

Retailer Construction Manual

6100 “O” Street, Lincoln, NE

GATEWAY

MALL

Updated Tuesday, July 11, 2017

GATEWAY

MALL

Tenant Construction Rules and Regulations

1. Introduction

The following set of Construction Rules and Regulations has been created to facilitate the most productive work environment for all parties given the fact that you will be working in a functioning shopping center. Your cooperation along with your associates are required for the success of the center as well as your project. Any questions or concerns that may arise regarding these rules during the construction of your space should be brought to Gateway Management immediately. Gateway's Management staff is here to help facilitate the construction and the opening of your client's store and we will do whatever is necessary to make this a productive process.

2. Project Directory - Tenant Coordination, Gateway Mall

***General Contractor must send plans and specifications directly to Tenant Coordination to the attention of Mike Davidson and Edna Lofton before any meetings and/or construction can begin on site.**

Mike Davidson, (312)283-5116; mdavidson@starwoodretail.com

Edna Lofton, (312)265-7017; elofton@starwoodretail.com

Management Office

Chad Becwar, General Manager (402)464-3196, ext. 228; cbecwar@starwoodretail.com

Scott Dahl, Facilities Manager; (402)464-3196, ext. 225; scott.dahl@ableserve.com

3. Government Agencies

Building Departments, 555 South 10th Street, Lincoln, NE (402)441-7363

- a. Building & Safety Director: Mike Merwick
- b. Mechanical / Plumbing Inspector: Rex Crawford
- c. Electrical Inspector: Ed Bergstraesser

Fire Department

- a. Lincoln Fire Department, 555 South 10th Street, Lincoln (402)441-7363
Fire Inspector: Chuck Schweitzer (402)441-6441

Health Department

- a. Health Department (402)441-8000
Health Inspector: Paul Drotzmann

4. Utilities Representatives

- a. Gas - Black Hills Energy; (800)303-0752
- b. Electric – Lincoln Electric System; (402)473-3351
- c. Water – Lincoln Water System; (402)447-7355

5. Landlord's Required Contractors

- a. Sprinkler – JF Ahern Company, Contact: John Wieczorek; (402)894-1045
- b. Roofing
 - a. Weathercraft Roofing; (402)435-3567
 - b. AAA Roofing; (402)438-1212
 - c. A+J Roofing; (402-476-7905

a. Fire / Life Safety Monitoring

ADT Security Services	402-483-4733 (Lincoln, NE) 1-800-588-2159
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General Contractors may ask for a list of contractors that have worked in the Shopping Center for the various trades. It would be helpful to attach a list of "Preferred Contractors".

2. Pre-Construction Meeting

Prior to the start of construction, a mandatory pre-construction meeting between Gateway Management and the General Contractor must be held. This meeting must be scheduled at least three days prior to the proposed start date. At the pre-construction meeting, the following documents must be submitted:

- a) Building Permit including any municipal, county, state or federal permits.
- b) Proper evidence of Insurance Coverage (as outlined in Section 4)
- c) Contractor Deposit (as outlined in Section 5)
- d) Landlord's Final Approved set of Construction Drawings (2 copies)
- e) Permit set of Approved Construction Drawings (1 copy)
- f) Construction Schedule (as outlined in Section 6)
- g) List of telephone numbers and addresses for all contacts, including contractor's home office contacts, all sub-contractors, emergency numbers and contacts. (Exhibit B is to be fully completed prior to the Construction Orientation Meeting)
- h) Exhibit "A" signed by General Contractor (see attachment).

3. Insurance Requirements

- A. Tenant shall not permit its General Contractor to commence any work until all required insurance has been obtained and certificates evidencing such insurance have been delivered to Landlord.
- B. Tenant's General Contractor's and Subcontractor's Required Minimum Coverage's and Limits to Liability as defined herein and in accordance with Tenant's lease.

