rated Partitions

No structural fixings, slab or wall penetrations are permitted without the prior written consent of the Tenant Coordinator. The fit-out contractor, at their cost, must restore the fire ratings of any areas where floor or wall penetrations are made. Any damaged fire stopping must be repaired to the relevant standards and regulations. All penetrations must be core drilled. No hammer drilling is permitted. Please note that penetrations through slabs have to be coordinated with Probuild and that the slabs contain post-tensioned cables, which if struck are costly to repair.

- No drilling, grinding or smoke / dust generating activities shall commence without prior notification and approval of the Tenant Coordinator.
- No fixings are allowed to be exposed
- No holes shall be permitted through beams and columns.
- No fixing shall be permitted to any existing timber panelling.

4.19 Emergency Procedures:

It is the Fit-out contractor's responsibility to ensure that all their employees and sub contractors have read and fully understood the Builder Induction Handbook and be familiar with the building's emergency procedures.

4.20 Shutdown of Building Services

Shutdown of any central building services such as heating or chilled water pumps, electrical switchboards and / or risers, security system or air conditioning services will be subjected to the discretion of the Centre Management and only when the work is essential. All shutdowns will only be permitted with prior written approval of the Centre Management and only when adequate notice (10 working days) has been provided and will be strictly controlled and coordinated with other tenants to avoid unnecessary disruption to the building and its tenants.

All associated cost including providing temporary supplies to the building services shall be borne by the Tenant.

4.21 Labelling of Equipment

All additional or newly installed equipment, cabling and pipework must be labelled in accordance with original standards and specifications and / or as directed by the Tenant Coordinator, and identified on 'as built' drawings.

4.22 Use of Riser Cupboards

Riser cupboards may only be utilised for their designated use and only with the written approval of the Centre Management or Tenant Coordinator and at their sole discretion.

4.23 Access Through Fire Doors

Fire doors and plant room doors must not be propped open for any reason whatsoever. These doors should be left closed at all times and failure to comply with this direction will result in the fit-out contractor or their employee's dismissal from the building.

4.24 Protection of Finishes and Fixtures

All finishes, fixtures and fittings are to be adequately protected against damage to the satisfaction of the Centre Management or Tenant Coordinator. Any such damage is to be made good immediately, at no cost to the Lessor or its representative.

An inspection of the space will be carried out prior to the start of work and a list of defects to finishes shall be prepared.

Any further damage to finishes and fixture highlighted during the construction will be the responsibility of the Fit-out Contractor to make good at the Tenant's cost within reasonable time and to the satisfaction of the Tenant Coordinator.

4.25 Painting

The Builder / Tenant Coordinator shall be informed of any painting work in the building.

If an oil-based paint is being used, this work will be carried out outside of normal shopping hours.

In case of complaints of obnoxious smells from large painting work the Centre Management or the Tenant Coordinator shall have the right to stop the work immediately. This may then require the painting work to be done after normal shopping hours.

4.26 Hot Works Permit

All Contractors will take all reasonable precautions against fire.

The Fit-out Contractor shall obtain a 'Hot Works Permit' from the Tenant Coordinator prior to welding or cutting operations, which use or generate heat, flame or sparks.

The Contractor must use non-flammable shields acceptable according to all Work Safe guidelines and statutory requirements and must arrange all precautionary equipment in case of fire. Without limitation, fire extinguishers must be securely attached to each electric, oxyacetylene or Oxy-LPG welding plant brought onto the site and there must be the provision of an adequate supply of water.

A fire watch must be maintained for 30 minutes after the hot work activities have ceased. A 'Hot Work Permit' will not be issued when fire detection systems are out of service.

4.27 Electrical & Water Supply

Electrical and water supply for fit-out must be taken from the Tenant's own shop supplies, which must be fitted with meters by the Tenant prior to commencement of work. The Tenant must pay the cost of all such services and supply. A joint reading of the meters shall be taken with the Tenant Coordinator before connection of supply.

5.0 WORKS ON AIR CONDITIONING

5.1 Modifying Air Conditioning

The Tenant Coordinator shall supply a list of nominated contractors who shall be used for quoting on connections to the air conditioning system.

5.2 Modifying Ducting and / or Equipment

All AHU's / FCU's remains the property of the Lessor and as such must not be altered or removed without permission from the Lessor. Storage of any redundant equipment may be stored on site if suitable areas are available. Storage can be organised through the Centre Management / Tenant Coordinator.

Any equipment that is relocated must be fully recommissioned.

Associated test results must be submitted to the Tenant

Coordinator for records and certified by the Lessor's Consultants /

Contractors at the Tenant's cost.

6.0 WORKS ON ESSENTIAL SERVICES

6.1 Modifying Essential Services

Alterations or modifications to essential services are to be carried out by sub-contractors servicing the building as nominated by the Lessor or its representative.

6.2 Compliance

The Fire and EWIS controls associated with these works must comply with the statutory provisions and the requirements of the relevant Codes and Standards (including those of the Insurance Council of United Kingdom).

6.3 Smoke Detectors

Smoke Detectors may be activated by situations similar to smoke, such as dust from working dry concrete, masonry or gyp-rock.

The fit-out Contractor shall be responsible for any false fire alarms and consequent charges from the authorities caused by work on their behalf. Detectors must be isolated, protected and cleaned as required when work is being carried out. Detectors must also be cleaned on completion of work.

All security and fire alarm isolation will require at least three (3) working days prior notification to Centre Management. This may be necessary where work is likely to generate dust, smoke or fumes which may set off alarms.

6.4 Isolating Essential Services

No work on Emergency or Fire Protection Services that involves the isolation or disruption of the service may take place until the Lessor has given approval. Shutdown of the services overnight or for periods in excess of 12 hours will only be permitted at the Lessor or its representative's discretion and only when a minimum of three (3) working days' notice has been given. The Fit-out Contractor will need to appoint a static guard for overnight supervision of fire protection services, which cannot be reinstated that day.

7.0 SECURITY

7.1 Door Locks

The Tenant must install locks on all doors they wish to secure.

7.2 Access to Service Areas

The layout of the tenancy should not prevent free access to common area cupboards, risers or plant rooms.

| I / we hereby agree to the enclosed undertaken at Emporium and will ab | |
|--|--------------------------------------|
| Signed: | |
| Fit-out Contractor – Company Name (print name) | Tenant – Trading Name (print name) |
| Fit-out Contractor – Name Name Representative's (print name) | Tenant's Representative (print name) |
| Fit-out Contractor's Signature | Tenant's Signature |
| Date: | Date: |

TENANT ELECTRICAL WORKS SPECIFICATIONS

A. BASIC MATERIAL AND METHODS

1. General

- a) Electrification work shall be carried out by a licensed Electrical Contractor, in conformity with the 17th Edition of the UK IEE "Regulations for Electrical Installations", the "Electricity Act, 1910", the "Electricity Rules, 1937", in accordance with the requirements of the local Electric Inspector, the utility, the Pakistan Telecommunications company Ltd / Authority & to the satisfaction of the Employer/Consultant.
- b) It shall be the responsibility of the Tenant /Contractor to serve notices on, submit documents to, and to have the installation passed by the relevant Authorities, and obtain all necessary approvals and sanctions at no extra cost to the Employer. And without delay at any stage from submission of document to approval.
- c) The Contractor shall take care not to damage the existing structures, services and equipment during execution of work. If so done, he shall repair and make good all losses at his own cost.

2. Statutory Approval

It shall be the Tenant/Contractor's responsibility to file all applications and give all notices and pay Official GOVENMENT INSPECTOR expenses and costs.

When the installation is complete, the Contractor shall intimate the power supply authority/Electrical Inspector and make such tests as required by them to demonstrate conformance with the regulations prior to their connection to the installation. The extent of work specified represents the minimum requirements and includes energisation of the building electrical loads.

