Charlotte Douglas International Airport
Concessions Design Standards
Version 5
July 17, 2024

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Document Revisions

Version	Date Published	Author
1	August 15, 2019	Anser Advisory
2	September 11, 2019	CLT
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5	July 17, 2024	CLT

Reference Documents

Document
CLT Security Standards
CLT AOA Standards Program
CLT Communications Infrastructure Standards for Telecom

SECTION 1
INTRODUCTION

1.1 General Introduction

This manual is intended to be used as a guideline for the *Concessions Tenants* and their design and construction partners at *Charlotte Douglas International Airport (CLT)*. The requirements of this manual shall promote a cohesive design aesthetic that can be easily integrated into the architectural language of the *Passenger Terminal Building* while considering the everchanging operational needs of the facility.

This *Concession Design Standards Manual* intends to accomplish the following initiatives:

1. Inform the *Concessionaire* of the design review process and requirements for conducting construction work within the Passenger Terminal Building at CLT.
2. Define the responsibilities of the Concessionaire and their design and construction teams.
3. Establish clear communication among the Concessionaire, their design team, and CLT project managers.
4. Establish schedule milestones for the duration of the project.

1.2 Use of this Manual

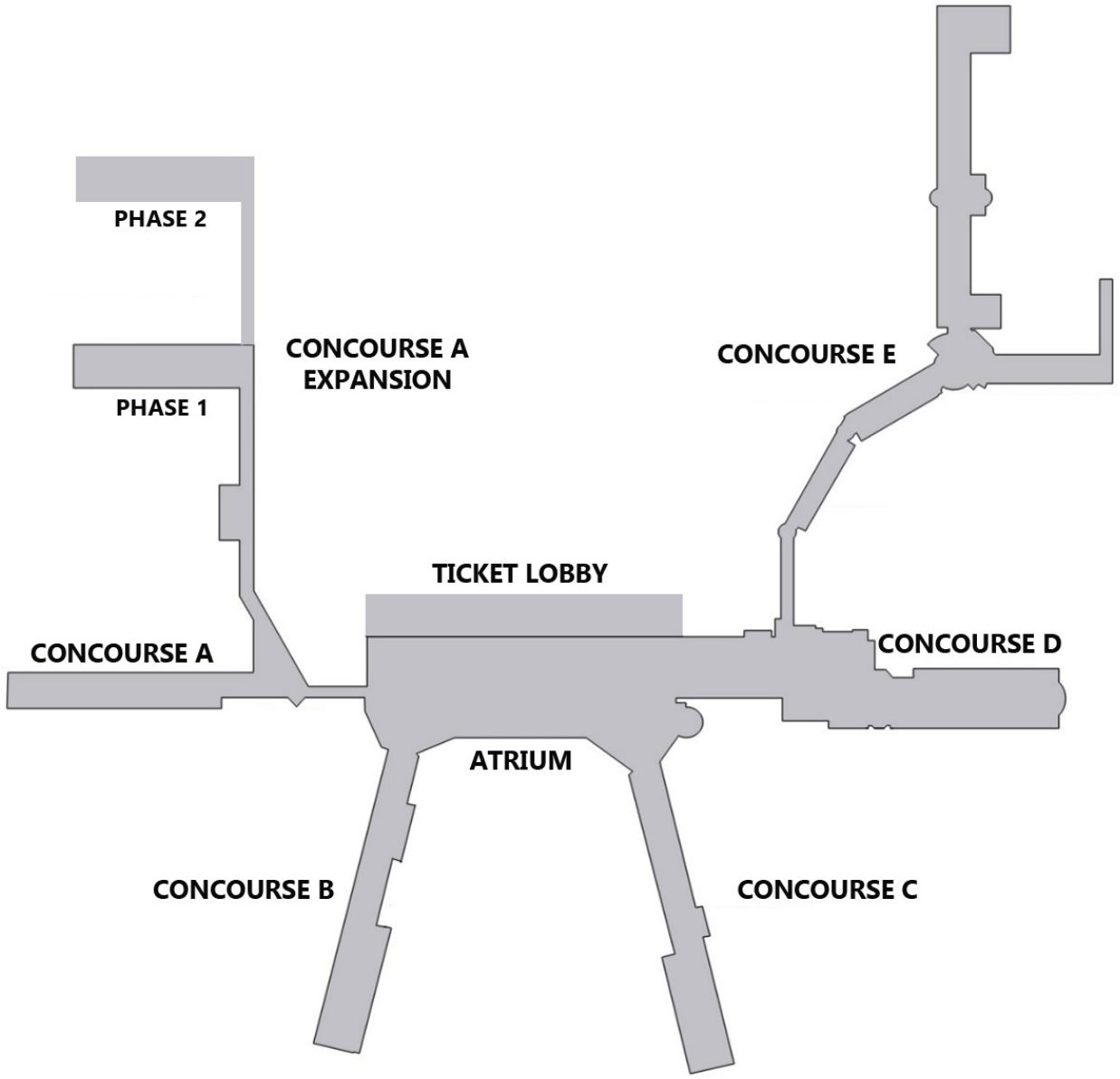
The guidelines within this manual apply to all concession spaces throughout the Passenger Terminal Building at CLT. This manual is a resource for Concessionaires to properly plan and execute the design and construction of their leased space.

Concessionaires, with their partners, are to become familiar with the contents of this document and any other resources applicable to their lease agreement. It is the responsibility of the Tenant that the design and construction teams adhere to the requirements of this document and of the CLT-approved design.

Dimensions and details of existing building conditions shown in the Concessions Design Manual are intended for reference only. It is the responsibility of the Concessionaire to confirm and document existing conditions prior to commencement of design development. Each Tenant is to procure the services of a licensed architect and the appropriate engineers registered in the State of North Carolina. In addition, the Airport's acceptance of plans and specifications does not release the Tenant or their designers and contractors from the responsibility to comply with all local, state, and federal codes and ordinances, including the North Carolina State Building Code, ADA Accessibility Guidelines, as well as requirements of the City of Charlotte and Mecklenburg County.

SECTION 2
BUILDING CONDITIONS

2.1 Passenger Terminal Building Map



2.2 Tenant Lease Lines

The lease boundary is identified in the leasing agreement with a floor plan and *line of demarcation*, or LOD.

These space definition assumptions will be used in all Lease Documents prepared by the Charlotte Douglas International Airport. All currently occupied spaces are grandfathered to remain measured as they currently are until new construction and/or significant remodeling occurs.

The following measurement methodology will be used and evaluated upon initial leasing agreements:

1. All tenant space defined by an interior wall is to be measured from the center of the walls, hence called *Leasable Space*.
2. Any tenant space sharing a parting wall with any Airport run facility (mechanical, office, stairwell, public space, etc.) to be leased from the center of the wall; hence the leasable space will be in conformity.
3. Any tenant space defined by a column line and public corridor to be leased primarily from the center of that column line.
4. Any tenant space defined by an exterior wall to be leased from the interior face of that wall.

2.3 Concession Types

2.3.1 In-Line Concessions

In-Line Concession spaces are clearly defined by hard demising walls and enclosed behind a defined *Façade*. Refer to Section 3.1 regarding In-Line Concession façades.

2.3.2. Freestanding Concessions

Freestanding Concessions are partially or completely open to the Common Area and not defined by an enclosed façade or demising walls. The walls in these concessions don't extend to the Airport ceiling, and the ceilings, if any, are secondary.

Floors, ceilings, lighting etc. may be a component of the base building and not up to the Tenant to change. The Airport will maintain a higher level of control on the level of finish in these areas.

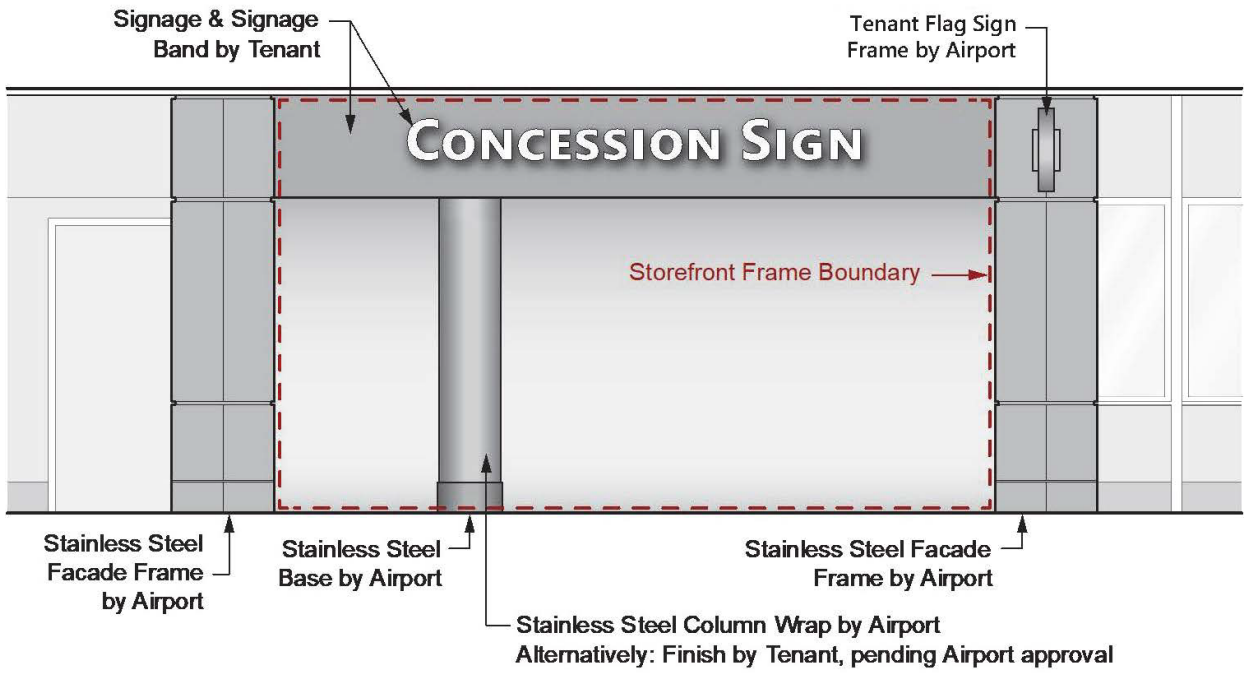
Freestanding concessions are not to obstruct any signage, gate counters, passenger amenities, or other concessions.

SECTION 3
DESIGN CRITERIA

3.1 Tenant Space Facades

The Tenant will develop the design and character of the façade within the boundaries of the *Façade Frame*.

The Airport encourages a creative and thoughtful approach to the façade design within the *Storefront Frame Boundary*, pictured below.



3.2 Tenant Space Signage

The Tenant is encouraged to present their specific brand throughout their signage, without competing or interfering with passenger wayfinding or signage, HVAC equipment, lighting, sprinklers, speakers, cameras, or any other Airport equipment.

All signage and graphics are to be professionally designed and fabricated. Vinyl, cardboard, and paper signs are not permitted.

All attachment devices, wiring, clips, transformers, lamps, conduit, and other parts for signs are to be concealed.