Certificate Holder
Star-West Gateway LLC
5 Gateway Mall
Lincoln, NE 68505
402.464.3197, ext 221
Fax: 402.464.6109
Email: lcadwallader@starwoodretail.com

Coverage and Terms

Specialty Leasing & Marketing Related Vendors:

- A) Commercial General Liability, including coverage for property damage and bodily injury, with a minimum single limit of One Million Dollars (\$1,000,000);
- B) Workers' Compensation Insurance in the amount required by the State of Nebraska.

Permanent Tenants/Sub-contractors working for Permanent/Temporary Tenants:

- A) Commercial General Liability, including coverage for property damage and bodily injury, with a minimum single limit of Two Million Dollars (\$2,000,000);
- B) Workers' Compensation Insurance in the amount required by the State of Nebraska;
- C) And additional coverage as required by lease agreement.

General Contractors/Construction Projects:

- A) Workers' Compensation Insurance with limits not less than \$500,000;
- B) Bodily Injury, including death with limits of \$500,000 per person and \$2,000,000 per occurrence and \$4,000,000 aggregate;
- C) Property damage with limits of \$2,000,000 per occurrence and \$4,000,000 aggregate;
- D) Motor vehicle liability and property damage in the amounts set forth in (B) and (C); and
- E) Builders' Risk in the full amount of Replacement Cost.

All Certificates of Insurance must also include a 30-day Notice of Cancellation to Certificate Holder.

- C. Tenant's Protective Liability Insurance - Tenant shall provide Owner's Protective Liability Insurance insuring Tenant against any and all liability to third parties for damages because of bodily injury (or death resulting therefrom) and property damage liability of others or a combination thereof which may arise from work in connection with the Premises, and any other liability for damages which Tenant's General Contractor and/or subcontractors are required to
- D. Tenant's Builder's Risk Insurance - Completed Value Builders' Risk Material Damage Insurance policy covering the work to be performed for Tenant in the Premises as it relates to the building within which the Premises is located. The policy shall include as insureds Tenant, its General Contractor, all subcontractors and Landlord, as their interests may appear. The amount of insurance to be provided shall be at one hundred percent (100%) of the replacement cost.
- E. All such insurance policies required, except as noted above, shall include Landlord, its Architect, its Consultant, its General Contractor, subcontractors, and parties set forth in the Lease and any other parties designated by Landlord from time to time as additional insured entities, except the Worker's Compensation Insurance; further provided, said Worker's Compensation Insurance shall contain an endorsement waiving all rights of subrogation against Landlord, its Architect, its Consultant, its General Contractor and subcontractors.
- F. Certificates of insurance shall provide that no reduction in the amounts or limits of liability or cancellation of such insurance coverage shall be undertaken without thirty (30) days prior written notice to Landlord.
- G. The insurance required shall be in addition to the insurance required to be procured by Tenant pursuant to the Lease.

Each policy is required to name the following as additionally insured, verbatim:

Please make an immediate request of your insurance carrier to issue and deliver to the Mall Owner a certificate of insurance along with required endorsements evidencing your insurance coverage as required by the Service Agreement naming the following as **Additional Insured**:

Star-West Gateway, LLC, SRP Property Management, LLC, Starwood Capital Global Group, L.P. and its or their subsidiaries, affiliates, directors, officers, members, managers, partners, lenders, agents, employees and assignees, and other such entities hereafter as may be reasonably requested by Owner, referred to collectively as additional insured.

4. Contractor Deposit

A construction deposit of \$5,000 (of which \$2,500 is non-refundable), in the form of a cashier's check made payable to (Star-West Gateway LLC), will be required upon sign-in. Access will be denied to the premises until the deposit has been received as stipulated above.

5. Construction Schedule

General Contractor shall furnish a detailed construction schedule in graphic form detailing workflow. Essential start dates and completion dates are required for all trades. Deliveries of heavy items or in large quantities must be noted on the schedule. Access to loading zones and freight elevators will be limited and must be scheduled in advance with Gateway Management.

6. Tenant Utilities

It is required that Tenant or Tenant's General Contractor submit service work orders for utility services to be transferred into tenants name prior to construction. Contact information has been provided for you.