3. Materials and Workmanship

All materials, equipment, accessories, fixtures & fittings shall be new of latest model and in accordance with specifications of the British Standards Institute, International Electrotechnical Commission and Pakistan Standards Institute.

Samples & detailed manufacturer's shop drawings (including dimensional plans, elevations, sections, line and wiring diagrams, foundation details, component characteristics and data, etc.) shall be approved by the TENANCY COORDINATOR before purchase or fabrication.

All workmanship shall be first class, and undertaken by licensed workmen, skilled in the particular type of craft. For specialised systems (voice/data, fire-alarm, etc.), installation and commissioning shall be undertaken under the supervision of an engineer trained at the respective manufacturer's factory.

The Contractor shall provide "Danger Boards" on all panels and "Shock Charts" wherever required to comply with the requirements of Electricity

4. Standards and Typical Designs

The specification either cites or implies British/IEC Standards. Other comparable European and U.S. Standards and typical designs are acceptable, providing that they in no way detract from the quality, safety, operability, or durability of the equipment and material furnished. However, when other standards or typical designs other than those cited or implied are offered by the Contractor, he shall set these forth in detail in his proposal.

5. Testing & Commissioning

Before the final inspection, the tenant/contractor will confirm that the installation has been examined, tested, is ready for use, that will operate and can be maintained efficiently.

Stage wise testing of the installation shall be carried out at site before/after commissioning of equipment and shall include the following as a minimum:

- a) Polarity test for switches, MCB's, MCCB's and fuses
- **b)** Earthing resistance tests, and circuit earth loop resistance tests

- **c)** Megger tests, on switchgear and cables
- Tests as specified for special electrical systems.
- e) The control systems shall be tested for correct operation by trial run and simulation of all operating and fault conditions.
- f) Operation, testing and commissioning of the entire installation.
- g) Copies of final test reports and values shall be provided to the Tenancy coordinator in triplicate.

The tenant/contractor will maintain the installation and all associated equipment as per engineering practices

6. Safety Program

- a) The Tenant/Contractor shall strictly follow at his own cost the Safety Programme outlined below and such additional measures as the Engineer or Engineer's representative may determine to be reasonably necessary.
 - i) Prior to commencement of work the successful Contractor shall submit safety programme for discussion with the Tenancy coordinator.
 - ii) The Contractor shall prepare a plan of the Works' Site to assure that storage areas for materials and equipment are located on the project/work site for maximum efficiency. This plan will be subject to the approval by the Tenancy coordinator.
 - iii) Activities between different operations and different crafts will be co-ordinated.
 - iv) The Contractor shall lay out and provide an efficient access system with information and directional signs posted as necessary.
 - **v)** All employees will be instructed on safe work method.
 - vi) The Contractor shall advise all his supervisory staff of their responsibility for the prevention of injury to persons or damage to property or equipment in their respective areas of supervision.
 - vii) Safety will be included in all job planning. This will include providing safe construction equipment and vehicles, protective equipment necessary for protection of workmen, and establishing methods for safe operation.
 - viii) Good housekeeping will be maintained at all times.
 - ix) Scaffolds, ladders, ramp", runways etc. will be constructed properly and maintained in safe conditions.
 - **X)** Ample fire protection will be provided and fire hazards guarded, by the Contractor.
 - **xi)** Adequate lighting, ventilation etc. will be provided as necessary, by the Contractor.
 - **xii)** Equipment will be properly and regularly inspected and maintained by the Contractor to the satisfaction of the Engineer.
 - **xiii)** The Contractor will assign to his employees only such duties as are within their physical and mental capabilities.
 - xiv) The Contractor will hold monthly meetings with his supervisory staff and the man incharge at the lower level will hold safety meetings of 10 to 15 minutes with his crew each week.
 - **XV)** First Aid facilities will be provided at job sites, the services of doctors and hospitals made available, and all supervisors instructed in handling of injured employees.
 - xvi) Adequate toilet facilities will be provided, maintained in a hygienic condition and their use enforced by the Contractor.
- b) Accident reports will be furnished to the Engineer for onward transmission to the Employer within 2 days of the reported accident. Copies of the safety programme will be supplied by the Contractor to the Tenancy coordinator and will be promptly posted in all offices in use of projects/works under this Contract.
- **c)** At all construction sites the following instructions shall be followed:

 $availability\ of\ safety\ (hard)\ hats,\ which\ should\ be\ worn\ by\ anyone\ visiting\ or\ working\ within\ the\ designated\ work\ area$

controlled entry to the designated work area

proper distribution of temporary electric power (use of RCDs/ELCBs, switch gear, cabling, socket outlets)

proper guarding of shafts, stairs and floor edges up, to a height of 42".

proper access stairs and ladders with handrails

properly demarcated passageways, which are kept clear of materials, equipment, and rubbish

daily cleaning of debris and rubbish from the site

adequate temporary lighting

proper housekeeping to reduce slipping and tripping hazards.

proper protection to pedestrians and adjoining buildings

Contractor's All-risk Insurance policy to be in place. To ensure safety of all people on the Site during the construction process, including Contractors' personnel and Employer's representatives, the following procedures shall be adopted

- **d)** By all Contractors for the use of temporary electricity supply.
 - i) Work shall generally be carried out in accordance with 16th Edition of UK IEE Wiring Regulations, BS CP 1017 "Distribution of Electricity on Building Sites", and the Pakistan "Electricity Rules, 1937" all legal formalities of the Electric Inspector's office shall be complied with.
 - ii) Construction of cables used shall be as follows:
 - To fixed distribution boards and fixed equipment, PVC/PVC/SWA/PVC, to BS 6346.
 - ♦ To moveable plant, flexible armoured cables, to BS 6116.
 - To welding electrode-holders, flexible cables to BS 638.
 - ♦ To portable tools and hand-lamps, flexible cords to BS 6500
 - iii) Installation of cables shall be as follows:
 - Outdoors, directly buried at least 500mm below grade, with tile covers and cable markers (at minimum 10 meter intervals and at bends), and in RCC pipe at road/traffic crossings.
 - Indoors, clipped to the surface at least 3000mm above floor/ground level.
 - Strain relief shall be provided at termination of all cables at equipment, plugs, etc..
 - Double earthing, with stranded copper conductors, shall be used to establish a TNS system. No separate earthing electrodes are required at each location.
 - iv) A main distribution board, to BS 4363, of totally enclosed sheet-steel construction (IP 54) shall be provided, with 30mA trip residual current device(s) for the earth-leakage protection of circuits. Short-circuit and overload protection shall be provided by circuit-breakers of the appropriate rupturing capacity.
 - v) Plugs, sockets, and accessories of a robust, unbreakable construction, to BS 4343, shall be used for all equipment. Portable tools, to BS 2769, shall preferably be of double-insulated construction and if possible be operated at 110V.
 - vi) A layout drawing of the proposed temporary installation with schematics, cable sizes and routes, earth conductors, and protection details shall be had approved from the Tenancy coordinator. After installation, test results (insulation resistance, earth-loop impedance, etc.) shall be submitted; re-testing shall be done every three months.

B. LV SWITCHBOARDS

1. Scope

The offered switchboard should be type tested switchpear and control gear Type Tested Assembly in compliance with IEC 61439-1, 2 OR 3. The manufacturer of the switchboard / motor load centre must have a current type test certificate.

The offered switchboard should have testing of response to internal arcing faults as per IEC – 61641.

The enclosure and main components circuit breakers, contactors, overload relays) shall be preferably of the same make and of **European origin only**

System should have the form of separation between the functional units for main switchboards as per IEC 61439 as specified.

Short circuit withstand capacities of complete assembly and components shall be as specified in the schedules and as per IEC requirements.