Visible fabricator labels are not permitted, except as required by code. If required, labels are to be inconspicuous.

Electrical service to Tenant's signs is to be supplied from the Tenant's electrical service.

No window coverings will be allowed without prior approval by the Airport. Any approved window coverings to maintained by the Tenant.

Tenant is to verify the wall finish behind and around any sign is a minimum Level-4 gypsum board finish, or comparable, and painted, prior to installing any new sign.

The condition of this wall is to be finished per the terms of the lease on new leases. The Tenant is responsible to repair this wall on any Tenant renovations.

3.2.1 Tenant Flag Sign

In addition to the *Signage Band* sign, the Airport provides an illuminated flag (or blade) sign frame. The *flag sign* insert is to be designed and provided by the concessionaire. Designs for the flag sign inserts are to be simple and of high contrast to be highly visible from a distance. The flag sign shall consist of the Tenant's name and/or logo in the Tenant's brand colors or a neutral color palette. The The Airport, at its discretion, may waive the requirement for a flag sign, particularly at suites without a Façade Frame.

3.3 Tenant Space Layout

Any transaction surface, or item used for queueing is to be set back a minimum of 4' from the *Lease Line* to provide adequate circulation to support the concession. The queue space must be within the boundary of the lease line and may not extend into Airport circulation.

SECTION 4
DESIGN PROCESS

4.1 Codes & Standards

The Tenant is responsible for acquiring all applicable permits per the requirements of the North Carolina State Building Code and Mecklenburg County Code Enforcement.

All new and remodeled construction in Mecklenburg County and the City of Charlotte is governed under The North Carolina State Building Code. All work at the Airport is to comply with this code under the jurisdiction of the Mecklenburg County Code Enforcement Special Projects Team (SPT).

All facilities located at CLT are to be designed by an architect and engineers licensed in the State of North Carolina. Each design professional is to sign and seal the work, specific to the profession in which he or she is licensed.

4.1.1 Building Permit

All projects at the Airport are to be processed through the Special Projects Team (SPT) of Mecklenburg County Code Enforcement. The Tenant is to contact Mecklenburg County Code Enforcement at the beginning of a project to understand the permit submittal and inspection requirements, as well as scheduling of plan reviews.

Refer to Section 8.2 for contact information for Mecklenburg County Code Enforcement.

4.1.2 Temporary Concession Permit

All temporary concessions are to be approved by CLT and Mecklenburg County Code Enforcement (MCCE). Contact MCCE about the extent of Construction Documents required.

Occupancy permits for temporary concessions are valid for up to 60 days. Any Tenant requiring a concession longer than 60 days is to apply for a standard building permit.

4.1.3 Health Department Permit

Before beginning construction, renovation, or operation of any facility that sells food, the Tenant is to obtain approval from the Mecklenburg County Public Health Department.

A Health Department plan review shall be performed and approved prior to the construction and operation of any new or remodeled establishment that North Carolina General Statutes mandate.

4.1.4 Sustainability

The City of Charlotte has made a commitment to become a global leader in environmental sustainability, balancing economic growth with preserving our natural resources. Tenant and your designers should become familiar with the programs and initiatives at charlottenc.gov/sustainability.

4.1.5 Accessibility

The entrance to Tenant concession spaces shall be visually and physically open and approachable. Ease of access and circulation within the space is critical to passengers and is to accommodate people with baggage and wheelchairs.

All facilities shall be designed and constructed in compliance with The North Carolina State Building Code, ICC A117.1, and the ADA Standards for Accessible Design.

4.2 Design Review & Approval

Work completed without written approvals from the Airport is subject to removal at the Concessionaire's expense. All permit fees and other expenses required to complete the work are the responsibility of the Tenant.

All design submittals and approvals are to be transmitted through E-builder: Concept, 30%, 60%, 90%, and 100%, as detailed in this chapter.

Concept:

A. Tenants will submit an initial concept to the Airport Contract Manager in e-builder. This should include high level information of the proposed concept such as description, square footage, target dates, etc.
B. Once the initial concept is approved by the Airport Contract Manager, the Airport Contract Manager will schedule a concept design meeting with the Design Team and the Airport Architects. Tenants will be required to provide concept floor plans and renderings prior to this meeting.
C. Once the concept is approved, the Airport Contract Manager will direct the Tenant to submit a Tenant Modification Application (TMA).

4.2.1 Tenant Modification Application

For large projects the Tenant should contact the Airport Concession Contract Manager to explain the preliminary intent.

The first formal step is the completion and submittal of the Tenant Modification Application (TMA). The Tenant can download this from E-builder.

The Tenant is to provide documentation to thoroughly explain the project intent. This may include the following:

- Project description
- Location plan
- Plans of the space and adjacent areas
- Elevations, renderings, and sketches
- Photos of the space
- Example photos of concept

The Tenant is to indicate any of the following utilities that may be required or affected by the project:

- Electrical
- Water
- Sanitary sewer drains and venting
- Grease drains and venting
- Natural gas
- HVAC
- Telecom & cabling

The TMA is to be signed by the concessionaire's authorized representative to approve funds for the proposed work.

The Tenant is to submit the TMA and the supporting documentation to the Airport Concession Contract Manager. Inaccurate or incomplete TMA submittals will delay the approval process.

The Airport reviews completed TMA submittals once a week.

Once the TMA is approved the Airport will notify the Tenant with the requirements to proceed. The extent of the review requirements may vary if the scope of work is minimal.

The Airport Concessions Contract Manager will assist the Tenant with any lease agreement procedures or questions.

Upon TMA approval, the Airport will issue an Airport project number to the project. The Tenant is to reference this number in all documentation and correspondence.

The Airport will also assign an Airport Construction Project Manager to the project. This Airport Construction Project Manager will be the Tenant's point of contact for all design and construction correspondence, unless otherwise noted. This includes the preconstruction meeting, project meetings, special building access, material delivery, and punch list walk-throughs.

4.2.2. Design Review Submittals

The Tenant is to begin the design process within six months of the TMA approval. If construction document submittals have not been received by the Design Review Committee within six months of TMA approval, a new TMA review will be required.

Prior to producing design documents, the Tenant should contact Mecklenburg County Code Enforcement (MCCE) to understand permit requirements and review procedures.

NOTE: MCCE has a team specifically allocated to all airport construction projects. This team is called the Special Projects Team (SPT). Be sure to refer to "SPT" in all correspondence and submittals to MCCE by adding "SPT" to beginning of project name on drawings, applications, and email subject lines. (Example: "SPT – Charlotte Marketplace")

The Design Review Process requires the approval of four submittals: 30%, 60%, 90%, and 100%. Each submittal will be reviewed by the CLT Design Review Committee for compliance with CLT building standards and systems.

The Tenant is to submit all correspondence through E-builder.

30% Submittal

The 30% Design Review Submittal should include the following:

- Prior to the 30% submittal, the Tenant shall request 30-day load studies of effected panelboards from the Airport as well as 12-months peak demand from Duke Energy of the transformer supporting the Tenant's electrical equipment.
- One-Line or Riser diagram showing proposed electrical distribution path from the Tenant panel(s) back to the existing utility transformer. Tenant panels shall be fed from Host distribution equipment.
- Cover page with project team contact information, project title, square footage, CLT Project Number, room number, project address, location plan, and all applicable AHJ contact information.
- "Appendix B" Building Code Summary – required by The North Carolina State Building Code
- Temporary construction wall layout and construction details
- Utilities Location Plan (approximate)
- Demolition plan (if applicable)

- Partition plan with Line of Demarcation, or lease line
- Façade Elevations with color renderings
- Renderings within context of CLT space

Tenant's Architect/Engineer Design Team is **required** to visit the site with airport representatives coordinated by CLT Project Manager for verification of field conditions prior to submitting 30% design documents for existing shell spaces. If the shell building is still under construction, the Tenant design team is required to review the shell building Construction Documents.

Tenant's Design Team is to pay particular attention to existing or new equipment and conditions to avoid conflict with routing above (Tenant's exhaust, make-up air handling units, etc.) and below (Tenant's drain lines, cooking oil storage lines, CO2 lines, natural gas, etc.) the Tenant's lease line.

60% Submittal

The 60% Design Review Submittal should include the following:

- Coring/Penetration Location Plan
- Waterproofing details
- Fixture/merchandise plan
- Kitchen equipment plan (if applicable)
- Reflected ceiling plan
- Flooring plan with transition details
- Door and hardware schedule
- Finish plan and schedule
- Architectural details (wall sections, penetration details, etc.)
- Signage details
- Electrical plan
- Show all underground utilities and identify sources of/capacity for mechanical, electrical, communication, sewer and water.
- Identify any potential utility outages
- Identify the overall electrical load and coordinate this with the service location identified by the Airport. Refer to Section 5.22.
- Detailed service loads for all utilities
- Identify any requirements for floor coring, drilling, or any penetrations in the existing slab or structure.
- Security drawings, including security cameras, and access control equipment. All access points into and out of the space during and post construction must be identified within this submittal.
- Construction Safety and Security Plan that includes the following items:
    - Staging Plan, including dumpsters, temporary toilets, and materials
    - Material delivery route and allowable hours
    - Debris removal route and allowable hours
    - Tool security plan in the sterile area
    - Worker access to the sterile area location
- Provide Low Voltage/IT Cabling plans on 60% submittal, indicating specifically on the drawings if any cabling will be run to the serving CLT IDF, or specifically indicate on the Drawings if existing cabling to the serving CLT IDF, if any, will be reused. If new cabling to the CLT serving IDF will be run, indicate on plans the intended route of the Contractor-provided 2" orange conduit to the serving CLT IDF room (or existing route, as applicable).

- If any work in the serving CLT IDF is required, add the following note to the Low Voltage Drawing(s): *"Coordination is required with the CLT IT Cabling Infrastructure Lead, Andrew Sibley, for access to, and for any work to be performed by the Contractor in the serving IDF. The Contractor shall perform this coordination prior to performing any related work. All Telecommunications Infrastructure Work outside of the Lease Boundary shall comply fully with CLT Communications Infrastructure Standards v. 4.0 or the most current version."*
- Provide a Cabling Diagram or detailed description on the Low Voltage Drawings of all cabling to be run to the CLT Serving Telecom Room.

90% Submittal

The 90% Design Documents submittal should include the following:

- Complete mechanical, electrical, plumbing, fire alarm, fire protection, telecommunications, and security plans, excluding specifications
- Details and sections of all millwork
- Details and sections of all partitions, soffits and ceilings.
- 90% complete signage package
- Temporary Construction Wall design that includes method of attachment to adjacent surfaces. Reference Section 5.2.
- Temporary construction signage. Construction signage
- is to be submitted as a separate document for approval. Construction signage is to include the "Coming Soon" graphics on the Temporary Construction Wall
- The Tenant may be required to provide an interim fire life safety plan to maintain life safety requirements during construction
- A preliminary construction phasing schedule identifying all significant activities and milestones
- Add the following notes verbatim to the Low Voltage/Telecommunications Construction Drawings: *"Prior to use; all cabling, copper and fiber that is installed as part of this Project, run to the serving CLT IDF room must be fully tested per CLT Infrastructure Standards (current version), reviewed, and accepted by the CLT Cabling Lead. All work shall be inspected and accepted by the CLT Cabling Lead prior to being placed into service."*
- All cabling test data shall be incorporated into the final as-built test results set. This applies only to any new cabling run to the Serving CLT Telecom Room.
- If Wireless Access Points are included in the Proposed Scope of Work, add the following note verbatim to the Low Voltage/Telecommunications Construction Drawing: *"Wireless Access Points in the Project space must not interfere with the operation of existing Wireless systems in operation, including the CLT WiFi System specifically. In the event of any interference resulting from the installation of Access points as part of this Work, the Leaseholder is responsible for any and all remediating actions required to eliminate the interference."*

100% Submittal

The 100% Design Submittal should include the following:

- All previous submittal requirements with revisions per review comments.

