Do's and Don’ts
Introduction

This part of the fit out manual has been prepared as short guide to assist the tenant, tenant’s store planner, Architect and contractors to refer the do’s and don’ts.

Government / permit / authorities having Jurisdiction contacts:

Do ensure - tenant, tenant’s contractor(s) and/or tenant’s consultant(s) to make contract, establish protocol and follow proper procedures for all permitting, bonding, licensing and inspections as may be required in the jurisdiction. The tenant is responsible for obtaining all regulatory approvals required prior to the commencement with any of tenant’s work in the tenant’s premises. Proof of such regulatory approvals must be copied to the ready built factory management.

The Modon assumes no liability in the failure of the tenant, tenant’s contractor(s) and/or tenant’s consultant(s) to improperly apply for any permit, the failure to have all necessary permits to complete tenant’s work in order to obtain a final certificate of occupancy within the jurisdiction, failure to acquire any required bonding or licensing as may be required in the jurisdiction and the failure of tenant or tenant’s contractor to pass any inspection as it relates to tenant’s work.
Mechanical/Electrical/Structural Activities.

The following are guidelines for tenant’s Mechanical/Electrical systems at Modon ready built factory.

1. HVAC

• Do’s

Tenant shall provide all portions of its HVAC system as outlined in, but not limited to, the below models:

A. Air conditioner (duct type, cassette type, wall mounted type floor, mounted type split units)
   - Tenant can furnish and install a split air conditioner unit with a license contractor.
   - Tenant’s HVAC will be designed as per tenant’s needs by its HVAC engineer and the design should be according to the electrical power balanced utilization.
   - Unit is to be installed on a floor supported platform/wall mounted/hung with proper load bearing Supports.
   - Tenant shall be responsible for cooling load calculations to determine actual cooling requirements.
   - Tenant shall be responsible for condensate draining. Condensate lines must terminate within tenant’s premises.
   - Any deviation to tenant’s package unit locations and equipment size shall be at tenant’s expense.
   - Any and/or all roof penetrations are not permissible.
Suitable models of Air-conditioning units

Indoor part will be inside the factory

Outdoor part should be outside the factory
B. Air distribution
- Return air must have a duct smoke detector installed as required by code if the cfm is more than mentioned in local civic body.

C. Exhaust and Chimney
- Tenant shall provide and install all exhaust equipment, ductwork, controls, etc. Required for the air-conditioning system.
- Changes and alternates to tenant’s drawings, specifications and basic building design shall be accomplished at tenant’s expense when approved by Modon.
- Air balancing of tenant’s HVAC distribution systems and any exhaust or make-up air systems is tenant’s responsibility.
- The installation of tenant’s exhaust hood shall be by a HVAC contractor or a certified company experienced in the installation of commercial kitchen ventilation.
- Wall-mounted hoods shall be set on a non-combustible wall constructed of studs and cement board.

D. Controls
- Tenant shall install electric control package as required by the manufacturers/supplier of the air-conditioners with necessary rated power supply isolators with in 3m.
• Don’ts

Tenant shall not provide of its HVAC system but not limited to the below models:

- Window air conditioner
- Packaged air conditioner
- Central air conditioning plant

➢ Special Cases

- Modon engineer shall review tenant’s alternate HVAC package and make recommendations to its sole Judgment, shall conditionally accept or reject any alternate package presented.
2. Plumbing and gas piping

- **Do’s**
  A. Do terminate condensate lines for refrigeration within tenant’s premises.
  B. Do ensure to utilize the connection for sanitary sewer within the tenant’s premises for the office and factory usage only.
  C. Tenant can utilize Modon provided a connection point for tenant’s domestic water. The connection point will typically found in the factory and can be utilized properly for the office and factory usage.
  D. In food service premises, grease traps and garbage disposals shall be installed.
  E. All other food users requiring grease interception shall use a grease interceptor or trap within tenant’s premises under the following conditions:
     - The grease trap cannot be installed in the food preparation area.
     - The grease trap must be accessible for cleaning.
     - The maximum size/capacity of the grease trap unit shall be fifty gallons per minute (50 gpm) flow rate or more as may be required by code.

- **Don’ts**
  A. Don’t install underground gas tanks without prior approvals from management.
  B. Don’t install gas powered equipment’s without necessary safety measures as per NFPA and supplier recommendations.
  C. Don’t connect environmentally cautioned chemical drains to the sewer lines.

3. MEP Penetrations/Roofing/Structure

- Modon reserves the right to refuse to permit the installation of any openings which exceed the capacity of the structural system or which, in Modon opinion, would have any appearance detrimental to Modon building.
- Modon reserves the right to refuse the installation of any roof or wall-mounted equipment or to require screening if, in Modon opinion, the appearance of such equipment would be detrimental to the appearance of Modon building or exceeds the capability of Modon structural system.
- Tenants are requested to do sheet waterproofing for the approved penetrations in the roofing.
• Any penetrations planned by tenant through the roof or the floor of the leased premises must be approved by Modon at the time of plan preparation.