Main and sub-main panels, distribution board, and lighting panels, to IEC 61439, shall be of the cubicle type, totally enclosed, dust-proof, floor/surface/flush-mounting type, fabricated from 2.0-2.5mm sheet steel, degreased, rust-proofed with two costs of zinc-chromate/red-lead, and painted with two coats of enamel, with hinged covers, and metal safety plates. The equipment shall be rated 400 volts, and be suitable for operation on the utility supply. Boards shall be factory assembled, ready wired, and shall be complete with adequately rated electrolytic copper phase, neutral, and earth busbars, suitable clamps, clamps jointing and termination accessories, line-up terminals, earthing bolts, etc.

All distribution board doors shall be fitted with recessed hinges and combination catch and lock suitable for one common key operation. When the door is divided in such a manner it will give access to operate circuit breakers only, the remaining section of the door shall act as a safety barrier. The safety barrier shall be removable only by the use of a tool or special key.

Neoprene gaskets shall be provided for doors/detachable covers, gland plates, etc.

All outgoing circuit breakers including those shown as 'spare' in the schedules / single lines shall be fitted and wired up to terminals.

Terminals must also be provided for neutral & earth wires.

The busbars and other necessary accessories shall be fitted to accommodate future (spare ways) circuit breakers. This arrangement shall be provided to accommodate 20% future circuit breakers.

Distribution boards shall be fitted with suitable fixing brackets to enable the board to be wall mounted. The larger size board shall be suitable for floor mounting. In this case a plinth of 100mm height shall be provided.

Distribution boards shall be supplied with undrilled removable gland plates on the header to facilitate termination of the incoming supply and the outgoing circuit cables. The clear space (minimum 150mm) between terminal block and gland plate shall be provided for ease of termination and connection of cables / wires. Cable gland plates shall be 2mm mild steel, using 2mm hex bolts. Self-tapping screws are not acceptable.

Lifting lugs to be provided to avoid damage to the distribution board components, enclosure and finish.

2. Identification & labelling

The Contractor shall supply and install labels to identify all switchboards, modules, terminals and electrical components mounted on or within the respective switchboards, in accordance with the equipment identification detailed on the drawings.

Power connections shall be identified at each termination with the appropriate phase colour. All other wiring shall be colour coded in accordance with the supply authority's requirements.

Cables shall be identified at each termination by means of approved tags or strips numbered in accordance with the wiring diagram wire numbers. Each cable shall be identified adjacent to the cable gland.

Cable cores including neutrals shall be identified at each termination numbered in accordance with the respective wiring diagrams.

Feeder CPC/Earthing cable shall also be labelled.

Where an item of equipment is removable or has a removable part, such as doors, covers, plug-in-relays and the like, then the removable part shall be similarly identified. All labels and nameplates for indoor use shall be with black lettering on white background, unless specifically stated otherwise.

Wording on labels shall be in capital block letters.

Under no circumstances shall the colour green or green-yellow be used for other than earth connections.

All panels/boards shall be fitted with typed sub-circuit charts in water proof plastic coatings fixed to back of each door.

All panels/distribution boards shall have a main designation lable to IEC 61439 bearing the manufacturer's data, short circuit strength, etc.

Applicable Standards

| IEC 60947 | Series Specification for Low voltage switchgear and control gear |
|-----------|---|
| IEC 60269 | Series Low Voltage Fuses |
| IEC 60044 | Series Instrument Transformers |
| IEC 60255 | Series Electrical relays |
| IEC 60529 | Degree of protection provided by enclosures (IP code) |
| IEC 60185 | Current Transformers |
| IEC 60186 | Voltage Transformers |
| IEC 61439 | Factory built assemblies of low voltage switchgear and control gear |

| IEC 60445 | Identification of apparatus terminals and general rules for a uniform system of terminal marking, using an Alpha numeric notation |
|------------|---|
| IEC 60446 | Identification of conductors by colour or numeral |
| IEC 60473 | Dimensions of panels mounted indicating and recording electrical measuring instruments. |
| IEC 604617 | Graphical symbols for electrical diagrams |
| IEC 60688 | Electrical measuring transducers for converting AC electrical quantities analogue or digital signals. |
| IEC 60801 | Electromagnetic capability for Industrial process measurement and control equipment |
| IEC 61000 | Electromagnetic capability |

4. Documentation:

The switchgear manufacturer shall provide:

- a) Scaled layout drawing showing panel arrangements coordinated with incoming and outgoing cabling arrangements cabling including future panel extension. Arrangements
- b) selection of circuit breakers, protection coordination, discrimination/selectivity, cascading, short circuit levels, etc shall submitted including technical literature of each of selected component
- c) Detailed shop drawings, single line drawings, circuit diagrams, scaled drawing views/sections, plan drawings, installation and termination arrangements, list of components, technical literature of all components, gland plate drawing showing correct dia of cables.

The above documentation shall be submitted in triplicate outright for checking and approval before beginning with the production and construction.

The switchboard manufacturing shall be started only after the above have been approved by consultant/engineer.

The submission of the documentation has to be made in triplicate in both printed form, and as a soft copy. The final as-built documentation in triplicate shall additionally contain hard & soft copies of user/maintenance manual and hard & soft copies of technical literature, factory and fields test reports.

Testing

Before delivery, the switchboard shall be subjected to a routine test according to IEC 61439-1.

The manufacturer shall give at least 2 weeks notice prior to final tests. Factory tests shall essentially include, but not limited to:

- Visual inspection of appearance, construction, dimensions and workmanship
- Mechanical operating tests
- Insulation dielectric tests
- Interlocking, logic and wiring checks
- Settings of Adjustable circuit breakers

The second phase of testing shall be carried out after installation on site, before commissioning of equipment, and shall include the following as a minimum:

- Polarity tests for switches, MCCBs, and fuses.
- Earthing resistance tests.
- iii) Megger tests, on switchgear and cables.
- iv) Settings of all circuit breaker trip characteristics, as per client requirements
- v) Operation tests and commissioning of the entire substation/switchgear installation.
- vi) Operation tests of all automatically controlled devices with manual overrides.

Final copies of all test reports and values shall be given to the TENANCY COORDIANTOR in triplicate.

C. WIRING DEVICES

Switches, Socket and Accessories

Switches, to BS 3676, sockets to BS 196/546/1363, ceiling roses to BS 67, dimmers to BS 5518 (with RFI suppression to BS 800) etc. generally to BS 5733, shall be of white moulded plastic, all insulated type, suitable for flush mounting. Plastic cover plates, where used, shall be white, non-yellowing, atleast 5mm thick, with bevelled edges.

Switches shall be of the piano type, having integral moulded face plate, 1,2, or 3 gang. 20/16 amps switch socket outlets shall be of the 3 pin shuttered type with integral switch, mounting, to IEC 309/BS4343.

D. <u>Lighting/light fixtures</u>

All light fixtures must be procured form approved manufacturers as a complete assembly. All components (lamps, ballasts, wires, etc.) must conform to relevant BS/IEC safety standards and requirements.

LED light fixtures must be procured from approved manufacturers and must comply with following safety standards:

LED Drivers IEC 61347-2-13 [2006] IEC 62384 [2006]

LED Connectors IEC 60838-2-2 [2006]

LED Lamps, self-ballasted IEC 62560 Ed.1 [2010] IEC/PAS 62612 [2009]

LED Modules IEC 62031 Ed.1 [2008] IEC/PAS 62717 [2011]

LED Luminaires IEC 60598 Ed.1&2 [2008]

E. WIRES & CABLES

LV Cables

The LV cables, to BS 6346, shall be 3-core or 4-core, compacted stranded copper conductor, PVC insulated, laid up with suitable fillers to make a circular shape. Where required, the cable shall be galvanised steel wire armoured over an extruded PVC bedding and provided with an overall black PVC sheath. The voltage rating shall be 600/1000V, and the cores shall be colour-coded. the size, specification, and make of the cable shall be embossed on the sheath at 0.5 metre intervals (maximum).

Building Wire and Cable

Cable and conductors shall be PVC insulated, PVC sheathed with copper conductors, single/multicore, 450/750 volt grade for light and socket circuits and 600/1000 volt grade for motor and power circuits, to BS 6004 & BS 6346.