This submittal is to be reviewed and approved by the Airport before drawings are signed, sealed, and submitted for permit.

The Airport will notify the Tenant via E-builder of approval, or request revisions or additional documentation.

4.2.3. Permitting

Once 100% Design Submittal approval is granted by the Airport, the Tenant shall upload a copy of the signed and sealed Construction Documents and permit application to E-builder. The Airport will then issue a Letter of Design Approval to the Tenant, a document required by Mecklenburg County Code Enforcement as part of the permit application process.

SECTION 5
TECHNICAL DESIGN REQUIREMENTS

5.1 (01 35 00) Indoor Air Quality

Prior approval must be obtained from the airport before use of any material that may release any fumes, particulates, or airborne chemicals, written notification and coordination is required prior to installation. Implementation is to be performed between 11:00pm and 5:00am.

The contractor is to operate an exhaust fan to the building exterior to maintain negative pressure on the space any time this work is occurring.

If exhausting to the exterior is not feasible, the contractor is to operate a recirculating air-scrubber. The air-scrubber is to transfer 1000 CFM or more through a MERV 13 filter or greater.

This is especially critical during demolition, waterproofing, and flooring installation.

5.2 (01 56 00) Temporary Protection

The Tenant to provide a temporary wall with restricted access for the protection of the public and adjacent areas during construction.

"Coming Soon" graphics are required with full renderings and are to be approved by the Airport. Plans and rendered elevations for the temporary construction wall to be submitted at the 90% design submittal. Refer Section 4.2.2 for submittal guidelines.

The exterior face of the temporary wall is to be located a maximum of 3' beyond the Tenant Lease Line. The Tenant is to obtain written approval for any exceptions to this from the Airport Concessions Project Manager prior to installation. Wall to be 10' high minimum or extend to the ceiling/soffit above. Provide protection, as needed, above 10' height to contain dust and debris.

Wall to be metal studs with 5/8" gypsum board. Wall is to be constructed and braced on the Tenant side to maintain a deflection of no more than L/240 at 5psf. The use of portable barricade systems may be accepted on a case-by-case basis.

Wall is to be sealed back to existing surfaces to prevent the transmission of dust and minimize noise; however, wall is not to be fastened to the existing finishes and is not to damage the existing Airport surfaces. The wall shall not be movable to the extent that allows people to access the space without permission. The Tenant is responsible to repair or replace any adjacent Airport finishes that are damaged during construction. Any public facing Airport finishes to match Airport specifications.

Finish the wall with a level-3 finish and paint the wall semi-gloss Benjamin Moore 2141-70 Vanilla Milkshake. Wall is to be constructed to appear permanent.

Provide black 4" vinyl base along the public facing side.

Provide a hollow-metal door in a hollow-metal frame in the temporary wall to access the space during construction. Assembly to be a minimum of 4' wide to allow the efficient transfer of construction materials. Additionally, the Tenant is to coordinate the size of this door with the mechanical and foodservice equipment. Door to swing into the Tenant space. The door and frame are to be painted to match the wall.

Door assembly to include lockable ANSI Grade-1 hardware. If a double-door assembly is used, the passive leaf is to contain manual flush bolts or constant locking flush bolts not exposed to the public side. Refer to Sections 5.10 and 5.11 about both temporary and permanent doors and hardware requirements.

The building permit placard is to be displayed in plain view on the Tenant side of the wall, adjacent to the access door.

Construction tacky surface mats are to be provided at the access door on the Tenant side to mitigate debris from entering the public area. These mats are to be cleaned or replaced regularly.

All existing and adjacent finishes and flooring are to be returned to their original condition upon removal of temporary partitions.

5.3 (02 41 00) Demolition

Demolition is not to interrupt adjacent Tenants, passengers, or the operation of the Airport. Any disruptive demolition is to be performed between 11:00pm and 5:00am.

The demolition contractor is to meet the Airport air-quality requirements in Section 5.1.

Contractor shall properly dispose of all lighting fixtures containing batteries and fluorescent fixtures containing PCB material.

The demolition contractor is to follow the Airport requirements for debris and material handling and the construction guidelines in Section 6.

Tenant shall remove all existing electrical devices, equipment, wiring, and conduit, on or in existing walls, ceilings, and partitions which are to be demolished. Wiring shall be removed back to source or last device scheduled to remain. All unused and abandoned exposed raceway shall be removed back to power source or last device scheduled to remain.

All openings in floors, walls, and ceilings, created by Tenant as a result of removal of electrical devices, equipment, conduit, wiring, shall be patched to match existing adjacent finish on Airport room sides.

Contact Airport Locksmith about any doors, gates, grills, or locks that will be demolished so the Airport can properly salvage parts from the high security key system.

Where unforeseen conditions conflict with construction documents demolition drawings, the Tenant shall contact Airport and coordinate further demolition prior to continuing construction.

All power outages during demolition or construction shall be coordinated a minimum of (14) days in advance for equipment energized from Airport Host services.

All power outages during demolition or construction shall be coordinated a minimum of (28) days in advance for equipment energized from Airport Facilities services.

5.4 (03 00 00) Concrete

If the project requires floor penetrations, the Tenant is to provide non- invasive testing of the slab and structure (x-ray) before cutting, drilling, or otherwise before penetrating the existing slab.

The Tenant is to specifically identify all penetration locations during the design phase and, again, notify the Airport of the exact location, in writing, 72 hours prior to installation. Contractor to receive approval from the Airport prior to performing any such work.

The Contractor is to control water, and dust from drilling or cutting operations. Existing lighting, power, and fire alarm devices, as well as all areas below or adjacent to drilling or cutting operations shall be protected.

Ceiling wires and any ceiling mounted equipment are to be secured to the steel structure. No wires or equipment are to be anchored into the concrete deck above.

1-1/2" floor depressions will be provided to new food and beverage locations. Existing locations which do not have floor depressions are to be accepted in their current condition.

5.5 (05 00 00) Metals

Any mechanical equipment not sitting directly on the floor or a housekeeping curb is to be supported by structural steel. Any structural steel design to be designed and sealed by a Structural Engineer licensed in North Carolina.

Any handrail designs to be designed and sealed by a Structural Engineer licensed in North Carolina.

5.6 (07 10 00) Waterproofing

Any kitchens or locations with domestic water are to have floor drains, with floors sloping toward these floor drains to prevent any potential damage to Airport equipment and spaces on the ramp level.

Airport will provide a depressed floor slab 1-1/2" below the concession level floor, in the rear 1/3 of prospective food/drink spaces of new construction. The Tenant may request an exception to this depressed area if the floor has not already been poured. Tenant to provide floor drains and infill this depression as necessary to provide positive drainage to the floor drains. Floor drains should never be higher than finish floor.

Tenant to provide a waterproof underlayment membrane under the flooring that meets ANSI A118.10 standards for waterproof membranes, to be installed per the manufacturer's requirements.

Waterproof membrane is to turn up the wall a minimum of 6".

Waterproof membrane is to overlap the drain body per the manufacturer's details.

Provide air quality control during the waterproofing installation per Section 5.1.

5.7 (07 50 00) Roofing

For any Tenant work on the Airport roof, the Tenant is to procure the services of the roofing contractor approved by the Airport for all work on, or through the roof, including roof penetrations, associated rooftop equipment, roof flashing, roof

membranes, pitch pockets, and curbs. The Tenant is to obtain contact information for the specific approved contractor from the Airport Project Manager.

All new penetrations and pathways to be coordinated with the Airport and any adjacent spaces.

All electrical equipment and devices installed on roof shall be contained with NEMA 3R (or greater) rated watertight enclosures. Any cabling that connects to an antenna with exposed terminals must utilize a watertight service entrance type weatherhead cap with no more than 4' of exposed cable. Pitch pockets for cabling and wiring are not allowed.

All penetrations made in roof for electrical connections shall be provided with proper weather tight boot.

In existing areas with lighting protection, provide lighting protection for newly mounted roof equipment. Match existing ground conductor sizes, materials, methods, and connectors. Installation shall be in accordance with NFPA 780.

All modifications to the roof to meet the wind load requirements of the North Carolina State Building Code.

Conduit and pipes are to be supported by a support system that meets the requirements of ANSI/MSS SP-58-2018. Wood supports are NOT approved.

5.8 (07 80 00) Fireproofing

The Tenant is to maintain the existing structural fireproofing. Tenant is responsible to repair any fireproofing damaged during construction.

The Airport building classification is Covered Mall. Concessionaires shall design to Mecklenburg County and NC Building Codes to meet the requirements for fireproofing. The tenant is to confirm these requirements with the Airport.

Provide proper firestopping for all penetrations made through existing rated walls, ceilings, or floors.

5.9 (08 40 00) Exterior Glazing

For Tenant spaces that include a perimeter with existing exterior glass walls/windows and the concept allows, all views to be maintained as much as possible. Attachment to base building window frames is not allowed. Window coverings are to be approved in writing by the Airport. Window coverings are to be maintained by the Tenant.

5.10 (08 10 00) Doors

All Tenant doors are to be solid core wood veneer in hollow metal door frames, hollow metal doors in hollow metal door frames, storefront aluminum assemblies, solid glass, or similar approved door types. Hollow core wood, or any type of residential grade doors are not allowed. All Tenant doors are to be 7' high minimum and 1-3/4" thick with 2-3/4" backset for cylindrical locks.

Wood veneer doors are to meet the minimum performance requirements of WDMA I.S.1A Heavy Duty Architectural Wood Flush Doors per the Window & Door Manufacturer's Association.

Hollow metal door assemblies to be provided by manufacturers certified by the Steel Door Institute.

All exterior doors are to be thermally and acoustically insulated with a minimum sound transmission rating of STC 50. All exterior doors to have a 4"x24" Design "N" insulated narrow lite.

5.11 (08 70 00) Door Hardware

All door hardware is to be from the following manufacturers:

- Schlage
- LCN
- Von Duprin

All lock cylinders at CLT are to be Full Size Interchangeable Core (FSIC) format, with the Everest Primus D Series keyway. Construction locks and permanent locks will be ordered with Schlage construction cores. Permanent lock cylinders will be supplied by the project.

All locks are to be ordered with construction cores installed. To order permanent cores, the Tenant is to request a face sheet from the Airport locksmith. This usually has a 6 to 8-week lead time.

Basis of Design for all hardware is the following. Any exception to this is to be approved by the Airport locksmith.