- Each Tenant is required to install an electric meter, (or have service placed in tenants name), for their space by contacting the local electric utility.
- A Gas Meter is required for tenants requiring the service.
- A Water Meter is required for tenants with a high daily water usage (food, salons).

Mall Management will advise if this applies to your space.

7. Contractor Work Area and Practices

General Contractor must conduct its labor relations / relations with its employees and sub-contractors in such a manner as to avoid strikes, picketing and boycotts of, on or about the job site and / or the Shopping Center.

- a. Any major noise which in Management's sole discretion may interfere with adjacent tenancies must be done after mall hours or prior to 8:00AM. **\$500.00 fine will be imposed for each infraction**
- b. Tools, work material and supplies shall be confined to the premises. No work or material is to be conducted on or stored in service corridors or mall common areas. **\$500.00 fine will be imposed for each infraction**
- c. It is the General Contractor's responsibility to secure tools, equipment and material at the end of each day. General Contractor must provide an entry carpet within their barricade to prevent dust from trailing out to the mall common area. General Contractor shall also be responsible for the mopping and sweeping of common areas free of construction dirt and debris. **\$500.00 fine will be imposed for each infraction.**
- d. The contractor will maintain a mat contractor prior to opening of the center.

Fine will be imposed for each infraction and the contractor will reimburse management for the labor used in clean-up at a rate of \$75 per hour.

- e. Tenant and General Contractor shall wear the appropriate attire to prevent injury to their personnel and other persons on the jobsite. Hard Hats are strongly recommended. Proper footwear and clothing are required within the new construction area to prevent injury. Tenant and General Contractor shall protect their work from damage and shall protect the work of other Tenants and Landlord from damage by Tenant, General Contractor and/or employees and sub-contractors.

8. Permit and Documents

All Permits, Inspection Sign-off sheets and Permit Construction Documents shall be posted securely in the premises. General Contractor shall notify Gateway Management when inspectors arrive for Building and Fire final inspections.

9. Loading Zone and Deliveries

Absolutely no deliveries can be made through the common areas of the mall during the hours of operation. All loading and unloading of materials will be restricted to Landlord designated areas only. No vehicles are to be left unattended vehicles will be towed at owner's expense. **\$100.00 fine will be imposed for any vehicle left unattended.**

Only designated freight elevators are to be used for transport of delivered materials. Common areas, escalators, passenger elevators and freight elevators servicing the operational mall are never to be used. Only carts or dollies with air filled or soft rubber wheels will be allowed. All large deliveries or deliveries of heavy items are to be scheduled in advance with Gateway management. Loading and off-loading areas are limited; if your loading or off-loading requirements are in excess of 1/2 hour it must be scheduled in advance or the truck will be turned away. All delivery companies should have the Contractor's telephone number and alternate numbers.

10. Trash Removal

Trash removal is the responsibility of the contractor. Use of mall compactors is prohibited. **Starting January 1, 2016, Keter has been given an exclusive on tenant construction open top containers.** Where permitted (pursuant to the terms of the lease), all tenants should be told to contact Keter for their containers. Coordination for disposal may be made through Katy Warren at Keters Environmental at (317) 279-6907; kwarren@keteres.com. Open top dumpsters may be placed at remote locations of the property only after obtaining permission from Gateway management. No debris may be stored in the common areas. If the contractor must use any portion of the common area for trash removal, the area must be clean by center open.

\$500.00 fine will be imposed for each infraction.

11. Use of Service Corridors

Service Corridors are for the use of all Tenants to transport material and deliveries. No work or storage of material shall be conducted in service corridors. Any items found in the corridors shall be confiscated.

\$500 fine will be imposed for each infraction.

12. Parking Zones

Landlord has designated parking for Tenant’s contractor and subcontractors (see attached site plan.) Contractor’s vehicles parked in No parking Zones, Loading Zones and / or in non-designated areas will be towed at vehicle owner’s expense.

\$100.00 fine will be imposed for each infraction.