The neutral and phase conductors shall be coloured black and red/yellow/blue respectively. The circuit protective conductors shall be of hard drawn stranded bare electrolytic copper above the size of 6mm² (12 SWG), with a green/yellow sleeve at terminations, and for 6mm² and below a green/yellow PVC insulated conductor shall be used.

F. List of Approved Manufacturers/Supplier

| | Equipment | Make | Supplier |
|---|--|--|--|
| 1 | Cables/HDBC | Newage Cables Lahore Pioneer Cables Ltd. Karachi Pakistan Cables Ltd. Karachi | Local Market (Authorised agents/dealers) |
| 2 | Cable Lugs, Bi-metallic cable lugs & Ferrules, Cable Gland | Cembre, Tyco/Raychem, 3M,HEX | M/s Consumer Electric Block 9, Clifton Suite-115, G-20, The Forum, Block-9, Kahayban-e-Jami, Clifton Karachi, 74200 M/s ESW 93/H Block-6, PECHS, TEL: 92-21-34320673-6, FAX: 92-21-34320540 92-21-34546919, KARACHI. PAKISTAN |
| 3 | PVC Conduit & Accessories | Jeddah Pipes, Khi Beta, Lahore Galaxy (GALCO), Karachi Popular, Lahore | Procured from authorised distributors |
| 4 | Steel Conduit GI & Accessories | International Industries, Karachi | Procured from authorised distributors |
| 5 | Switch socket / outlet, etc accessories | Clipsal (Schneider Electric) Legrand MK | Procured from authorised distributors |
| | | Siemens | M/s Siemens B-72, Estate Avenue, S.I.T.E, Karachi Tel: 021-32574910 ext. 2717 |
| | Type Tested LV switchboards/ (Only | Schneider | M/s Schneider Electric 174-Shadman II, Canal Bank, Lahore-54000, Pakistan Tel: 042-37581343 |
| 6 | European Origin components) | ABB | M/s ABB (Pvt) Ltd. C-99, KDA Scheme No. 1, Karachi - 75460, Pakistan Tel: +92 21 3430 2101-4 |
| | | GE | M/s GE 12 Floor, Arfa Software Technology Park 346-B, Ferozpur Road, Lahore, Pakistan Tel: 042-35989741 |

| | 1 | İ | | |
|------------------|--|---|--|--|
| | | Philips | M/s. Philips electrical company, F-54 SITE, Karachi, Ph: 2560071-78, Fax 2570068. | |
| | | EAE | M/s. Mecatron Solutions Ground Floor, Plot # 353, Street # 20, Sharfabad, Karachi Ph: 021-34934441-2, | |
| 7 Light Fixtures | | GE | M/s GE 12 Floor, Arfa Software Technology Park 346-B, Ferozpur Road, Lahore, Pakistan Tel: 042-35989741 | |
| | | Cooper Lighting | M/s ESW 93/H Block-6, PECHS, TEL: 92-21-34320673-6, FAX: 92-21-34320540 92-21-34546919, KARACHI. PAKISTAN | |
| 8 | Emergency Lights/Central Battery System | EAE, Gent, Cooper, Bardic, Emergilite, GE, Osram, Olympia Electronics, Schneider, GE | Procured from authorised distributors | |
| 9 | Fan | Millat, Asia, Pak Fan | Procured from authorised distributors | |
| | | 3M | M/s.3M Pakistan (Pvt.) Ltd., Islamic Chamber of Commerce Building, ST-2A, Block-9, KDA Scheme 5 Clifton, Karachi. Ph: 111-225-536, Fax: 587-7865 | |
| 10 | Fire Stopping | Hilti | M/s Hilti suit# 609-6 th Floors, Progressive Plaza Beaumont Road, Karachi-75530, Pakistan. Ph: 5676303, 5676316, 5676322,5676372 Fax: 92-21-5670042 | |
| | | KBS | M/s Britlite Engineering Company, 29-C, 4th Sunset Commercial Street, Phase-IV DHA, Karachi Ph: 5383768, Fax: 5684106 | |
| 11 | Fire resistant cables | Belden, FCT, Firecell, Prysmian, Nexan, Raychem, FSC | Procured from authorised distributors | |
| 12 | FIRE ALARM SYSTEM(NFPA Based compatible with landlord fire alarm system) | Siemens Honeywell xls Secutron Notifier Simplex Fike BOSE | Procured from authorised distributors | |
| 13 | VOICE ALARM SYSTEM (EN -54 COMPLIANT SYSTEMS | BÖSE BOSCH TOA OPTIMUS HONEYWELL SIEMENS | Procured from authorised distributors | |

SAFETY PROGRAM

- a) The Tenant/Contractor shall strictly follow at his own cost the Safety Programme outlined below and such additional measures as the Engineer or Engineer's representative may determine to be reasonably necessary.
 - i) Prior to commencement of work the successful Contractor shall submit safety programme for discussion with the Tenancy coordinator.
 - ii) The Contractor shall prepare a plan of the Works' Site to assure that storage areas for materials and equipment are located on the project/work site for maximum efficiency. This plan will be subject to the approval by the Tenancy coordinator.
 - iii) Activities between different operations and different crafts will be co-ordinated.
 - iv) The Contractor shall lay out and provide an efficient access system with information and directional signs posted as necessary.
 - **V)** All employees will be instructed on safe work method.
 - vi) The Contractor shall advise all his supervisory staff of their responsibility for the prevention of injury to persons or damage to property or equipment in their respective areas of supervision.
 - vii) Safety will be included in all job planning. This will include providing safe construction equipment and vehicles, protective equipment necessary for protection of workmen, and establishing methods for safe operation.
 - **viii)** Good housekeeping will be maintained at all times.
 - ix) Scaffolds, ladders, ramp", runways etc. will be constructed properly and maintained in safe conditions.
 - **X)** Ample fire protection will be provided and fire hazards guarded, by the Contractor.
 - **xi)** Adequate lighting, ventilation etc. will be provided as necessary, by the Contractor.
 - **xii)** Equipment will be properly and regularly inspected and maintained by the Contractor to the satisfaction of the Engineer.
 - **xiii)** The Contractor will assign to his employees only such duties as are within their physical and mental capabilities.
 - Xiv) The Contractor will hold monthly meetings with his supervisory staff and the man incharge at the lower level will hold safety meetings of 10 to 15 minutes with his crew each week.
 - **XV)** First Aid facilities will be provided at job sites, the services of doctors and hospitals made available, and all supervisors instructed in handling of injured employees.
 - xvi) Adequate toilet facilities will be provided, maintained in a hygienic condition and their use enforced by the Contractor.
- b) Accident reports will be furnished to the Engineer for onward transmission to the Employer within 2 days of the reported accident. Copies of the safety programme will be supplied by the Contractor to the Tenancy coordinator and will be promptly posted in all offices in use of projects/works under this Contract.
- **c)** At all construction sites the following instructions shall be followed:

availability of safety (hard) hats, which should be worn by anyone visiting or working within the designated work area controlled entry to the designated work area

proper distribution of temporary electric power (use of RCDs/ELCBs, switch gear, cabling, socket outlets)

proper guarding of shafts, stairs and floor edges up, to a height of 42".

proper access stairs and ladders with handrails

properly demarcated passageways, which are kept clear of materials, equipment, and rubbish

daily cleaning of debris and rubbish from the site

adequate temporary lighting

proper housekeeping to reduce slipping and tripping hazards.

proper protection to pedestrians and adjoining buildings

Contractor's All-risk Insurance policy to be in place.