- 626 Satin Chrome finish.
- Cylindrical Locksets: Schlage ND Series Athens.
    - Acceptable lock functions include ND10S, ND40S, ND53TD, ND70TD, ND72TD, ND80TD, ND82TD
- Mortise Locksets: Schlage L9000 Series with Type A Rose.
- Deadbolts: Schlage B660 Series
- Door Closers: LCN 4040XP
- Exit Devices: Von Duprin 99 Series
- Electric Strikes: Von Duprin 6200 Series.

Electrical hardware voltage varies. The Airports preferred method of access control is with electric strikes over electrically unlocking hardware. The Tenant shall provide details for all electrified and access-controlled doors in their submittal drawings and fully coordinate installation with Johnson Controls.

5.12 (09 20 00) Walls, Ceilings, & Framing

All walls, soffits, 'hard ceilings', and miscellaneous framing are to be constructed with metal studs and 5/8" gypsum board, or similar non- combustible materials.

Fire retardant treated wood may be used only in small quantities as blocking. Wood framing is otherwise not be used.

Any walls separating Tenants are to extend to the deck above and contain sound attenuation blanket insulation.

Ceiling wires and ceiling mounted equipment are to be secured to the steel structure. No wires or equipment is to be anchored into the concrete deck above.

5.13 (09 50 00) Ceilings

Tenant is responsible to provide the Airport with access to electrical boxes, controls, valves or equipment above the ceiling. Field verify the location of any Airport infrastructure

and provide ceilings with access as necessary. Access openings are to be 18"x18" or greater.

5.14 (09 60 00) Flooring

The Tenant is responsible for verifying the type and condition of the adjacent existing finished floor. Structural floor grinding or filing is to be approved in writing by the Airport. Refer to Section 5.4 for any penetrations in the concrete floor.

All flooring materials and transitions are to be approved by the Airport.

The level of the finished floor within the lease area is to align with the existing finished floor at the Lease Line.

Stone, porcelain tile, marble, thin-set terrazzo or commercial quality plank wood are acceptable flooring materials. The use of vinyl, rubber, VCT, or other low quality, low durability material is not permitted.

The Tenant is to provide a durable, continuous base at all walls within the Tenant space. Rubber, vinyl, soft woods, and carpet base are not acceptable materials in any public space.

If a structural expansion joint occurs within the Tenant space, it is the Tenant's responsibility to maintain the integrity. The Tenant is to install the finish material to the joint in a professional manner that is consistent with the architectural approach throughout the Airport.

Refer to Section 5.6 for waterproofing requirements at kitchens, or any locations with domestic water.

5.15 (11 40 00) Foodservice Equipment

CO_2 lines or similar foodservice distribution piping are to be copper lines or enclosed in a plenum rated enclosure. The installation and maintenance of CO_2 lines are the responsibility of the Tenant.

The Tenant engineer of record shall coordinate with Airport Facilities staff about the possible extension of the Airport condenser water loop system for connection to restaurant refrigeration equipment (walk-in coolers, walk-in refrigerators, etc.). Air cooled condensers for restaurant equipment shall be used where connection to the Airport condenser water system is not feasible. The tenant shall be responsible for showing all refrigeration calculations for walk-in coolers and walk-in refrigerators in accordance with the North Carolina Mechanical Code.

5.16 (21 00 00) Fire Protection

The Tenant is required to provide a fire protection sprinkler system on any project in any space that does not currently have a sprinkler system.

If an existing fire protection sprinkler system is available at the time of construction, the Tenant is to connect to the existing system, and coordinate with the Airport to make the connection.

If the area does not already have a sprinkler system, the Tenant is to provide the sprinkler distribution grid above the ceiling and extend the service 10' beyond the lease line into the common area for a future connection. On systems that will not be immediately connected, The Tenant is to omit the sprinkler

heads but leave the system otherwise in place for future connection and completion.

The Tenant is responsible for providing engineered drawings, design, and installation of all required fire protection inside the space per the requirements of NFPA 13.

The Tenant is to verify that any existing fire sprinkler system within the LOD complies with NFPA 13 and meets the requirements in this section.

All Tenant spaces are to be equipped with isolation / drain valves / tamper switches for each specific grid / sprinkler system (Refer to table 8.4 Provision Summary).

Sprinklers are to be installed per the Hazard Classification listed in the lasted adopted version of NFPA Standard 13. Sprinklers to be concealed type sprinkler heads for ceiling applications and upright heads where exposed.

Fire protection piping outside of conditioned space and located within walk-in coolers and walk-in freezers shall be a dry pipe sprinkler system. Provide all low point and auxiliary drains as needed.

Commercial kitchen hoods are to be connected to the Airport fire protection system, to comply with NFPA 96.

The fire protection sprinkler system is to be used only for fire protection sprinklers. Improperly connecting to this system will trigger the fire alarm.

5.17 (22 11 00) Domestic Water

Airport will provide cold water line, capped at, or adjacent to the Lease Outline Drawing (LOD) perimeter of each concession space. The Tenant is to provide an isolation valve where the water line enters the LOD if an isolation valve isn't already in place.

Domestic hot water will be the responsibility of the Tenant. No hot water equipment will be provided or maintained by the Airport.

Regulate and monitor water usage to foodservice equipment to conserve water and avoid potential unattended overruns. Do not leave faucets running unattended.

All non-food service sinks (hand washing sinks) and fixtures shall be installed with a thermostatic mixing valve set to 110°F maximum outlet temperature.

5.18 (22 13 00) Sanitary Sewer & Grease

All sanitary sewer piping shall conform to the following airport requirements:

- Accessible Above Slab: Service Weight Cast Iron Piping with No-Hub (Hubless) Fittings
- Inaccessible Above Slab: Service Weight Cast Iron Piping with Hub and Spigot Fittings
- Below Slab: Schedule 40 PVC Piping"

"All grease-laden waste piping shall conform to the following airport requirements:

- Accessible Above Slab: Service Weight Epoxy Coated Cast Iron Piping with No-Hub (Hubless) Fittings (Charlotte Pipe Edge HP or approved equal)
- Inaccessible Above Slab: Service Weight Epoxy Coated Cast Iron Piping with Hub and Spigot Fittings (Charlotte Pipe Edge HP or approved equal)
- Below Slab: Schedule 40 PVC Piping

Airport will provide the following sanitary sewer lines capped at, or adjacent to the Lease Outline Drawing (LOD) perimeter of each concession space. Tenant to ensure that all Tenant drains are appropriately sized and lead to the appropriate sanitary sewer drain lines.

The tenant shall coordinate with Airport Facilities staff during the design phase for tie-in to existing sanitary and vent piping. It is the tenant's responsibility to provide a grease interceptor and all associated piping If there is no availability to connect to an existing grease-laden waste system. All grease-laden waste systems shall be provided with calculations in accordance with the North Carolina Plumbing Code.

Ensure piping and drain sizes are adequate for the anticipated use. All floor drains are to be shall have a minimum 3" trap size. Provide all floor drains with a removable trap seal fitting. Trap primers shall not be used for any fixture traps. The tenant plumbing designer shall assess the existing floor slabs prior to completion of design and develop details for proper floor drain and floor sink installation and waterproofing. Refer to the example floor drain and floor sink details for more information. All floor drain and/or floor sink traps that accept condensate drainage from either HVAC equipment or walk-in coolers/freezers shall be insulated to prevent condensation buildup.

All vents required for the sanitary or grease waste are to extend through the roof and terminate outdoors. Any air admittance valves require specific approval from the Airport. Air admittance values are permissible only in arrangements without a vent path to the exterior.

Any kitchens or locations with domestic water are to have floor drains, with floors sloping toward these floor drains to prevent any potential damage to Airport equipment and spaces on the ramp level. Coordinate this with the concrete floor and the waterproofing in Section 5.6.

All floor sinks shall be either acid-resistant enamel or stainless steel construction. All floor sinks shall be installed with an anti-splash dome strainer.

All indirect waste connections accepting high temperature discharge from dishwashers or other kitchen equipment with booster water heaters shall be provided with a drain tempering valve prior to the indirect waste termination.

The tenant shall be responsible with providing acid neutralization traps or an acid neutralization tank if the waste is deemed to be highly acidic (fruit juices). In an instance of highly acidic waste, the tenant shall install a grease interceptor with stainless steel construction.

Refer to Section 5.4 for any penetrations in the concrete floor.

Refer to Section 5.7 for any roof penetrations and equipment.

5.19 (23 00 00) HVAC

The Airport HVAC system is to serve the public and non-leasable areas. At In-Line Concessions, the Tenant is responsible for conditioning the air within their own space. Cooling capacity for every In-Line Concession Tenant and every space is to meet the loads of that space. No enclosed space is to rely on adjacent building cooling.

Where possible, the Tenant may utilize the Airport variable air volume (VAV) system for comfort cooling to the Tenant space. All Tenant comfort cooling HVAC units shall connect to the Airport's Building Automation System (BAS).

All kitchen makeup air and exhaust air shall be provided by the tenant. Makeup air shall not connect to the Airport heating hot water and chilled water systems. All makeup air associated with the kitchen exhaust system shall be tempered. The Tenant shall provide air balance calculations of all kitchen exhaust and makeup airflows. The Tenant space shall be neutrally pressurized to the remainder of the Airport spaces. Utilizing Airport terminal air for makeup air shall not be accepted.

Exhaust fans and plumbing vents to be located in the designated space and are to exhaust a minimum of 10' from any outdoor fresh air intake. Maintain the required separation of exhaust fans and plumbing vents from any outdoor air intake per the North Carolina Mechanical Code. If a fan is placed inside a penthouse, the exhaust shall be ducted to the exhaust louver and is not to exhaust directly inside the penthouse.

Refer to Section 5.7 for any roof penetrations and equipment.

The condition of all existing mechanical equipment within the tenant space shall be inspected by the tenant engineer of record prior to completing design. Coordinate with Airport Facilities staff as needed to replace existing mechanical equipment beyond its useful lifetime.

All VAV terminal units shall have direct digital controls (DDC) capable of tying into the exiting Airport Building Automation System (BAS). All existing pneumatically controlled VAV terminal units located within the tenant space shall be replaced with a new VAV terminal unit with DDC controls and actuators.

The Tenant is to test and balance all new and reused HVAC systems to ensure that they meet the design parameters and operate per their intended controls. The Tenant is to submit test and balance reports to the Airport Project Manager prior to opening. All HVAC airside and waterside systems shall be balanced to within 10% of the design values.

Rooftop grease collection is to be a Grease Guard Rooftop Defense System or approved similar. Grease collection is not to inhibit the performance of any exhaust fan.

Tenant is to provide regular maintenance per manufacturer's recommendations. The Tenant shall keep records of all regular maintenance for review by Airport staff, if requested.

Refer to Section 5.4 for any penetrations in the concrete floor.

Kitchen Hood Exhaust - All grease-laden exhaust ductwork connected to Type I kitchen hoods shall have double wall factory fabricated and insulated zero-clearance ductwork. All

ductwork and associated access door locations shall be shown on design drawings. All exhaust ductwork connected to Type II kitchen hoods shall be stainless steel ductwork.

