

# Pre-construction Requirements

Please review the following requirements for all Tenant Improvements. This document is required to be initialed where indicated and signed by Tenant's Contractor then submitted to the Landlord before construction commences.

## Approval Requirements:

A1: Tenant to submit full set of Drawings to LL Construction Manager for review and approval.

A2: Contractor to Submit a Contractor Qualification Statement for LL review and approval.

A3: Contractor to submit a full electronic set of Permit Documents along with required Permits to the Landlord as soon as available and before the start of construction. **Initials:** \_\_\_\_\_

A4: Contractor will provide complete list of all Subcontractors (including company name, contact name, and contact info) performing work on site. **Initials:** \_\_\_\_\_

A5: Contractor to provide proper Certificate of Insurance (COI) and Release of Lien forms required by Landlord (see Tenant Portal for example of required coverage for both Liability and Commercial Property Insurance). COI must be submitted before any construction commences. **Initials:** \_\_\_\_\_

A6: Contractor to provide a construction schedule to LL Construction Manager. **Initials:** \_\_\_\_\_

A7: A pre-construction meeting will be held on site with LL Construction manager prior to any start of construction to go over site rules, dumpster and portable RR placement.

A8: Tenant is to submit a complete Signage Package to Landlord and receive approval before installation. **Initials:** \_\_\_\_\_

## Design Requirements:

**D.1:** Contractor shall repair any damage done to the shell building by Contractor or Subcontractors matching the original shell, including material and finish. **Initials:** \_\_\_\_\_

**D.2:** Contractor will not suspend equipment exceeding 150 lbs. from the building roof structure. Contractor is financially responsible for any structural modifications required to exceed this weight limit, including design and installation. Contractor must submit all necessary documentation and receive approval from Landlord before any modifications are made. **Initials:** \_\_\_\_\_

**D.3:** Without exception, Tenant stepdown transformers, panel boards, and all related equipment shall be located within the Tenant space. **Initials:** \_\_\_\_\_

**D.4:** Location and design of through-wall louvers, vents, etc. shall coordinate with existing building equipment including color and finish. **Initials:** \_\_\_\_\_

**D.5:** Tenant is required to perform all necessary sprinkler head adjustments and design calculations within the space, if applicable and required by local AHJ, to comply with local code. Existing heads must be turned down at a minimum in spaces that have acoustical/hard ceilings. **Initials:** \_\_\_\_\_

**D.6:** Any modifications to the storefront must be an exact match to existing storefront material, finish, and design intent. **Initials:** \_\_\_\_\_

**D.7:** Tenant must install LL approved water submeter (see Tenant Portal for approved water meters). Tenant is responsible for furnishing and installing all cables, wall unit and meter along with all components required for a full operating system. Remote reader must be labeled properly with Tenant name and suite number, it is to be located 60" AFF and 12" from rear door inside tenant space. **Initials:** \_\_\_\_\_

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## Construction Requirements:

**C.1:** Contractor is financially responsible for providing all temporary power required for scope of work. If Contractor is in violation, Landlord will fine Contractor \$5,000.00 for the first violation and \$2,500.00 for each subsequent violation. **Initials:** \_\_\_\_\_

**C.2:** Contractor must provide its own construction dumpster and portable restroom placed as not to block access to the parking lot or parking spaces. Construction debris and trash shall not be placed in shopping center dumpsters. Portable Restrooms to be pumped out very early morning prior to any other tenants opening for business. Any violations will result in a \$500.00 fine for each occurrence. Exact location to be reviewed and approved by LL Construction Manager before dumpster is delivered. **Initials:** \_\_\_\_\_

**C.3:** Contractor to properly install all condensate water lines as not to drip on roof including all necessary barriers to protect roof and building envelope. All condensate lines need to be piped into tenant space. **Initials:** \_\_\_\_\_

**C.4:** Tenant must provide LL Construction Manager with 24hour notice of any modifications to existing sprinkler system as fire alarm must be placed on "Test" during this process (no exceptions). **Initials:** \_\_\_\_\_