- d) To ensure safety of all people on the Site during the construction process, including Contractors' personnel and Employer's representatives, the following procedures shall be adopted by all Contractors for the use of temporary electricity supply.
 -) Work shall generally be carried out in accordance with 16th Edition of UK IEE Wiring Regulations, BS CP 1017 "Distribution of Electricity on Building Sites", and the Pakistan "Electricity Rules, 1937" all legal formalities of the Electric Inspector's office shall be complied with.
 - ii) Construction of cables used shall be as follows:
 - ♦ To fixed distribution boards and fixed equipment, PVC/PVC/SWA/PVC, to BS 6346.
 - To moveable plant, flexible armoured cables, to BS 6116.
 - ♦ To welding electrode-holders, flexible cables to BS 638.
 - ♦ To portable tools and hand-lamps, flexible cords to BS 6500
 - iii) Installation of cables shall be as follows:
 - Outdoors, directly buried at least 500mm below grade, with tile covers and cable markers (at minimum 10 meter intervals and at bends), and in RCC pipe at road/traffic crossings.
 - Indoors, clipped to the surface at least 3000mm above floor/ground level.
 - Strain relief shall be provided at termination of all cables at equipment, plugs, etc..
 - ♦ Double earthing, with stranded copper conductors, shall be used to establish a TNS system. No separate earthing electrodes are required at each location.
 - iv) A main distribution board, to BS 4363, of totally enclosed sheet-steel construction (IP 54) shall be provided, with 30mA trip residual current device(s) for the earth-leakage protection of circuits. Short-circuit and overload protection shall be provided by circuit-breakers of the appropriate rupturing capacity.
 - v) Plugs, sockets, and accessories of a robust, unbreakable construction, to BS 4343, shall be used for all equipment. Portable tools, to BS 2769, shall preferably be of double-insulated construction and if possible be operated at 110V.
 - vi) A layout drawing of the proposed temporary installation with schematics, cable sizes and routes, earth conductors, and protection details shall be had approved from the Tenancy coordinator. After installation, test results (insulation resistance, earth-loop impedance, etc.) shall be submitted; re-testing shall be done every three months.

Appendix M- RETAIL EXAMPLE - MOOD BOARDS - CONCEPT DESIGN SUBMISSIONS







WALL BEHIND SHOPFRONT



PERIMETER RAIL FOR DISPLAY



SIMPLE DISPLAYS



COUNTER



SUSPENDED STEEL BOX WITH EXPOSED BULB PENDANTS



CONCRETE CORIAN & TIMBER COUNTER



MOBILE TIMBER AND STEEL TABLES



TIERED SHOE DISPLAY



LOCKER STYLE CHANGEROOM DOORS



OVERSIZED TRACK LIGHTING

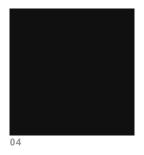
TRANSIT CLOTHING I MOOD BOARD

















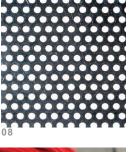
02 POLISHED PLASTER

IN WHITE

- 03 REBEL WALLS RED BRICK WALL PAPER
- 04 BLACK POWDERCOAT DULUX DURALLOY FG BLACK SATIN - NIGHT SKY
- 05 VINYL TILE POLYFLOR EXPONA DESIGN -**LIGHT GREY CONCRETE 7236**
- 06 TIMBER LOOK VINYL PLANK FLOOR
- 07 ILLUMINATED SIGNAGE NEON TEXT TO WHITE BRICK VENEER
- 08 PERFORATED STEEL SCREEN -LOCKERGROUP - ECLIPSE 600













- F01 FAT SHACK VINTAGE LOFT CEILING PENDANT - \$130.00
- F02 FAT SHACK VINTAGE CFL SPIRAL DESIGNER -LIGHT BULB
- F03 FAT SHACK VINTAGE CFL SQUIRREL CAGE - DESIGNER LIGHT BULB
- F04 FAT SHACK VINTAGE RED BRAIDED LIGHT CORD - 3 CORE INSULATED CABLE
- F05 FAT SHACK VINTAGE BLACK BRAIDED LIGHT CORD - 3 CORE INSULATED CABLE
- F06 FAT SHACK VINTAGE WALL SCONCE -SMALL - 150MM - \$85.00
- F07 TURNER STOOL TABLE & CHAIR WAREHOUSE - BLACK \$185.00
- F08 FAT SHACK VINTAGE VINTAGE MARQUEE MOUSTACHE LIGHT SAMLL - 380MM HIGH \$230.00
- F09 JAMES RICHARDSON SIGN 455 ARMCHAIR







