

# TENANT SUBMISSION REQUIREMENTS

## GENERAL REQUIREMENTS

Projects must be completely detailed in the form of working drawings and specifications in order to:

- Ensure compatibility with the overall St. Vital centre mall design concept and base building systems;
- Ensure timely review process of design submission and avoid unnecessary delay in design and construction activity.

Tenants are required to engage the services of professionals for the design and preparation of architectural, mechanical and electrical drawings for review by Landlord and for construction purposes:

- **Architectural:** registered architect or professional interior designer;
- **Mechanical:** professional mechanical engineer;
- **Electrical:** professional electrical engineer;
- **Structural:** (when required) professional structural engineer; (when the base building structure is affected the tenant must engage and pay for the services of the Landlord's structural engineer).

The selected firms are subject to approval by the Landlord.

Tenants are responsible to ensure that all aspects of the design and construction of their Tenant Spaces meet the requirements of all applicable building codes, bylaws and regulations.

Tenants are required to site verify actual conditions and dimensions prior to proceeding with final working drawings.

## PROCEDURES

The Tenant shall submit to the Landlord for review:

- PDF drawings of complete Architectural, Mechanical and Electrical Working Drawings and Specifications;
- One (1) Colour/Sample Board.

The Landlord and the Landlord's consultants shall review the submission for conformance with Tenant Design Criteria.

If the submission is found by the Landlord to be non-conforming, one (1) set of Working Drawings(PDF) will be returned to the Tenant marked

"RESUBMIT". The Tenant shall revise as per notations and shall resubmit PDF sets of Working Drawings and or one Colour/Sample Board to the Landlord for review.

When all aspects of the submission are found to be conforming, the Landlord will endorse it in writing by means of signature on drawings and notation of acceptance. Construction must not begin prior to acceptance. All Tenant work must be completed in accordance with the accepted submission. Any contemplated changes that follow must be submitted to the Landlord for review and consideration prior to implementation.

## FORMAT

### Working Drawings:

- PDF copies;
- Architectural, mechanical and electrical sets are to be PDF copies as these are reviewed independently.

### Specifications:

- (If not on the Working drawings) 8.5" x 11" paper, bound.

### Colour/Sample Board:

- Maximum size 18" x 18".

## CONTENT

**Architectural Working Drawings:** (to be prepared by a registered professional architect or professional interior designer)

- **Cover Sheet**  
Key Plan locating tenant space  
Tenant space name and CRU number  
List of Drawings
- **Floor Plan – Demolitions and Hoarding Details (1/4" = 1'-0")**
- **Floor Plan – New Work and Finish Materials (1/4" = 1'-0")**
- **Floor Plan – Furnishing, Equipment and Fixturing**
- **Reflected Ceiling Plan, Finishes, Lighting Layout and Details**  
Lighting fixture catalogue cuts  
Show access panels
- **Interior Elevations and Details**
- **Storefront Plan, Elevations, Sections and Details**
- **Storefront Sign Details**

### Colour/Sample Board:

- **Samples** (in appropriate colour of all finish materials clearly labeled and referenced back to Architectural Working Drawings complete with Tenant Space name and CRU number).

**Mechanical Working Drawings:** (to be prepared under the seal of a professional engineer registered in the Province of Manitoba)

- **HVAC – New Lay-out**  
New fixtures, equipment etc.  
Detailed ductwork lay-out showing all sizes  
Locations and sizes of diffusers and return air grilles  
Indicate heat gain calculations, total CFM (cubic foot per minute), air quantities at each diffuser  
Thermostat location(s)  
Details and performance characteristics with respect to all fixtures, equipment and connections to base building systems/services  
Access panel sizes and locations for servicing all Tenant and Landlord equipment
- **Plumbing – New Layout (if required)**  
Detailed piping, fixture lay-out and schedule  
Access panel sizes and locations for servicing Tenant and Landlord equipment
- **Sprinkler**  
By Landlord's Sprinkler Contractor (refer to Base Building Materials and Systems)

**Electrical Working Drawings:** (to be prepared under the seal of a professional engineer registered in the Province of Manitoba)

- **Power**  
Electrical equipment  
Circuitry for all electrical elements  
Panel directory  
Tables and Calculations recording and tallying power requirements for each piece of electrical equipment and each electrical fixture, wattage per square foot for total area, wattage per square foot for retail lighting area  
Details and performance characteristics with respect to all fixtures, equipment and connections to base building systems/services
- **Lighting – New Layout**  
Location, type, lamp and mounting details for all light fixtures
- **Life Safety Systems**