Kitchen Makeup Air - The tenant shall be responsible for providing makeup air to the kitchen space to ensure a neutral pressurization with the terminal. The tenant shall provide air balance calculations on the drawings denoting all outdoor and exhaust airflows in the space. All makeup air units shall be outdoor packaged rooftop units with direct expansion (DX) cooling and gas-fired heating.

HVAC Condensate Drainage - The tenant shall be responsible for routing all new mechanical system condensate drains to an indirect waste termination (floor drain, floor sink, etc.) within the tenant's space. The use of base building roof drains and/or sanitary drains for condensate disposal will not be accepted.

The mechanical design shall conform to the following criteria:

- Interior Conditions:
  - Cooling = 72°F, 50% RH
  - Heating = 70°F
- Ambient Design Temperatures:
  - Summer = 94.2°F DB / 74.7°F MCWB
  - Winter= 21.6°F

Noise Criteria (NC) Values from the HVAC equipment as generally accepted practice by ASHRAE Sound and Vibration Design Guidelines for HVAC-Related Background Sound in Rooms. NC Level outside a tenant space as a result of the HVAC system is to be limited to NC 40 in any adjacent space.

HVAC systems and equipment will be installed with vibration isolators as accepted practice by ASHRAE, Sound and Vibration Selection Guide for Vibration Isolators.

The Tenant is responsible for providing engineered drawings, design, and installation of all required HVAC inside the space, in compliance with the Airport's requirements, including the following:

- All ductwork from the main supplied by the Airport to the air devices in the space and all equipment associated with the ductwork.
- All required kitchen exhaust and make-up air ductwork.
- All required kitchen hoods and associated exhaust and make-up air fans.

Refer to Section 5.21 regarding Building Automation and controls.

All required VAV boxes with hot water reheat coils controlled with two-way hot water valves.

5.20 (23 10 00) Natural Gas

The Tenant shall not connect to the natural gas line serving the Airport's base-building systems.

Any Tenant requiring natural gas shall connect to the existing 5-psig natural gas line dedicated for Tenant equipment. The Tenant engineer of record shall coordinate with Airport Facilities staff for the exact tie-in location prior to completion of design.

If gas is used, the Tenant is to provide an approved means of exhaust and combustion air intake.

5.21 (25 00 00) Building Automation

All building automation and HVAC control work is to be provided by Johnson Controls, Inc. The Tenant is to procure Johnson Controls to perform all associated work.

5.22 (26 00 00) Electrical

All new Tenant spaces shall derive their electrical services from Airport Host electrical distribution infrastructure. The Tenant's electrical engineers shall not utilize existing Airport Facilities infrastructure to derive new Tenant electrical services without exhausting all options deriving services from existing Airport Host electrical equipment.

For new Tenant spaces, the Airport shall provide (1) empty 3" conduit with pull-string from the electrical room housing existing electrical distribution equipment dedicated for Tenant power and stub into the new Tenant space.
For existing Tenant spaces (upfits), the Tenant shall utilize existing pathways to extent possible or provide new pathway between renovated Tenant space and designated Airport electrical room. The Tenant shall coordinate exact Airport electrical room and provide all installation details and equipment locations on engineered drawings.

The Tenant shall provide enclosed circuit breaker or fused disconnect switch within the Airport electrical room for overcurrent protection of Tenant electrical distribution equipment and provide all wiring and conduit to make all required connections between the existing airport host electrical infrastructure and the Tenant electrical distribution equipment. The Tenant is required to coordinate all outages, installation locations of Tenant service disconnecting means, and penetration locations within the Airport electrical room.

Where existing Airport Host infrastructure does not allow for additional Tenant electrical service equipment to be installed, the Tenant's electrical engineer shall coordinate with the Airport to determine alternative Airport Facilities infrastructure location for Tenant electrical service. The Tenant shall provide new smart breaker in existing Airport Facilities infrastructure. New Tenant breaker shall have metering capabilities and shall be compatible with ETAP system. Tenant shall coordinate with the Airport IT and Facilities to provide 1" empty conduit with pull-string from newly installed breaker location to nearest IDF room housing ETAP servers.

Any additional electrical service requirements are to be reviewed and approved by the Airport as a special exception. In addition to obtaining approval for the design documents per Section 4.2.2, the Tenant is to specifically address this with the Airport Project Manager and obtain specific approval in writing from the Airport for this during the design phase.

The Tenant’s Electrical Engineer is to calculate all new and existing Tenant loads and verify the loads are uniformly distributed across the phases.

New electrical service and panels are to be no more than 75% full to accommodate future growth (physical space and electrical ampacity).

Airport panel schedules are to be updated with a new panel schedule, including date and company information. Handwritten alterations are not acceptable.

The Tenant's electrical engineer shall provide panel schedules which include the following information:-Panel Name / Designation-Panel Supply Source-Panel Mounting Type-Panel Enclosure Rating-Panel Voltage, Phase, and # of Wires-Panel AIC Rating-Panel Type (MLO / MCB)-Panel Main Breaker Size and Rating Panel Calculations:-Panel Fault Current Calculation-Panel Branch Circuit Breaker Size and # of Poles-Panel Branch Circuit Wire Size (or circuit wire sizing chart)-Panel Circuit Descriptions / Circuit Names-Panel Load per Phase (KVA and / or AMPS)-Panel Load Calculations per NEC Demand Factors-Panel Total Connected Load Calculation (KVA and / or AMPS)-Panel Total Estimated Demand Load Calculation (KVA and / or AMPS)

The Airport Facilities Department will assist with escorting the Tenant's design team to locate specific areas of the Airport (i.e., Electrical Rooms). The Tenant is responsible for inventory of all existing electrical equipment.

The Airport will complete arc flash studies at the completion of Tenant projects. At time of project completion, the Tenant is to provide updated panel schedules to the Airport.

All Sub-panels are to be sub-metered and monitored through Metasys Building Automation System.

All panels, meters, equipment, motors, junction boxes, and disconnects are to be labeled with voltage, circuit numbers, panel designation and panel location per the Airport standard numbering guidelines.

The tenant is responsible for providing all emergency light fixtures within the tenant space. All emergency light fixtures to be equipped with an integral battery pack and charger.

All lighting to be 3500K unless otherwise approved by the Airport.

Ramp and Common Area lighting to be controlled by Metasys Building Automation System via Hubbell lighting contactors. The Tenant is to procure Johnson Controls to provide all connections to the Building Automation System.

Exposed conduit is not permitted in any areas visible to the public. Flexible conduit over 6' is not allowed. Exposed MC (metal clad) cable is not permitted in any areas, including electrical rooms.

The Tenant is to request a 30-day load-study from the Airport, Reference Section 4.2.2.

Emergency power receptacles are to be Red.

Tenant shall install all low voltage wiring and cabling in conduit colors as specified in the table below:

Blue	Tele/Data Cabling
Orange	Tenant Data Cabling
Red	Fire Alarm Cabling
Purple	Security Cabling
Black	Paging & Intercom Cabling
White	Normal Power
Green	Article 700 EPSS Emergency Power
Brown	Article 701 EPSS Emergency Power
Silver	Article 702 EPSS Emergency Power
Yellow	Medium Voltage Power

Maintain NEC-required minimum clearance at all times in front of all electrical panels, transformers, disconnect switches, etc as

specified by code. Doorways providing egress from and entry to spaces housing electrical equipment shall at no time be blocked to prevent access. Airport Facilities Maintenance shall notify Fire Marshall of any violations.

Wherever possible, the electrical feeder for rooftop electrical equipment is to remain on the inside of the equipment. Refer to Section 5.7 for any roof penetrations and equipment.

Refer to Section 5.4 for any penetrations in the concrete floor.

5.23 (27 20 00) Telecommunications

Refer to the most recent version of the CLT Communications Infrastructure Standards for Telecommunications guidelines.

Airport will provide a 2" orange EMT conduit with a pull-string from the new (first generation) Tenant space to the nearest IDF closet. In 2nd Generation (pre-existing) upfit projects, if this conduit is not existing, the Tenant is to provide this.

The Tenant can request Ethernet telephone or data services directly from the Local Exchange Carrier (LEC). The Airport will provide connectivity from the nearest POP to the Tenant space.

Except as specifically coordinated and approved during the Drawing Review process, the following items are not allowed:

The Tenant is not allowed to use the Airport's telecom rooms for their own equipment. The Tenant is not allowed to run their own backbone cables between two non-adjacent tenant spaces. The Airport can provide all telecom service connections between non-adjacent tenant services and external to the lease space, unless otherwise noted during the Design Review process. The Tenant can also use the LEC for these connections.

The Airport provides free Wi-Fi service in all public areas. The Tenant can also provide their own Wi-Fi, as long as the signal is secured and hidden and contained between the boundaries of the Tenant's space. Any interference between Airport and Tenant Wi-Fi networks is to be corrected by the Tenant.

The Airport may in specific situations provide flight information displays in Tenant spaces. The use of third-party software for flight information displays in tenant spaces is not allowed. The flight information is to maintain the same visual consistency throughout the Airport per the Airport standards.

The Airport will provide the Tenant with (4) Cat5e cables, terminated with RJ45 Connectors. In 2nd Generation upfit projects, if this cable is not existing, the Tenant is to provide this cabling. The Tenant is to procure the Airport cabling vendor for this work.

The Airport will provide the Tenant with (1) 6 strand single-mode fiber optic cable terminated with LC duplex connector. In 2nd Generation upfit projects, if this cable is not existing, the Tenant is to provide this cabling. The Tenant is to procure the Airport cabling vendor for this work.

Airport will provide (1) Series-6 (RG-6) coaxial cable. In 2nd Generation upfit projects, if this cable is not existing, the Tenant is to provide this cabling. The Tenant is to procure the Airport cabling vendor for this work.

Airport provided cabling is intended to reach the rear 1/3 of first- generation Tenant spaces. The Tenant is to confirm this and coordinate with their layout.

5.24 (27 40 00) Cable & Satellite Television

Contact the Airport for cable or satellite TV service options.

Existing infrastructure originating in concessions for and run to roof-mounted satellite dishes may be reused following Airport approval, on a case-by-case basis. Any repair or upfit required to this infrastructure will be the responsibility of the Tenant, following design review and approval by the Airport. New infrastructure for roof-mounted satellite dishes in lease spaces without existing infrastructure is not allowed.

Any satellite dishes will be supported by a prefabricated galvanized non-penetrating ballasted rooftop sled, properly labeled to identify ownership.

All rooftop equipment is to be labeled with Tenant name, room number and date of installation for identification and warranty purposes.

5.25 (27 50 00) Public Address System

Music and paging systems are permitted with the Airport's approval. The volume of sound is to be controlled to limit the level to the tenant space and not disrupt adjacent spaces or public circulation.

Music in Tenant spaces is to be muted during life safety announcements. The Terminal paging system and the emergency messaging system is to be clearly heard without interference from tenant audio. The Tenant is to coordinate the audio controls with the Airport audio and paging system. While the tenant may utilize their own security system, the system must not have any audible alarms. Additionally, the system may only trigger a call to the tenant's staff. No system shall contact any law enforcement agency automatically or via a third-party monitoring service.