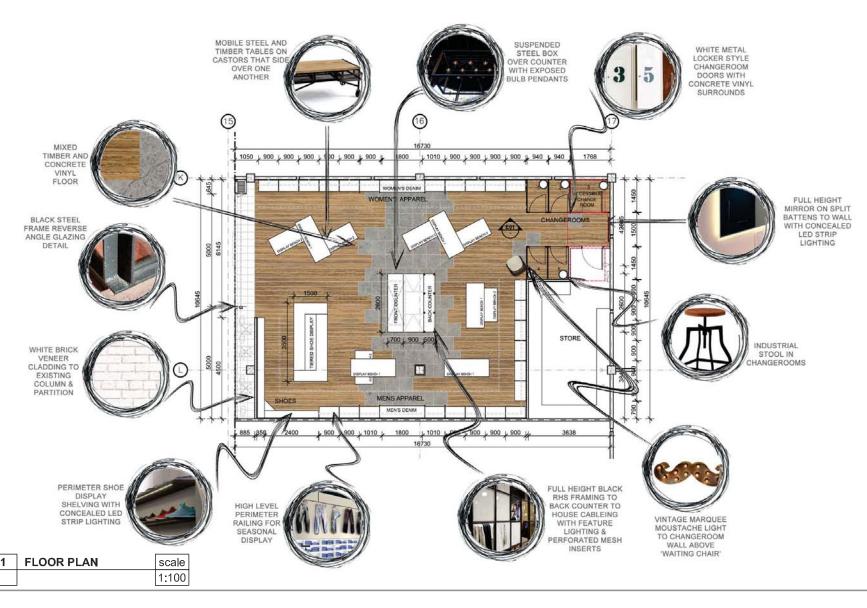






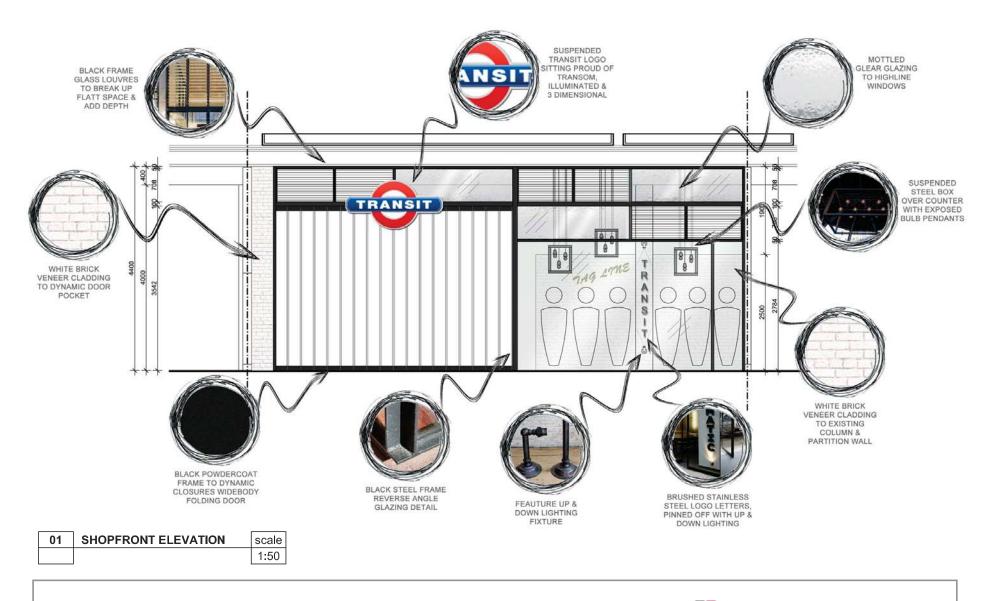


TRANSIT CLOTHING I CONCEPT FINISHES



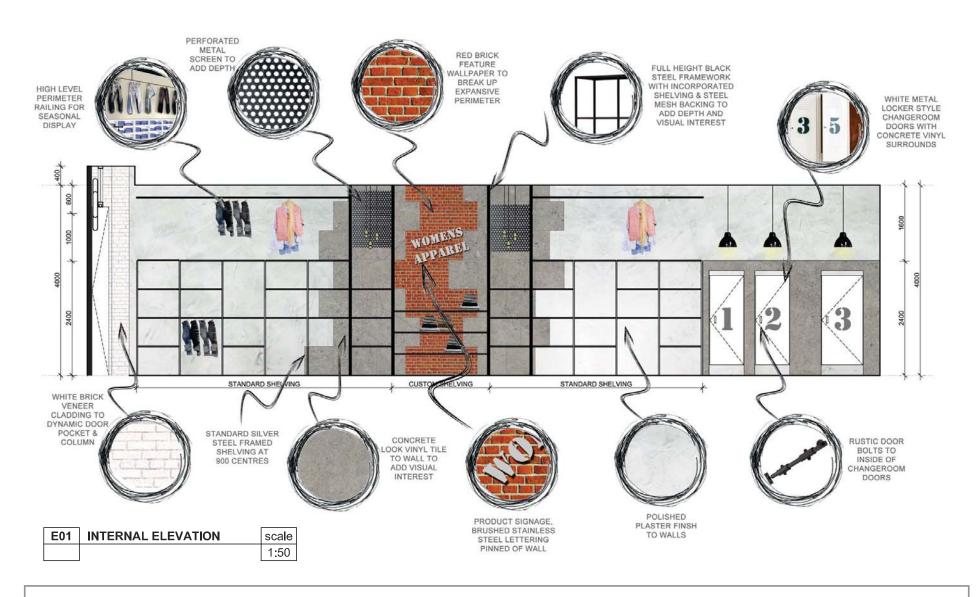
TRANSIT CLOTHING I CONCEPT FLOOR PLAN

Appendix M- RETAIL EXAMPLE - MOOD BOARDS - CONCEPT DESIGN SUBMISSIONS



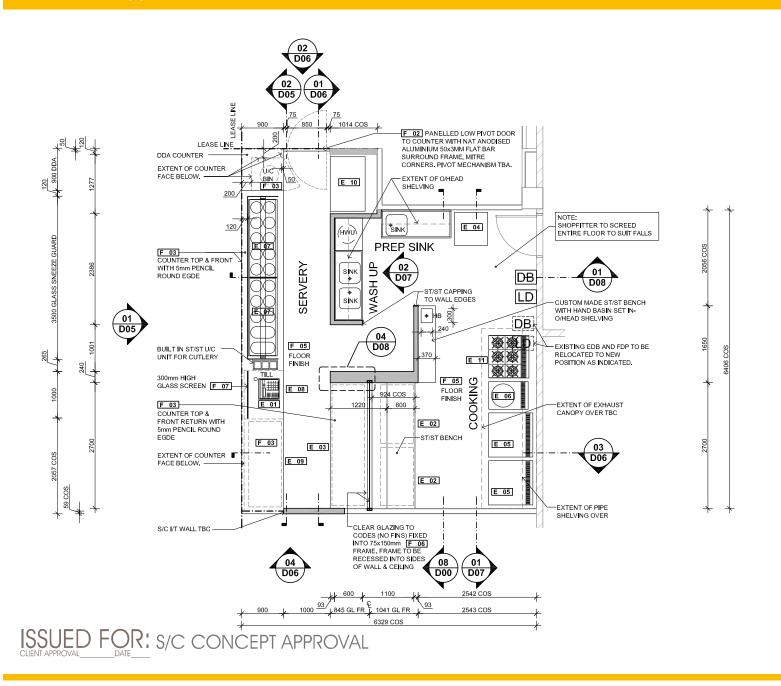
TRANSIT CLOTHING I CONCEPT SHOPFRONT ELEVATION

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Appendix N- FOOD EXAMPLE - WORKING DRAWINGS - FINAL SUBMISSIONS