13. Work Hours

Interior work may occur 24 hours a day. Noise that can bother neighboring tenants is limited to non-operating hours; however; construction projects within the Food Court may require various additional operating approvals by Mall Management. Before and after hours work will need to be coordinated using the After Hours Permit. This permit identifies your workers to security as having permission to be in the mall during non-business. This permit is available at the mall management office and at the security dispatch office.

14. No Smoking Policy

Smoking is prohibited on the premises, common areas or base building construction site.

15. Storefront Barricade Policy

Barricades & Graphics are required for all store build outs and extensions. The entire cost of which will be the responsibility of the contractor. Should Landlord have barricade previously in place, contractor will reimburse Landlord.

Eric Abel	772-257-7443 ofc	eabel@bostonbarricade.com
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- **NO EXCEPTIONS**

All barricade designs require special approval by Mall Management. Gateway’s barricade program requires the use of specific graphic elements and colors. Gateway require a full graphic and barricade height. No soft tops are allowed. Barricade to ceiling height or soffit at Gateway discretion. Please contact Becky Sidles for specifics and approval on barricade graphics at bsidles@starwoodretail.com; or via phone at (402)464-3197, ext. 239.

Graphics are required to be installed at the same time as the barricade. Both should be completed before any work begins inside tenant space. Mall Management has the option of approving the graphics. Barricades may not be more than four (4) feet from the storefront. Lower level barricades are required to have a hard lid. Barricades once in place, cannot be removed without the approval of Gateway Management.

16. Back Door Name & Address

General Contractor needs to have store name and address painted on back door. (1” letters, flat paint for metal doors.)

17. Paint Color

Paint color: (Neutral Piers or Ceiling). 10-50 Turkish Towel (lighter); 10-52 Pink Beach

18. Quality of Workmanship

Merchant’s work shall be performed in a through, first class and workmanlike manner and shall be in good usable condition at the date of completion thereof. If in the Landlord’s judgement, the Merchant’s work is not completed in a first class and workmanlike manner, the merchant will not be allowed to open until said discrepancies are corrected.

19. Supervision

General Contractor shall provide a full-time supervisor or representative on site at all times when construction is being performed in retailer’s space.

\$500.00 fine will be imposed for each infraction.

20. Approved Design

Retailer's store shall be constructed in accordance with the plans, which have been approved by the Tenant Coordinator. These plans will comply with all city, county, and state rules, ordinances and regulations relating thereto. If the store has not been constructed in accordance with said plans; the retailer shall not be permitted to open the store for business based on the obligations under the retailer's lease. A copy of said plans must be kept on the job-site at all times during construction.

21. Building Permit

Retailer shall apply all permits, coordinate building department submittal and pay all associated fees. Retailer shall apply for, and obtain all approvals and permits from the local health department if required. Building permit shall be posted in retailer's space before any work begins (i.e., demolition, rough framing, rough plumbing or electrical). A copy of the permits must be on file with the mall management office before work starts, and a copy must be placed in clear sight within the job space. Retailer shall ensure the security of retailer's premises by whatever measures deems necessary including the re-keying of all locksets.

22. Sign Posting

Retailer's contractor or subcontractors will not be allowed to post any signage containing the name or advertising of their firm to any part of the barricade, Shopping Center or premises at any time. Landlord reserves the right to post a Notice of Non Responsibility on any entry into space as required by retailer's lease. Landlord may also post "Coming Soon" signs on the front of the retailer barricade.

23. Tool Loan

Contractor must always use their own tools and equipment. At no time, will the landlord rent or loan tools or equipment to the contractor or subcontractor. If the Landlord's tools or equipment are found in the possession of the contractor or subcontractor, a fine will be assessed. (i.e., gray whales, trash bins, flat carts or ladders).

\$500.00 fine will be imposed for each infraction

24. Public Restrooms

Contractor and subcontractors are not to use public restrooms to clean their tools.

\$500.00 fine will be imposed for each infraction.