5.26 (28 10 00) CCTV & Access Control

Each Tenant is responsible for securing their own premises for in-store security and loss prevention. The Tenant may have their own security system to secure the Tenant space.

Surveillance camera systems (CCTV) and other security systems are to be completely independent of the Airport's CCTV and access control systems. All tenants must seek approval through the Camera Governance Committee and Airport Security for CCTV systems and access control systems, respectively, at the time they submit a proposal within a drawing set.

The Airport will not provide the Tenant access to cameras that are part of the Airport's CCTV system.

The field of view of tenant's CCTV system to be limited to the tenant's premises.

The Airport Security will not monitor Tenant CCTV systems. However, the tenant must comply with all requests from the airport to view or turn over any footage from the tenant's CCTV system upon request."

The Airport has an existing alarm system with duress buttons located in specific critical locations. In specific situations the Tenant may request a connection to this alarm system.

Doors with electronic access control are to comply with the North Carolina State Building Code.

Any access control required by Airport security is to be part of the Airport access control system, including Airport camera views of doors.

The Airport retains the right to place cameras for sole Airport use to monitor access points.

5.27 (28 46 00) Fire Alarm

The Passenger Terminal Building has a fire alarm system on a dedicated fiber network, provided by Johnson Controls. The system uses distributed processing techniques for alarm reporting, central signaling and selection of audible signal circuits. This system is low voltage, electrically supervised, and multiplexed using addressable monitoring and control devices and smoke detectors. This voice evacuation system uses a combination of audible signal devices consisting of speakers and visual signal devices of strobe lights.

The Tenant is required to provide fire alarm detection and notification devices on any project in any space that does not currently have fire alarm per NFPA 72. Newly installed fire alarm detection and notification devices shall be tied back to the local existing CDIA fire alarm control panel. Tenant shall identify existing fire alarm control panel location and coordinate with the Airport to make the connection.

All notification and detection devices shall be ceiling mounted where possible.

If an existing fire alarm system is available and existing to remain at the time of construction, the Tenant is to connect any new devices to the existing system, and coordinate with the Airport to make the connection.

The Tenant's fire alarm system design is to be in accordance with NFPA 72 and the Airport design standards. Each tenant is responsible for the fire alarm system design within their own space. All fire alarm design to conform to ADA requirements and to be integrated with the existing Johnson Control System.

The Tenant is to verify existing system capacity and coordinate design criteria with Johnson Control prior to design of tenant's fire alarm system.

SECTION 6
CONSTRUCTION GUIDELINES

6.1 Pre-Construction Meeting

Once the Tenant has obtained a building permit, the Tenant will be required to complete a "Pre-Construction Packet", as provided by the CLT Project Management Team. The CLT Project Manager will then schedule an on-site pre-construction meeting with the Tenant, the Tenant's contractor and any major subcontractors.

Tenant is required to provide the following information at the Pre-Construction Meeting:

- The construction schedule including milestone inspection activities
- Site and Terminal access, security, and safety requirements, including FAA and TSA requirements
- Security point-of-contact
- Material deliveries and staging plan
- Trash removal and construction area cleanup strategies
- Construction noise, and indoor air quality mitigation strategies
- Allowable working hours and delivery hours
- Discuss Contractor parking zones
- Connections to, and modifications of critical Terminal systems, including fire protection sprinklers, fire alarm, and utilities
- Connections to, and modifications to the building structure
- Temporary Terminal life-safety requirements
- Code enforcement inspections as noted on the schedule
- Project meeting schedule
- Tenant shall record Meeting Minutes of the Pre-Construction Meeting and distribute to all parties.
- Project closeout and occupancy requirements, Refer to Section 7
- Provide AHJ approved permitted drawings (Stamped Drawings) to CLT project team
- Schedule Handoff Site-walk with CLT to accept the space in its current condition or as noted from the meeting in writing.

6.2 General Construction Guidelines

The Tenant and its contractors are to download and follow the Airport Construction Safety and Security Standards on the CLT Credentialing Website.

Tenant shall perform Handoff Site Walk with CLT Project Team. Any deficiencies or discrepancies identified during the Handoff Site Walk shall be identified by Tenant in writing to the CLT Project Team. CLT will be responsible for completing infrastructure in accordance with Section 8.4 Tenant space shall be accepted (in writing) prior to any work commencing inside the Tenant Space. Any deficiencies or discrepancies identified after the Tenant Acceptance Letter is issued, will be the responsibility of the Tenant.

Upon receipt of the Tenant Acceptance Letter, CLT shall issue a formal Notice To Proceed with construction activities.

Tenant's Contractor shall provide a Project Directory and Subcontractor/Supplier list.

The Contractor is to provide construction barrier walls per Section 5.2.

The Contractor is to provide indoor air quality management per Section 5.1.

Construction noise in the Passenger Terminal Building is not to exceed the level where a normal conversation can be heard. The Airport may restrict the hours of work if the work is disruptive to passengers and Airport operations, at no cost to the Airport.

The Airport is to have access to the construction site at all times. The Airport reserves the right to stop construction at any time if conditions are unsafe, disruptive to the Airport operations, or don't meet the approved Construction Documents.

The Tenant is to include the Airport Project Manager in all major correspondence and invite the Airport Project Manager to all recurring and major on-site meetings. The Tenant is to record meeting minutes of all meetings and provide these to the Airport Project Manager.

The Tenant is responsible for scheduling all required permitting inspections. Copies of the inspection reports are to be provided to the Airport Project Manager.

Tenant shall provide all approved submittals to CLT project management team. A copy of all approved submittals should be made available on site.

Contractors are to obtain a hot work permit from the control room for any work involving sparks or an open flame, including welding, brazing, cutting, grinding, soldering, or torch applied adhesion.

Any revisions to the approved plans (RTAP or Bulletins) shall be provided to CLT prior to installation of deviations from Approved Permitted Construction Documents.

CLT must be copied on all RFIs and associated responses.

Construction Logistics Impacts (work plan) are required 2 weeks prior to affecting any airport systems (i.e., scope of work, time frame, affected systems, etc.).

6.3 Contractor Access / Badging

The Tenant's contractors are to follow the requirements for Airport identification badges per the Airport Operations, Badging Office. Contractor must adhere to the latest revision of the Airport Security Standards found on the credentialing website.

All personnel requiring access to any Security Identification Display Area (SIDA) including the Airport Operations Area (AOA) and the Sterile Area, are either to have an Airport Identification Badge, or are to be escorted by an approved badge-holder. The Airport will determine on a case-by-case basis how many personnel are to have Airport Identification Badges. Please note, excessive escorting is not permitted. Please see the CLT Security Standards for escorting limitations.

All personnel that need to operate a vehicle inside the perimeter fence in the AOA are to obtain Driver Endorsement (DR) with their badge.

The application and approval process for Airport Identification Badges requires up to four weeks. The Tenant is to schedule this time into the project schedule.

The Tenant is responsible for all identification badge fees.

Contact the Credentialing Office with any access or badging questions. Refer to the Contacts in the Appendix of this document, or visit the Credentialing Office in Baggage Claim, Zone E.

Contractor will be responsible for all Subcontractor parties associated to the project and are responsible for ensuring compliance with the current Security Standards.

Temporary Construction Wall locations must be coordinated with CLT prior to erection. Temporary Construction Walls cannot be removed without prior approval from CLT Security Operations.

Amendments to the Airport Security Program require 60 days advanced notification for processing through CLT Security/TSA.

6.4 Key Systems

The Tenant is to follow the current Airport Key process which includes filling out the appropriate forms.

The person requesting keys is to be the authorized employee listed on the Key Duplication Form on file in the Airport Locksmith Shop.

The Key Forms are to be filled out and signed by the authorized signer before keys will be issued.

The Tenant is responsible for all keys that are issued to contractors and the areas in which the contractor has access.

The Tenant is to contact the Airport Project Manager and for any specific controlled access outside of their Tenant space.

6.5 Contractor Staging and Deliveries

The Tenant and the Tenant's contractors are to keep all areas outside of the Tenant space free of construction materials, tools, and debris at all times.

Construction equipment and all related project materials are to be kept behind construction walls or within the Tenant lease space. Construction and Tenant materials and tools are not to be stored in any public areas or Airport mechanical or electrical rooms. Tool inventory is required to be on-hand of personnel transporting tools and equipment to and from the temporary construction boundary.

All material deliveries, requiring ramp level access, are to be coordinated at least 24 hours in advance through Airport Operations. All deliveries to the Loading Dock are to be scheduled with the Loading Dock Manager. Refer to the Contacts in the Appendix of this document.

All tools and materials are to be delivered between 11:00pm and 5:00am.

All deliveries are to be less than 3,000 lbs. and delivered on non- motorized carts with rubber wheels.

Elevator 1, located by the Loading Dock, is not for construction materials or tools.

Contractors are to use their own dumpsters. No construction trash is to be disposed in the Airport compactors. All dumpsters must be covered at all times.

The Contractor is to submit, to the FAA, Form 7460 at least six weeks prior to using a crane or similar heavy equipment. Coordinate this through the Airport Project Manager.

Tenant's Contractor Team is required to follow guidelines outlined in the Ramp Safety Standards.

Contractors are to coordinate parking requirements with the Airport Project Manager.

Contractors are not to park on the ramp.

No parking will be allowed within the secured area without prior approval from the Airport.

6.6 Inspections

The Tenant is responsible for scheduling inspections with the Airport Project Manager at the following construction milestones:

1. Post Demo Inspection:
   - Purpose: To inspect the site after demolition work is completed.
   - Timing: After all demolition activities are finished.
   - Requirements: The site must be cleared of all debris and made safe for further construction.

2. Prior to Dry-In/Close-Up of Walls Inspection:
   - Purpose: To inspect the building's structural components before walls are closed up.
   - Timing: Before enclosing the walls.
   - Requirements: The building's structural elements, including framing, plumbing, electrical, and HVAC systems, must be accessible for inspection.

The Tenant shall notify the Airport Project Manager in writing of the desired inspection. The Tenant shall correct any deficiencies identified during the inspection promptly and notify the Airport Project Manager when the corrections are completed. The Airport Project Manager may conduct additional inspections as necessary to ensure compliance with building standards.

SECTION 7
PROJECT CLOSE-OUT

7.1 Commissioning

The Tenant is to provide a Commissioning Plan and a Closeout Report to the Airport.

The Tenant is to provide operational and service training for equipment that may impact Airport systems.

The Tenant is to provide the final HVAC air balance report to the Airport.

The Airport will complete arc flash studies at the completion of Tenant projects.

7.2 Punch List

Upon substantial completion, the Tenant is to schedule a punch-list inspection with the Airport Project Manager. This inspection is primarily intended to address the items addressed in this manual.

The Tenant is to repair or replace any adjacent Airport finishes that are damaged during construction. Any public facing Airport finishes are to match Airport specifications.

The Tenant is to clean any areas that may have been affected during construction, including electrical and mechanical rooms, the roof and common areas that were exposed to construction.

The Tenant is to provide a detailed budget including the costs of all Tenant improvements, furniture, fixtures, and equipment in accordance with contract terms.