| DRAWING SCHEDULE: | GENERAL SCHEDULE: | FINISHES SCHEDULE: | LIGHTING/ ELECTRICAL SCHEDULE: | GENERAL NOTES COMERN ALL BELEVANT DIMENSIONS, LEVELS AND DETAILS ON SITE PRIOR TO COMMERCIANT OF WORK, REPORT ALL DESCRIPTACIES BETWEEN THE DOCUMENTATION AND THE SITE COMMODITIONS TO THE SESSICIAL PRIOR TO THE |
|--|---|---|--|--|
| D00 COVER PAGE REV 4 D01 FLOOR PLAN REV 3 D02 REFLECTED CEILING PLAN REV 3 D03 ELECTRICAL PLAN REV 3 D04 HYDRAULIC PLAN REV 3 D05 SECTIONAL ELEVATIONS REV 3 D07 SECTIONAL ELEVATIONS REV 3 D08 SECTIONAL ELEVATIONS REV 3 D09 DETAILS REV 1 D10 COOLROOM / KITCHEN PLAN REV 1 | LEASE LINE EXISTING FITOUT TO REMAIN. EXISTING BLOCKWORK EXISTING CONCRETE COLUMN NEW PLASTERBOARD STUD WALLS TO BE 93MM THICK. 64MM STEEL STUDS AT 600MM CENTRES WITH 13MM PLASTERBOARD TO FRONT OF HOUSE SIDE AND 16MM AQUACHEK (OR SMILAR APPROVED) TO BACK OF HOUSE SIDE. WALL CAUITY TO BE INSULATED TO COMPLY WITH RELEVANT CODES, UNLESS NOTED OTHERWISE. EQUIPMENT SCHEDULE: | F 01 PAINT: 2 PACK TO MATCH PMS 389 F 02 VENEER: 3 BLACK EBONY (RIFT OTR CUT) SUPPLIER: NEW AGE VENEERS (02) 9987 4033 F 03 SOLID SURFACE: CAESARSTONE "NIGHT SKY CS6100" F 04 WALL TILE: JASMINE 300x600 WHITE GLOSS. SUPPLIER: EUROPEAN CERAMICS 9242 7488 F 05 FLOOR TILE: GRANITO BUDAPEST CARBO 200x200. R12 SUIP RATING, FULLY VITRIFIED. 150MM HIGH COVING TO MATCH. GREY GROUT TO MATCH. SUPPLIER: EUROPEAN CERAMICS 9242 7488 F 06 PAINT: DULUX QUANTUM FX, FX40/057, FINE (METALLIC COPPER COLOUR) F 07 COLOURBACK GLASS: BLACK VINYL TO REAR FACE OF TOUGHENED SAFETY GLASS TO AS. F 08 LAMINATE: LAMINEX 'BLACK' FLINT FINISH | EXISTING 600x 600 ACCESS PANEL EXISTING SUPPLY AIR GRILLE LOCATION TBC, RELOCATED BY SHOPPING CENTRE AS REQUIRED EUROLITE EL351SG SILVER SQUARE LOW VOLTAGE DOWNLIGHT EUROLITE EL582, SILVER 2x35 WATT METAL HALIDE DOWNLIGHT PENDANT LIGHT: GINEICO 'CUPPOLA' 5565/1AN, 0 540MM x 270MM HIGH, 1x42W GX4q4 FLUORESCENT, CUSTOM COLOUR-DULLY POWDER COATING 'PRECIOUS COPPER PEARL' DURALLY 9860S SATIN, | THE |
| | E 01 TILL TBA E 02 U/BENCH FRIDGE WITH REMOTE MOTOR TBC E 03 U/BENCH FRIDGE WITH REMOTE MOTOR TBC E 04 U/PRIGHT FREEZER TBA E 05 TANDOOR OVEN TBA E 07 BAIN MARIE WITH CUSTOM WARMING PLATE TBA E 08 CASH DRAWER TBA E 09 U/BENCH FRIDGE WITH REMOTE MOTOR TBC E 10 2 DOOR U/PRIGHT FRIDGE TBC E 11 6 BURNER GAS OVEN TBC | F 09 METALWORK: "LATTICE" PRESSED TIN PANELLING. SUPPLIER: HERITAGE TIN CEILINGS 9725 2206 F 10 VINYL: AVERY XL 2000 METALLICS "COPPER" 2041 F 11 PAINT: CEILING WHITE | SUPPLIED BY MAJOOL, 9380 6822. EUROLITE ELPT236, 2X 36 WATT F RECESSED PLASTER FLUORESCENT TBA 18 WATT SURFACE MOUNTED FLUORESCENT SF EUROLITE T5 ULTRASLIM FLUORESCENT EUROTUBE 100 SQUARE RECESSED T5 FLUORESCENT ELEVEN LIGHTING SOLO RECESSED EMERGENCY DOWNLIGHT EXIT ELEVEN LIGHTING ELAN BLADE STYLE EXIT SIGN | THE CHARGE STRUCTURAL NOTES CEMERAL STRUCTURAL NOTES THE STRUCTU |
| PROPOSED TENANCY PODIUM LEVEL | | HYDRAULIC SCHEDULE: (H1) WASTE POINT (H2) COLD WATER SUPPLY ONLY (H3) HOT/COLD WATER SUPPLY. (H4) BENCH MOUNTED TAP SET. SWIVEL SPOUT. (H5) CUSTOM MADE STIST BENCH WITH HAND BASIN | LIGHT SWITCH D DIRECT WIRE ON TIMER TO EDB T ELECTRONIC TIMER DB ELECTRICAL DISTRIBUTION BOARD (EDB) TELEPHONE FINAL DISTRIBUTION POINT (FDP) SHOPFITTER TO CONFIRM LOCATION DOUBLE GPO 10 AMP E = EXISTING | CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE, PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE DELIVERY LEAD TIMES IN EXCESS OF 8 WEEKS, CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE, AND TO NOTIFY DECOR CONSULTANT WITHIN THE SEVEN DAY ORDERING PERIOD OF ANY DISCREPENCIES, CONTRACTOR TO PROVIDE EVIDENCE OF ORDERS TO DECOR CONSULTANT ALSO WITHIN THE SEVEN DAY TIMEFRAME. |
| | | SET IN, HAND BASIN FLICK MIXER, ELBOW OPERATED LEVER. SOAP DISPENSER AND PAPER TOWEL DISPENSER - MOUNTED ON SPLASHBACK. ELTRON STIEBEL 501. 3 PHASE STORAGE HOT WATER OR SIMILAR TO SUIT EQUIP, WALL MOUNTED H8 BENCH MOUNTED TAP SET SWIVEL SPOUT PRE-RINSE/POTWASH TAP NEW INDUSTRIAL FLOOR WASTE CONNECTED TO GREASE TRAP WASTE. EFW ZISTING FLOOR WASTE TUNDISH, NOTE. SHOPFITTER, REF. CONTRACTOR & PLUMBER TO CO-ORDINATE LOCATION & TYPE OF TUNDISH, INSTALL TO RELEVANT AS, CODES & HEALTH REQUIREMENTS. SUPPLY & INSTALL FIRE EXTINGUISHER & FIRE BLANKET-CONFIRM LOCATION WITH | UC= UNDER COUNTER SK= SKIRTING P= PELMET NOM. HT = ACTUAL HT FAX POINT- (X1 LINE-ALSO USED FOR ADSL MODEM) TELEPHONE POINT (X1 LINES) TELEPHONE POINT (X2 LINES) DATA POINT- CAT 5 SOCKET | 4 1323.20 IBBURD FOR FINAL CORDERFY APPROVAGE 3 1523.20 IBBURD FOR DEPAIR CORRESPONDED COMPANION IN THE CONTROL |
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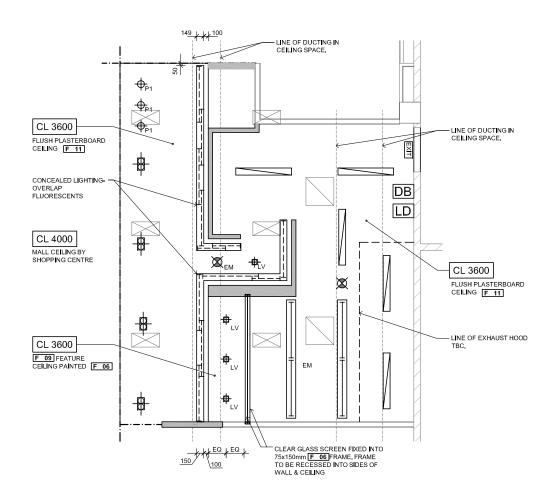
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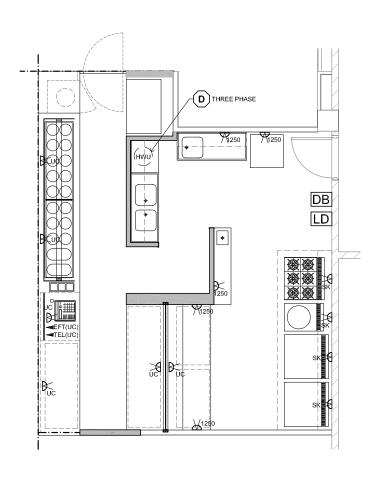
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GENERAL CONSTRUCTION - WET AREAS / FOOD TENANCY'S