25. Prohibited Work / Practices and Hazardous Materials

Landlord reserves the right to not allow the use of any substance the Landlord believes may be hazardous when used in the shopping center. Use of toxic substances including floor sealant and paint products shall be scheduled with Gateway management and will not be allowed between the hours of 8:00 AM and 10:00 PM of each day. If toxic substances are used during these hours, work will be discontinued and the site will be shut down until approval to proceed work is granted by Gateway management and OSHA. Any use of hazardous materials must be scheduled with Gateway management and MATERIALS SAFETY DATA provided prior to the start of construction.

\$500.00 fine will be imposed for each infraction.

26. Temporary Power for Construction

Landlord may provide a source for temporary construction power. General Contractor shall find a connection with the approval of Landlord. General Contractor shall be responsible for securing any wires and/or cables required preventing injury or damage to property and/or persons. Connection to any other source of power is prohibited. The temporary power source is not to be used as a power source to power the entire store. Temporary power is for construction only and permanent power should be established as soon as possible.

Temporary power will be billed at \$100.00 per day

27. Fire Alarm System

General Contractor is required to use the designated base building Fire Alarm Contractor to complete all Fire Alarm (smoke detectors / duct smoke detectors) work within Tenant's premises at Tenant's cost. Existing smoke detectors must be covered or 'bagged' to prevent fouling and false alarms. Any false alarms will result in fines.

WARNING: It is imperative that General Contractors do not cut or disconnect any alarm wiring:

\$500.00 fine will be imposed for each infraction.

28. Air Balance/Smoke Exhaust

General Contractor shall submit to the Landlord a Certified Air Balance report stating the actual amount of cubic feet of air per minute (CFM) being used in the premises. Additionally, Tenant shall not be allowed to open for business until a Smoke Exhaust Test is conducted.

29. Sprinkler System

General Contractor shall hire Landlord's designated sprinkler contractor. General Contractor shall be responsible to ensure that all sprinklers are capped and sealed at the end of each night. The system must be active each night and through- out the weekends. Any damages to property and/or persons will be the responsibility of the General Contractor. At no time, will there be a fire riser shutdown without the written approval of Gateway management in the form of the Fire Riser Shutdown Permit. Each Fire Riser Shutdown Permit shall be accompanied by a non-refundable check for \$500.00. No permit will be accepted without this check. The Shutdown Permit must be signed for by no later then 10AM for the next business days work, failure to do so will result in doubling the fee. The security dispatch office must also be notified prior to a riser shutdown. Contact the Chief Engineer for assistance.

\$500.00 fine will be imposed for each infraction.

30. Roof Penetrations

All roof work must be coordinated with Gateway management. General Contractor shall hire Landlord's designated roofing contractor and roof water proofing contractor.

General Contractor shall provide adequate structural support for all roof openings.

General Contractor shall install a non-fading, durable and permanent label with Tenant's suite number to all roof top equipment serving their space. This shall include but may not be limited to HVAC equipment and exhaust systems. Labels shall be attached to the maintenance panel covers.

31. Electrical Connections

Landlord has provided conduit to the premise's designated electrical panels and electrical room. Final connection to Land- lord's panels must be coordinated with Gateway management. The Electrical meter is the responsibility of the Tenant Con- tractor to procure and install from Lincoln Electric Systems. Tenant's Contractor is responsible for replacement of panel covers and work debris after completion.

32. Hot Work

All work requiring open flames, excessive heat or sparks shall require a "Hot Work Permit". This may be obtained through Gateway management. No open flame or welding work can be performed without first obtaining a hot work permit.

33. Landlord Punchlist

After the Final Building Department Inspection, a member of the Tenant Coordination team will compile the Landlord Punchlist. The punchlist must be completed in its entirety within 5 days of issuance. The Superintendent must be present during the completion of the punchlist.

34. Corrective Work by Landlord

If General Contractor fails to make any needed repairs or replacements within 5 days of written notice, Landlord shall have the option to complete the work at General Contractor's expense. Such work will include but not be limited to trash removal from common areas or the removal of stored items in service corridors. Costs incurred by the Landlord will be charged to the General Contractor.

35. Fines and Violations

If not otherwise noted herein; the standard fine for any violation is \$500.00.