**C.5:** Contractor must provide proper means of access to roof without damage to building fascia, parapet, or other building component where roof access hatch is not available. Roof hatch access via riser rooms need to be coordinated with LL Construction Manager. **Initials:** \_\_\_\_\_

**C.6:** Paint on exterior rear wall mounted equipment and piping is required to match rear wall color unless otherwise required by code. If painting is not complete within ten days of Certificate of Occupancy receipt, Landlord will have this completed and all costs, plus an administrative fee, will be taken from the TI Allowance.  
**Initials:** \_\_\_\_\_

**C.7:** Contractor is required to use the Landlord specified contractors, per the lease agreement. This includes roofer and fire life safety.  
**Initials:** \_\_\_\_\_

**C.8:** Contractor shall provide on-site supervision and management capable of communicating competently and with a complete understanding of the project. **Initials:** \_\_\_\_\_

**C.9:** Contractor is responsible for all safety barricades, temporary protection, flagman, etc. for all construction activities being performed and to ensure that reasonable protection measures are in place for all construction occurring in public areas. **Initials:** \_\_\_\_\_

**C.10:** Contractor is required to get approval for all staging areas and construction personnel parking locations from property manager and construction manager. **Initials:** \_\_\_\_\_

**C.11:** Contractor understands that noise pollution to surrounding tenants is to be kept to minimum and will work with all affected parties if noise will exceed normal levels during open hours and schedule the noisy activities accordingly. **Initials:** \_\_\_\_\_

**C.12:** Contractor must dispose of all trash and debris caused by construction activities and personnel on a daily basis in all public areas. Should Contractor fail to perform these duties, Landlord will perform this task at the expense of the Tenant. **Initials:** \_\_\_\_\_

# Pre-construction Requirements

## Closeout Requirements:

**X.1:** Contractor will submit a full electronic set of Record Drawings(As-Built) (PDF and CAD) to Landlord within 30 days of receipt of Certificate of Occupancy (or similar). **Initials:** \_\_\_\_\_

**X.2:** Contractor is responsible for obtaining and meeting all TDLR (Texas Department of Licensing and Regulations) and ADA (Americans with Disabilities Act) requirements and passing inspections. Landlord to be provided with documentation once completed. **Initials:** \_\_\_\_\_

**X.3:** Contractor to provide Landlord with Certificate of Substantial Completion and other documentation required in the lease agreement along with a complete Punch List. Landlord has the right to add items to the Punch List and return to Tenant for proper correction of items noted. All additional Punch List items to be corrected within 10 days of the return of the Punch List. If the completion of Punch List items is affected by procurement issues all parties must be immediately notified. **Initials:** \_\_\_\_\_

**X.4:** Close-Out Documents should include all the following: Certificate of Occupancy, As-Builts, Tenant COI, Contractor COI, Contractor Qualification Statement, TDLR Registration and Inspection - NO Violations, Job Directory - All subs and contact names with contract amounts paid, Final and Full Lien Waivers, Invoice for TI allowance by Tenant Entity, W-9 from Tenant Entity and a completed punch list. **Initials:** \_\_\_\_\_

## Review Confirmation:

**COI and Release of Lien** reviewed by Tenant and Contractor. **Initials:** \_\_\_\_\_

**Approved Water Meter** documents reviewed by Tenant and Contractor. **Initials:** \_\_\_\_\_

Please submit all requested documents via email to [jeffreyq@lovettcommercial.com](mailto:jeffreyq@lovettcommercial.com).

If specified, please send documents to the construction manager and/or property manager. Contact info for each can be found on the Tenant Portal.

For all construction related questions or clarifications please contact:

**Jeffrey Quintanilla**

*Facilities Director*

Cell: 832-302-8433

[jeffreyq@lovettcommercial.com](mailto:jeffreyq@lovettcommercial.com)

The undersigned represents that he or she is authorized to acknowledge the requirements stated above on behalf of the Contractor.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tenant Name: \_\_\_\_\_