7.3 Certificate of Substantial Completion

When the Tenant, the Tenant's designer, Code Enforcement, and the Airport project manager have inspected, and agree the work is substantially complete, the Tenant is to prepare a Certificate of Substantial Completion of the Work. This will initiate the warranty period. The Date of Beneficial Occupancy is synonymous with the Certificate of Substantial Completion.

The Certificate of Substantial Completion is to indicate the responsibilities of the Tenant, the Tenant's vendors, and the Airport, for security, maintenance, and insurance. The certificate is to list the outstanding punch-list items still to be completed.

The Certificate of Substantial Completion should indicate the date of substantial completion agreed by the Airport and the Tenant; however, this date does not alleviate any responsibility of the Tenant to complete all work per the approved Construction Documents.

7.4 Security Inspection

Prior to Tenant occupancy, the Airport will perform a security inspection of the space to confirm compliance with Airport Security and TSA requirements. Coordinate this with the Airport Project Manager. CLT Security, the TSA, and local and Federal Law Enforcement officers reserve the right to enter and inspect tenant spaces during construction at all times to ensure compliance with CLT Security Standards, Federal Regulations, and local and federal laws, respectively.

7.5 Lien Releases

The Tenant is to submit lien releases within 90 days after the Temporary Certificate of Occupancy has been granted, the Tenant is to forward to the Airport a notarized copy of lien releases by the general contractor for any contract exceeding $2,500.

7.6 Operations and Maintenance Manuals

The Tenant is to provide the Airport with Operations and Maintenance Manuals for all Tenant finish materials, fixtures, equipment, or items that may be maintained, or become property of the Airport.

All Operations Manuals are to be electronic, in PDF format.

All Operations Manuals are to include the approved submittal data, and shop drawings. Submittal data is to include contact information for the product manufacturer and the installing contractor.

Files are to be properly labeled and organized in a logical manner.

7.7 As-Built Submittals

The Tenant is to provide the Airport with as-built drawings and specifications. Drawing files are to be submitted electronically in both PDF and AutoCAD DWG format as well as the file format in which they were produced if they were produced in BIM.

As-built documents are to include all of the drawings and specifications, including Architectural, Structural, Mechanical, Electrical, Plumbing, Telecom, Fixtures, Furnishings and Equipment.

7.8 Final Inspection

Upon completion of all punch-list items, the Tenant is to schedule a final inspection with the Airport Concessions Project Manager. Once the Airport and the Tenant agree that all punch-list items are complete, the Airport Concessions Project Manager and the Tenant are both to sign a completed copy of the punch-list.

After final completion and once the Tenant and the Airport are satisfied that all Operations and Maintenance Manuals, and As-Built Documents have been completed, and all other contract requirements have been met except for warranty and training, the Tenant will issue a Certificate of Final Acceptance.

7.9 Warranties of Work and Equipment

The Tenant and the Tenant's contractors are responsible for all warranties and workmanship of all materials, furnishings, fixtures, finishes, and equipment.

The Tenant is responsible for warranties for a period of at least one year after the date of substantial completion, or longer, as noted in the Construction Documents.

If repair or replacement is necessary, temporary equipment is to be provided by the Tenant without any cost to the Airport.

SECTION 8
APPENDIX

8.1 Terms & Definitions

ADA: Americans with Disabilities Act. Federal civil rights laws that ensure equal opportunity for people with disabilities.

AHJ: Authority Having Jurisdiction

Airport: Charlotte Douglas International Airport (CLT)

AOA: Aircraft Operations Area: This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures.

Aviation Department: Charlotte-Douglas International Airport, Department of the City of Charlotte

CDM: Concessions Design Manual, provides standards and guidelines for the design and construction of all concession Tenant projects.

CFR: Code of Federal Regulations

CLT: Charlotte Douglas International Airport

Common Area: Public space outside of Concessions Tenant leased premises designated by the Airport for general passenger use and designed and maintained by the Airport.

Concessionaire: Any Tenant (lessee) providing food, beverage, retail, or service concessions at CLT.

Concourse: The area of the Passenger Terminal Building consisting of gate hold-rooms, boarding areas and passenger circulation zones and amenities directly adjacent to and supporting these functions.

DRC: Design Review Committee

e-Builder: The Airport's construction program management solution that manages capital program cost, schedule, and documents. www.e-builder.net

Escort: An individual, meeting security requirements, taking responsibility for another individual not meeting security requirements, while entering the AOA or Sterile Area of CLT.

FAA: Federal Aviation Administration

Façade: The main entrance and public-facing façade(s) of a concession Tenant's leased premises.

Façade Frame: The Airport designated and designed framed opening; used to create a defined and consistent standard for concession façades.

In-Line Concession: This lease outline is clearly defined by hard demising walls and a defined Façade.

Freestanding Concession: Individual, freestanding, self-contained concession unit that provides preparation, merchandise display, transaction space and/or storage. These Tenants are partially or completely open to the Common Area and not defined by a conventional enclosure. The walls in these concessions don't extend to the Airport ceiling.

Lease Lines: The line defining the extent (perimeter) of a Tenant's Leased Premise. This perimeter line is delineated by a Lease Outline Drawing (LOD).

Lease Outline Drawing (LOD): An exhibit used to graphically and dimensionally establish the extents of a leased area.

MCCE: Mecklenburg County Code Enforcement

NCSBC: North Carolina State Building Code

Non-Secure Area: Also referred to as 'Landside', it is the area of the Airport prior to the passenger screening checkpoint and does not require security clearance or an Airport badge.

OSHA: Occupational Safety and Health Administration

Passenger Terminal Building: The portion of the Airport complex consisting primarily of check-in areas, Baggage Claim facilities, gate hold rooms, boarding areas, passenger circulation zones and amenities supporting these functions.

Security Identification Display Area (SIDA): Any area identified in the CLT security program requiring each person to display a CLT-issued identification badge at all times. Access levels vary and are to be verified through Airport Operations.

Signage Band: The area above the concession Tenant's façade opening that is designated for the mounting of signage.

Special Projects Team (SPT): A division of Mecklenburg County Code Enforcement allocated to CLT construction projects.

Sterile Area: The portion of the Airport that provides passengers access to the aircraft. Access is generally controlled by the TSA, or the airlines.

Temporary Concession: A concession in place for up to 60 days.

Tenant Modification Application (TMA): Application for construction or revisions to any space by any Tenant at the Airport. Refer to the Design Review Process.

Transportation Security Administration (TSA): A division of the Department of Homeland Security charged with protecting United States transportation systems.

8.2 Contacts

Concessions Contract Manager	
Contact for conceptual discussions	
Name:	Erin Sanburg
Phone:	(704) 589-4576
Email:	Erin.Sanburg@cltairport.com

Concessions Process Administrator	
Contact for all design submittals	
Name:	Alyssa Chislett
Phone:	(980) 420-6182
Email:	Alyssa.Chislett@cltairport.com

Business & Revenue Project Manager	
Contact for design review through construction	
Name:	Jon Obregon
Phone:	(980) 214-7608
Email:	Jon.Obregon@cltairport.com

Terminal Logistics Manager	
Contact to coordinate logistics at the curb for deliveries	
Name:	Gail Gillies
Phone:	(980) 214-6688
Email:	Gail.Gillies@cltairport.com

Airport Locksmith	
Contact to coordinate coring of all locks	
Name:	Chris Picerno
Phone:	(980) 721-4061
Email:	Chris.Picerno@cltairport.com

Security Operations Construction Supervisor	
Contact for: logistical questions, access requests, job site security, security sweep questions	
Name:	Aireyanna Kennedy
Phone:	(704) 840-3886
Email:	Aireyanna.Kennedy@cltairport.com

Airport Operations	
Security incidents—contact for security breaches/incidents	
Name:	
Phone:	(704) 359-4012
Email:	

Mecklenburg County Code Enforcement	
Contact to schedule preliminary plan reviews, permit plan reviews, understand MCCE submittal processes, etc.	
Name:	Cheryl Scott-Parker
Phone:	(980) 314-3106
Email:	Cheryl.Scott-Parker@mecklenburgcountync.gov
Link:	www.mecknc.gov/LUESA/CodeEnforcement
Note:	CLT projects are reviewed and inspected by the Special Project Team

Mecklenburg County Code Enforcement	
Contact for plan review and inspections	
Name:	Amanda Keske
Phone:	(980) 314-3082
Email:	Amanda.Keske@mecklenburgcountync.gov
Address:	2145 Suttle Ave. Charlotte, NC 28208

8.3 Airport Concession Design and Construction Process Durations

Step	Action	Expected Duration
1	Tenant notifies CLT Concession Contract Manager to discuss concept	
2	Concession Management Team approves concept	
3	Tenant submits TMA request	
4	TMA Review Committee approves concept and initiates the Design Review process	1 week
5	Upon TMA approval, Concession Project Manager will outline proposed schedule with Tenant	
6	Concession PM may request a Pre-Concept meeting with the tenant and CLT Design Team	
7	**Tenant submits 30% design documents to CLT**	Within 2 weeks of TMA approval
8	CLT provides 30% submittal comments	1 week
9	Tenant responds to comments	1 week
10	CLT reviews response	1 week
11	**CLT approves 30%**	
12	**Tenant submits 60% design documents to CLT**	2-4 weeks
13	CLT provides 60% submittal comments	2 weeks
14	Tenant responds to comments	1 week
15	CLT reviews response	1 week
16	**CLT approves 60%**	
17	**Tenant submits 90% design documents to CLT**	2 weeks
18	CLT provides 90% submittal comments	1 week
19	Tenant responds to comments	1 week
20	CLT reviews response	1 week
21	**CLT approves 90%**	
22	**Tenant submits 100%, signed and sealed, construction documents to CLT**	2 weeks
23	CLT provides Design Review Committee Approval Letter	2 days
24	Tenant submits permit application, approval letter, and CLT-approved 100% drawings to Mecklenburg County Code Enforcement (MCCE) for plan review.	Allow 90 days for plan review
25	Pre-construction meeting	1-2 weeks prior to construction
26	Construction	

27	Punchlist walk-through	
28	Construction concludes	
29	Security Sweep	Prior to construction barrier removal
30	Concessionaire requests permission to open	
31	Concession opens	

Note: The estimated durations listed above do not account for time required for resubmittals or requests for additional information.