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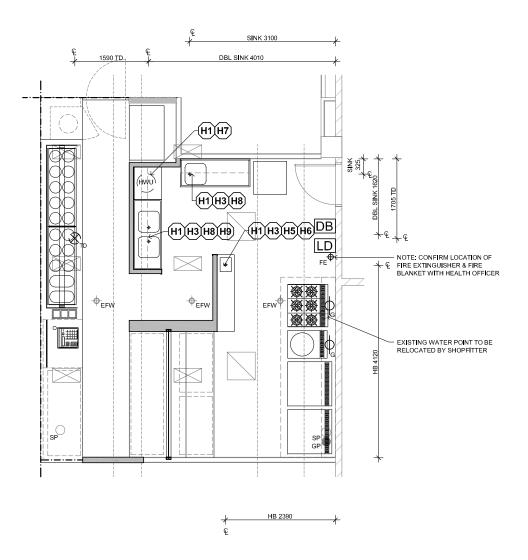
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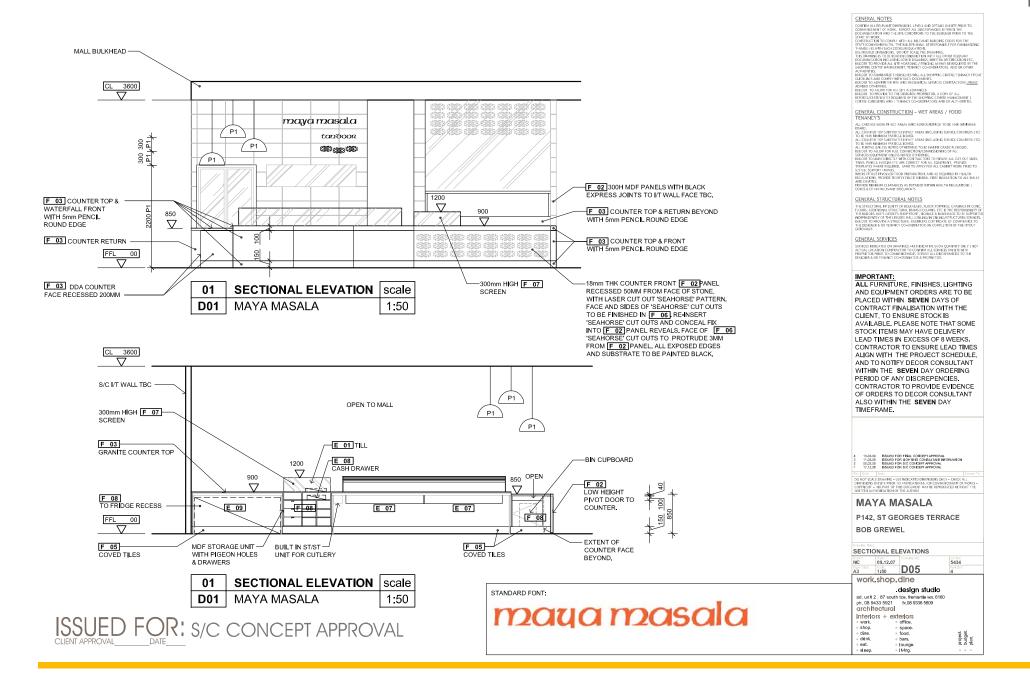
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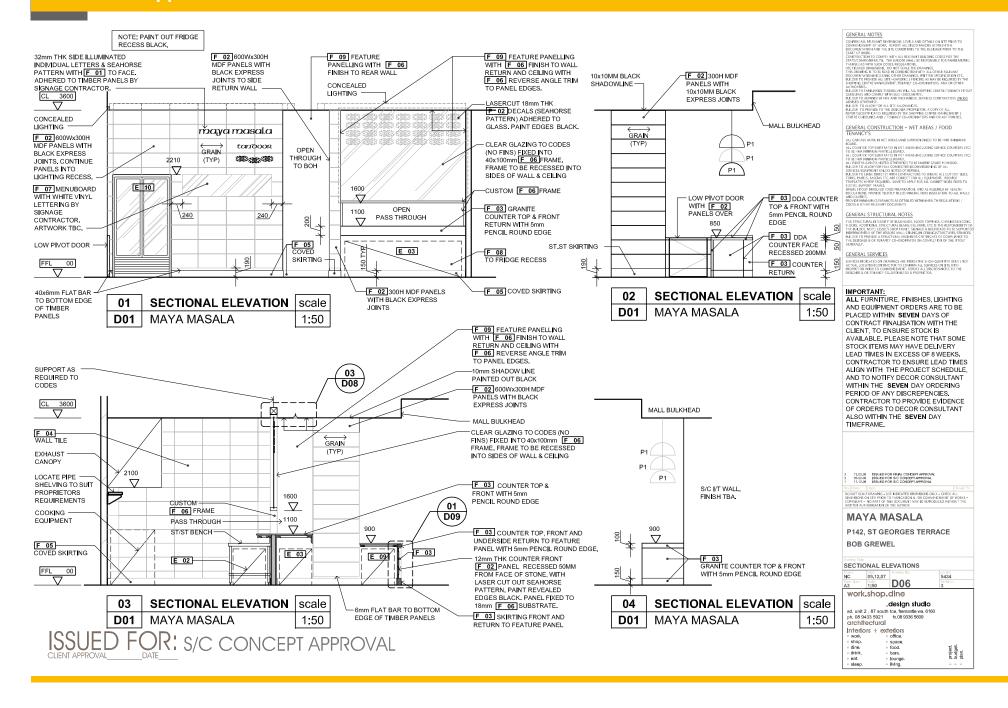
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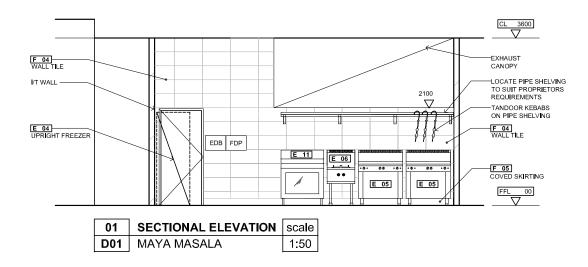
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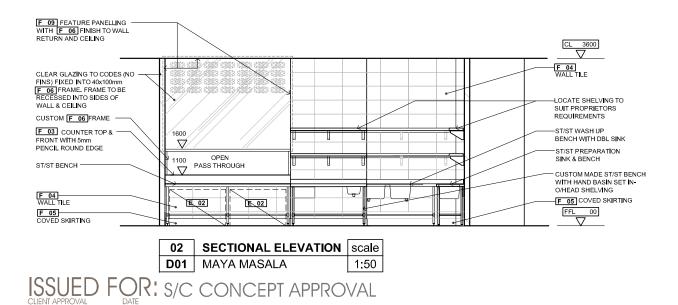
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Appendix N- FOOD EXAMPLE - WORKING DRAWINGS - FINAL SUBMISSIONS







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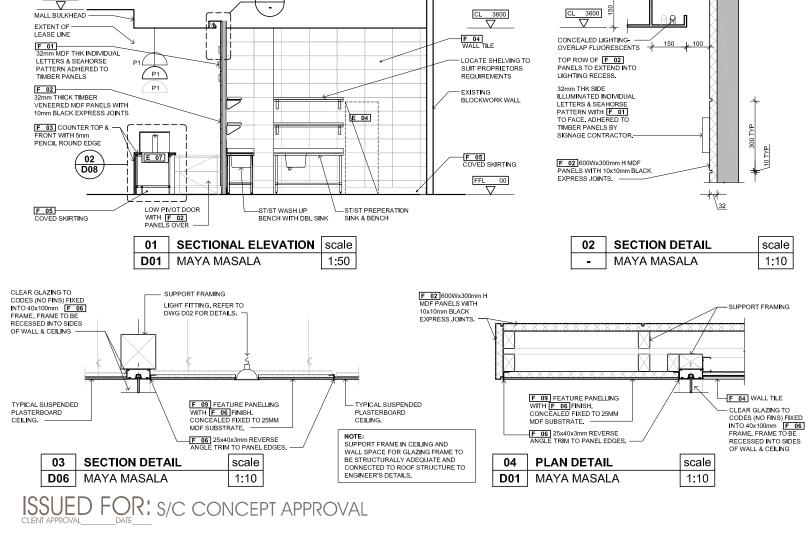
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Appendix N- FOOD EXAMPLE - WORKING DRAWINGS - FINAL SUBMISSIONS



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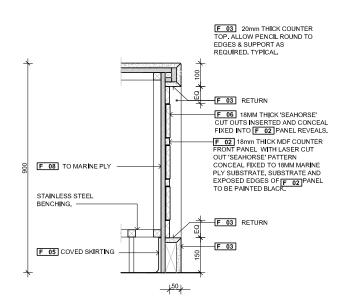
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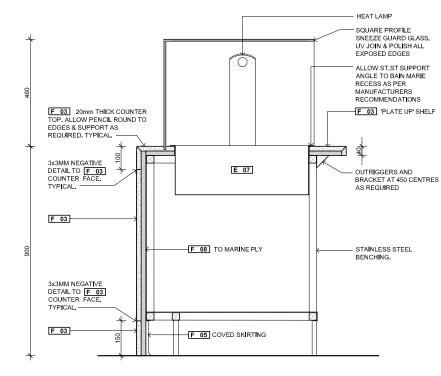
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Appendix N- FOOD EXAMPLE - WORKING DRAWINGS - FINAL SUBMISSIONS



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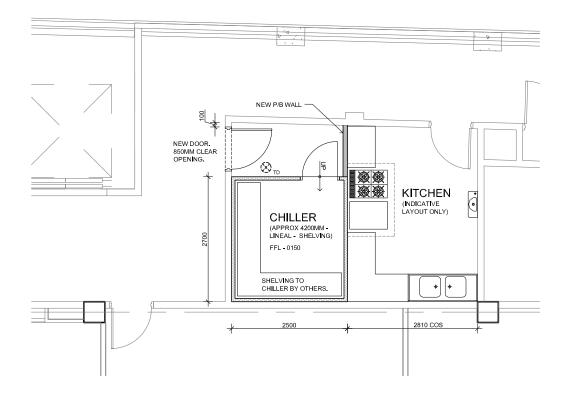
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