36. Certificate of Occupancy

All General Contractors must obtain a Certificate of Occupancy through the City of Lincoln.

37. Close-out Package requirements

The following items will be required as a Closeout Package to be submitted to Gateway management prior to opening the store. (See Exhibit D and D.2)

- i. Copy of the Original Certificate of Occupancy **(MANDATORY)**
- ii. Copy of all inspection sign off sheets
- iii. All required warranties
- iv. Full set of construction as built drawings
- v. A certified air balance report
- vi. Completed Landlord punchlist
- vii. List of all sub-contractors and contract amounts
- viii. Original notarized Unconditional Lien Waivers from all Sub-contractors
- ix. Original notarized Unconditional Lien Waiver from General Contractor

Exhibit A
Tenant Contractor Orientation Checklist

Date: <input style="width: 250px; height: 15px;" type="text"/> Space #: <input style="width: 250px; height: 15px;" type="text"/> Tenant: <input style="width: 250px; height: 15px;" type="text"/> Sq. Ft. <input style="width: 250px; height: 15px;" type="text"/>	Contractor: <input style="width: 280px; height: 15px;" type="text"/> Project Mgr.: <input style="width: 280px; height: 15px;" type="text"/> Superintendent: <input style="width: 280px; height: 15px;" type="text"/> Superintendent: <input style="width: 280px; height: 15px;" type="text"/>
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- Signed Lease or Early Entry Letter
- Review the state lien law requirements
 - The Nebraska statutory scheme is silent on this issue, case law holds "[a] tenant cannot without the authority of the landlord charge the land with a lien for materials for constructing or improving a building thereon, and the tenant is not the landlord's agent for this purpose, even if the tenant has the landlord's consent. Thus, the landlord-tenant relationship does not, in and of itself, create a principal-agent relationship, even if the tenant has permission to improve the property." *Landmark Enterprises, Inc. v. M.I. Harrisburg Associates*, 554 N.W.2d 119, 122-123 (Neb. 1996); *See also Waite Lumber Co., Inc. v. Masid Bros., Inc.*, 189 Neb. 10, 200 N.W.2d 119, 120 (Neb. 1972). While this authority suggests no action is necessary to preserve the landlord's rights
- Building Permit
- Insurance Certificate from Tenant and General Contractor (each policy is required to name the following as additionally insured verbatim)
- Space is free of all known hazardous substances (ACM, etc.)
- Deposit (\$5,000) Including Non-Refundable (\$2,500)
- Landlord's Final Approved set of Construction Drawings (2 copies)
- Permit set of Approved Construction Drawings (1 copy)
- Construction Schedule (20%, 40%, 60%, 80% and Complete)
- Contractor Contact List
- All glass must be black-papered after the barricade is removed until opening. During remodels windows must have paper as soon as the space is not in fully merchandised.

General Contractor acknowledges receipt of Construction Rules and Regulations

Company: _____	Star-West Gateway, LLC, d/b/a Gateway Mall
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____



Exhibit B
Construction Contact Sheet - PART 1

Space No.:		Project Mgr.	
Tenant Name:		Office Telephone:	
Contractor		Office Facsimile:	
Address:		Cellular/ Pager:	
		Superintendent:	
Main Office Tel.		Field Telephone:	
Main Office Fax:		Field Facsimile:	
		Cellular / Pager:	

Sub-contractor / Supplier Listing

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt.:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt.:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
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		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

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Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
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Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

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Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

Exhibit C
Fee Schedule

The following fees are to be paid in advance:

- \$ 2,500 Non-refundable Deposit
- \$ 5,000 Coordination Fee (Deposit)
- \$ 100 Temporary Electrical Power Per Day
- \$ 500 Sprinkler Shut Down Per Occurrence
- \$ 10.00 Mall Tile Per Piece
- Billed Direct Construction Dumpster Fee – Payable to Landlord’s Vendor
- \$ 200 Electric Shutdown Fee
- \$ 1 per ft. Black Paper – Store front windows
- Barricade Costs
 - 4’ 11” high \$55.00 / LF
 - 12’ 11” high \$65.00 / LF
 - 14’ 11” high \$75.00 / LF
 - 16’ 11” high \$85.00 / LF
 - Door (single) \$125.00
 - Door (double) \$250.00
 - Soft dust cover \$15.00 / LF
 - Hard dust cover \$25.00 / LF
 - Cove base \$7.50 / LF
 - Stepping In / Out
 - \$13.00 / LF 12’ high
 - \$15.00 / LF 14’ high
 - \$18.00 / LF 16’ high
 - Service call - \$350 minimum

Barricades higher than 16’ high will be bid on a case by case basis.

Company: _____

Star-West Gateway, LLC, d/b/a Gateway Mall

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Exhibit D
Tenant Contractor Documentation

Space No.:	
Tenant Name:	
Contractor:	
Address:	
Attention:	
Main Office Tel.	
Main Office Fax:	

- Copy of the Original Certificate of Occupancy
- Copy of all inspection sign off sheets
- Full set of Construction As-Built Drawings (Hard Copy, DWG and PDF)
- Certified Air Balance Report
- Completed Landlord Punchlist
- List of all sub-contractors and contract amounts
- Original notarized Unconditional Lien Waivers from all Sub-contractors
- Original notarized Unconditional Lien Waiver from General Contractor
- Exhibit D.2 Tabulation

Company: _____

Star-West Gateway, LLC, d/b/a Gateway Mall

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Exhibit D.2
Tenant Contractor Infraction Log

Space No.:		Project Mgr.	
Tenant Name:		Office Telephone:	
Contractor		Office Facsimile:	
Address:		Cellular / Pager:	
Main Office Tel.		Superintendent:	
Main Office Fax:		Field Telephone:	
		Cellular / Pager:	

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					
TC Signature:					

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					
TC Signature:					

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					
TC Signature:					

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					
TC Signature:					

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Trade	Company Name	Phone Number
General Contractor	Hampton Enterprises	(402)489-8858
	Pinnacle Construction	(712)527-9745
	Rogge Construction	(402)441-3100
	Kingery Construction	(402)465-4400
Ceramic Tile (Sales)	Krogman Tile Company	(402)488-4614
	Cornhusker Tile & Marble	(402)434-2600
Ceramic Tile (Contractors)	Krogman Tile Company	(402)488-4614
	Tile Plus	(402)464-6922
	Tile Design	(402)890-8406
Cleaning	DalyClean LLC	(402)881-5952
Concrete / Masonry	Ready Mix Concrete	(402)434-1844
	General Excavating	(402)467-1627
Electrician	Haco Electric	(402)432-1602
Glass / Storefronts	Binswagner Glass	(402)467-2596
HVAC	Hixson Plumbing, Htg & AC	(402)440-1237
	Action Plumbing	(402)423-6960
Locksmith	Rahn's Lock	(402)730-5625
New Signs / Lighting	CBS Signs, Wally Steil	(402)416-5840
	Sign Solutions	(402)466-1144
Painting	Lincoln Paint & Décor	(402)499-0897
	AA Leupold & Sons	(402)475-5488
Plumbing	Hixson Plumbing, Htg, & AC	(402)440-1237
	Action Plumbing	(402)423-6960
Roofing	Weathercraft Roofing	(402)435-3567
	Stonebrook Roofing	(402)438-5559

Signage/Posters (non lit)	Vivid Signs	(402)560-6288
Trash Removal	Keter Environmental	(203)883-9433
Fire Alarm Service	Tyco	(800)289-2647
Fire / Safety Alarms	Electronic Contracting Control Services	(402)466-8274 (402)339-4344
Fire Sprinklers	Ahern Fire Protection Summit Fire Nifco Fire	(402)894-1045 (402)884-3188 (402)477-0666
Local Electric Company	Lincoln Electric System (LES)	(402)473-3344
Local Gas Company	Black Hills Energy	(800)303-0752
Local Water Company	Lincoln Water System	(402)441-7551

Authorized Contractor
Parking Areas shaded
accordingly