8.4 Design Review Drawing Submittal Requirement Matrix

Index of Drawings	**30%**	**60%**	**90%**	**100%**
Title Block, Project Name, Project Address	x	x	x	x
Drawing Set List	x	x	x	x
General Notes, Symbols, & Legends	x	x	x	x
Disciplines Listed	x	x	x	x
General & Foundation Structural Notes	**30%**	**60%**	**90%**	**100%**
Foundation Plan		x	x	x
Ground Floor Slab Plan		x	x	x
Foundation Details		x	x	x
Pipe Cap Layout Details		x	x	x
Masonry Details		x	x	x
Foundation Schedules		x	x	x
Framing Floor Plan(s)		x	x	x
Roof Framing Plan(s)		x	x	x
Framing Schedules		x	x	x
Framing Elevations		x	x	x
Framing Sections		x	x	x
Standard Details		x	x	x
Miscellaneous Details		x	x	x
Architectural	**30%**	**60%**	**90%**	**100%**
Cover Sheet	x	x	x	x
Index of Drawings	x	x	x	x
Abbreviations & Notes		x	x	x
Legends & Schedules		x	x	x
Life Safety Plan		x	x	x
Building Code Analysis		x	x	x
Floor Plan(s)		x	x	x
Reflected Ceiling Plan(s)		x	x	x
Building Cross Sections			x	x
Wall Sections			x	x

Partition Types		x	x	x
Details			x	x
Door Schedule		x	x	x
Finish Schedule, Legend, & Notes		x	x	x
Furniture & Equipment Layout & Schedule		x	x	x
Mechanical	**30%**	**60%**	**90%**	**100%**
Abbreviations & Notes		x	x	x
Legends & Schedules		x	x	x
Building Code Analysis			x	x
Ductwork Floor Plan(s)		x	x	x
Piping Floor Plan(s)		x	x	x
Sections			x	x
Details			x	x
Schedules		x	x	x
Controls			x	x
Piping Diagrams			x	x
Calculations			x	x
Plumbing	**30%**	**60%**	**90%**	**100%**
Abbreviations & Notes		x	x	x
Legends & Schedules		x	x	x
Domestic Water Floor Plan(s)		x	x	x
Sanitary Floor Plan(s)		x	x	x
Details			x	x
Schedules		x	x	x
Riser/Isometric Diagrams		x	x	x
Electrical	**30%**	**60%**	**90%**	**100%**
Abbreviations & Notes		x	x	x
Legends & Schedules		x	x	x
Building Code Analysis			x	x
Lighting Floor Plan(s)		x	x	x
Lighting Fixture Schedule		x	x	x
Power Floor Plan(s)		x	x	x

Power Riser Diagrams	x	x	x	x
Panel Schedules		x	x	x
Details			x	x
Fire Protection / Fire Alarm	**30%**	**60%**	**90%**	**100%**
Abbreviations & Notes		x	x	x
Building Code Analysis			x	x
Legends & Schedules		x	x	x
Fire Alarm Floor Plan(s)		x	x	x
Fire Protection Floor Plan(s)		x	x	x
Fire Alarm Riser Diagram	x	x	x	x
Details			x	x

8.5 Provision Summary

Below is a list of provisions generally provided by the Airport (A) and what is typically required by the Tenant/Concessionaire (T). Conditions may vary and specific provisions for each project will be confirmed by the Airport Project Manager. The Tenant is to verify all existing conditions of their space prior to design. The Tenant is also to carefully review Section 4 for technical requirements.

PROVISION RESPONSIBILITY MATRIX			**(A) = Airport (T) = Tenant**
Provision	**Construction**		**Notes**
	New	**Existing**	
Flooring	T	T	
Floor Waterproof Membrane	T	T	
Flooring Transition Strip	T	T	
Demising Wall	A	T	1-hour fire resistance rated, insulated and fire-taped
Temporary Construction Wall	A	T	
Temporary Construction Wall Door Hardware/Locks	T	T	
Temporary Construction Wall Surface Mat	T	T	
Temporary Construction Wall Graphics	T	T	Temporary Construction Graphics
Overhead / Security Grill Door	T	T	
Entryway Soffit	A	T	
Flag Sign Frame & Mount	A	T	
Façade Frame & Boundary	A	T	
Floor Slab Depression	A	T	Refer to Section 5.4
Slab Infill	T	T	
HVAC	A	T	Refer to Section 5.19
Exhaust Fans	T	T	Airport will provide adequate space to accommodate make-up air units and exhaust fans.
VAV Boxes	A	T	
Chilled Water for HVAC (VAV supply)	A	T	
Chilled Water for Refrigeration (Water-cooled condensers)	A	A	Split systems are prohibited

Domestic Water Line	A	T	
Isolation Valve for Domestic Water	A	T	
Hot Water Line	T	T	
4" Sanitary Sewer Line to LOD	A	T	
4" Grease-Laden Main Piping	A	T	Existing above grade grease interceptor units may be subject to relocation. Coordinate with Airport Facilities staff for connection to existing grease-laden main piping, if available.
Natural Gas	A	T	Natural Gas trunk lines will be made available within 300 ft of concessions LOD. Trunk lines will have valves and caps for access points.
Exhaust/Ventilation of natural gas	T	T	
Cooking Oil Collection Lines	T	T	This is specific food service equipment provided and maintained by the Tenant.
CO2 Lines	T	T	
Addt'l Floor Penetrations, Conduits, & Drains	T	T	
Sprinklers	A	T	Tenant connections to the main sprinkler line are to be disconnected with a single shutoff valve without disconnecting the remainder of the sprinkler system.
Connections to BAS	T	T	Tenant is to procure an Airport-approved contractor.
3" Electrical Conduit with Pull String	A	T	
300 Amp Capacity in Distribution Panel	A	T	Confirm this; specify voltage and phase
Circuit Breaker in Electrical Distribution Panel	T	T	
Electrical Panel & Transformers	T	T	
Electrical Conductors	T	T	

8.6 Airport Concessions Projects Security Plan Requirements

Purpose: The Concessions Design Standards call for a security plan to be included with the 60% submittal of any proposed project. To ensure each project is compliant with CLT and TSA security regulations, the following information should be submitted to the design review committee no later than the 60% submittal.

During the 60% submittal review (or sooner, based on when the information is provided), CLT Security will review the submitted information and inform the tenant of what information needs to be included in the following submittal(s).

Information Required from Tenant:

Badging:

- Will all staff be badged for this project?
- If applicable, how long will non-badged persons be escorted for during this project? Reminder: Non-badged personnel should not be escorted for a period exceeding (3) weeks without starting the badging process.
- Please list all areas the badged personnel will need to access and how they intend to access the work location.

Are temporary walls planned for this project?

- Yes: Refer to the most recent edition of the Concessions Design Standards for temporary wall/barricade minimum requirements and guidelines. Please indicate where in the drawings all specs for the temporary wall can be located.
- No: What form of security is planned to protect the space during construction? Please be as specific as possible regarding the means in which the job site will be secured. Example: The existing roll-down gate with airport accountable key control remaining in place during a refresh would be acceptable in most circumstances.

Does this project incorporate any automated access control systems outside of lock & key security?

- Yes: Indicate precise locations where access control devices are desired. Be sure to indicate if this is a request to add onto the airport's access control system, or if this is an independent system intended only for use/control by the tenant.
- No: No need for further information.
- NOTE: Please ensure lock & key specifications (if applicable) are listed in accordance with the latest standard published in the Concessions Design Standards.

Cameras:

- Does this project intend to install an independent camera system managed by the tenant?
    - Yes: Currently, the requirement is to advise CLT Security that a system will be installed. No further details required.
    - No: No further details required.
- Does the tenant wish to have cameras installed on CLT's camera system (special circumstances only)
    - Yes: Must consult with CLT Security prior to submitting responses to this document.
    - No: No further details required.

Security Systems:

- CLT must be informed of any tenant installed/operated security system (i.e motion detectors). Please list the specific functions of any system proposed.

Tool Control:

- How will tools & other prohibited items necessary for construction be controlled for this project?
    - Example: "Tools will be stored in a locked job box behind the temporary wall. Only badged workers or those under escort will be permitted to use tools in the space behind the temporary wall. Tools will never be taken outside of the temporary wall unless stored in a locked job box while being transported into or out of the job site. Each job box will have a list of tools stored within and a sign out/in sheet for each tool being used at any given time."
    - Please refer to the CLT Security Standards (Section 7.3.1) for the requirements to use tools/prohibited items in the restricted areas of the airport.
    - Be as specific as possible with the provisions in which tools will be accounted for in this section.
    - All storage locations must be listed.

Access to the Site:

- Who will have the keys/access to the work site?
- What are the general proposed hours of the work to be performed?
- (When a contract is awarded) CLT Security must be given a list of 24/7 contact information for individuals with authority over the project site and the personnel working on the job.

Adjacent Tenant Space Implications:

- In some tenant locations, there are access doors that lead into an adjacent tenant space. Please spell out how the construction space will be completely free from unauthorized individuals during the construction phase.

8.7 Security Sweep Information

Concession Project Manager assigned to the project must be notified 2 weeks in advance that the concept is going to be ready for the sweep (see contact list).
Concessionaire should officially request sweep with Concession PM at least one week in advance.
Concession PM will assess whether or not the concept is ready for the sweep based on the project status and schedule.
Sweeps take place Wednesdays from 9am-12pm unless special permission is granted by CLT Security Operations in conjunction with CMPD K9.

Reminders:

- All prohibited items must be removed before this sweep – this includes all tools, hardware not affixed to a permanent fixture, and work equipment. The discovery of prohibited items during the sweep will result in a failed sweep, which will create an additional sweep requirement.
  NOTE: CLT will not reschedule the additional sweep for a minimum of (2) weeks if a concept fails a security sweep.
- Merchandise and consumables cannot be stocked or stored pre-sweep. Once the concept passes the security sweep, merchandise and consumables may be brought in/stocked. There can be no food (whether merchandise or for personal consumption) in the space in any fashion before the sweep takes place (this will interfere with the dog's ability to perform properly). Food present will result in a failed sweep and we will not be able to move forward that day.
- Nobody can be present in the space during the sweep except Airport Security and CMPD. All others must wait until the sweep is completed. The sweep will likely take about a half hour per space.
- If there are no issues discovered during the sweep, the area is considered re-sterilized. This status will only be communicated by CLT Security Operations. No other party can make this determination. This means that the area is treated the same as any passenger facing area post-security, **regardless of the temporary wall being up or down**. This means:
  - No unattended tools at any time.
  - Any tools used must be within arm's reach at all times and attended to. All tool accountability rules apply (See the CLT Security Standards for current requirements).
  - No tool storage containers in the space – these must be removed before the sweep or coordinated with the project manager to be relocated.
  - All standard escorting rules apply (regardless of the sweep status) – there are no exceptions to this policy whether or not a temporary wall is in place.

Wording Tenant must post if construction wall remains up after security sweep (NOTE: This sign is **not** to be displayed on any passenger facing area (i.e the construction wall or temporary door). This is to be displayed within the walled-off space only, but must be clearly visible to all who enter the space:

THIS IS A STERILE AREA!

This area has been re-sterilized and is to be treated the same as any other area that passengers have access to after TSA screening.

- **No storage of tools, loose hardware, or any other prohibited items is permitted at any time in this space. You must coordinate with the owner's representative if you need to store tools or loose items.**

- **There can be no unattended items left in this space. Violator's items will be confiscated and may be subject to citation. This includes:**
  - **Boxes (except those with pre-screened merchandise for store use)**
  - **Bags**
  - **Lunch Boxes**
  - **Storage Containers**
  - **Suitcases**
  - **All other personal items**

- **You must be badged or under escort in this space at all times.**

- **Badge display is required 100% of the time.**

- **The construction access door must be closed and secured at all times, unless you are actively entering or exiting the space.**

END OF DOCUMENT