➢ Sheet Waterproofing

• Sheet waterproofing is a waterproofing and isolation membrane composite of heavy-duty, non-Plasticized CPE (chlorinated polyethylene) synthetic elastomeric, laminated and spun-bond polyester for total thickness of thirty (30) mils, suitable for use in thin-bed tile and similar installations.

• Sheet waterproofing requires the following physical properties:
  - 2000 psi compression strength;
  - 4000 psi tensile strength;
  - Water impermeable;
  - Non-combustible;
  - Service temperature range of -70°F to 350°F Fahrenheit.

• Tenant must submit verification to Modon that the waterproofing was performed by a Manufacturer’s certified applicator along with the materials used and their warranties.

4. Electric

• Do’s

Modon has provided an electrical service distribution panel located in the ready build factory Which can be loaded to 80% of the breaker capacity.

  A. Do utilize the spare/space provided in this panel is based on the premise use and square feet.

  B. Do install all electrical materials of new and bear the minimum quality as per local regulatory board.

  C. Do run the branch circuit wiring in EMT or may be armored cable (BX) when approved by local inspectors.

  D. Do ensure to install all conductors are copper.

  E. Outlet boxes and covers therefore shall be galvanized or sherardized one-piece knockout type.

  F. Do install distribution panels, lighting panels, motor starters and push button stations shall be identified with necessary nameplates.
G. Do install exit and emergency lighting by tenant in accordance with the national electrical code and all applicable life safety code requirements even temporary fit out work is ongoing.

- Don’ts
  A. Don’t overload the electrical panel
  B. Don’t tamper/modify the electrical panel or even the panel grounding system.
  C. Don’t install any fluid lines/pressurized fluid lines above or within the safe clearance for electrical panels.
  D. Don’t connect or distribute the power allocated for particular RBF to others.
  E. EMT is not permitted in the earth or concrete.
  F. Don’t install cables without recommended conduit/tray/trunking.

5. Fire Extinguishers

- Do’s
  Tenant shall furnish and install fire extinguishers of the type, capacity and rating as required by applicable codes and ordinances of governing agencies towards the mode of business.

  Tenants are requested to provide temporary fire extinguishers while furnishing the factory fit out itself.

- Don’ts
  A. Don’t dispose the fire extinguishers provided from Modon.
  B. Don’t neglect to inform immediately the used fire extinguishers in case of any incident.
6. Fire sprinkler system

- **Do’s**
  
  A. Do utilize Modon standard grid on open, undivided tenant spaces.
  
  B. Do ensure to keep remain the sprinkler lines active during construction. Modon insurance carrier requires the sprinkler system in construction areas to be live at all times except during actual alterations of the lines and/or sprinkler heads.
  
  C. The sprinkler system shall only be inactive during the actual changing of the lines and heads which will be under the direct supervision of ready built factory management.
  
  D. Additional heads or relocation of the same required by tenant’s plans or the use of its premises shall be accomplished by tenant using designated sprinkler contractors with prior design approvals.
  
  E. If some portion of tenant’s sprinkler system has been installed prior to the construction of tenant’s leased premises, the cost for modifying the sprinkler system because of tenant’s design including, but not limited to, the cost of relocating, resizing or adding sprinkler mains or heads shall be at tenant’s expense.

- **Don’ts**
  
  A. Modon reserves the right to refuse to permit the installation of a sprinkler system exceeding the supplying capacity of Modon bulk mains.
  
  B. Don’t commence the shutdown and modifications with site permit assured time.

- **Special / Additional Fire Suppression**
  
  - Tenant shall provide a factory pre-piped wet chemical type fire suppression system for each hood complete with the appliance, duct and plenum nozzles, control mechanism, wet chemical cylinder detection and all accessories factory-installed in the hood utility cabinet.

  - Tenant’s fire suppression system shall include a remote pull station located in the path of exit or egress and an automatic gas shut off valve if the gas/gasoline is being used for the factory.
7. Signage

- **General Do’s**
  
  A. Brass, acrylic, steel, gold leaf, wood, glass and neon, incandescent, fluorescent, led, prismatic or cold cathode tubing are all acceptable signage materials when used appropriately and in combination with the surrounding storefront field treatments.
  
  B. All signs shall be fabricated and installed in compliance with all applicable building and electrical codes.
  
  C. Modon decisions regarding signage shall be final and conclusive.
  
  D. Tenant’s signs shall conform to all applicable governmental regulations, laws, zoning requirements and title restrictions of tenant’s lease agreement.
  
  E. All electrical connections shall be by a locally licensed electrician.

- **Signage Don’ts**
  
  A. Tenant shall not install unapproved signage under any circumstances.
  
  B. Paper signs and/or stickers; temporary signs of any kind; easel signs.
  
  C. Blade or outrigger-type signs; pylon signs.
  
  D. Exterior signs other than identification over a door/entrance from the ready built factory; Noisemaking signs.
  
  E. Inappropriately painted signs; Roof-mounted signs.
  
  F. Exposed raceways, ballast boxes and/or electrical transformers, crossovers, conduit and/or sign Cabinet.
  
  G. Bare-tube fluorescent and translucent returns on letters; Channel-lit signs.
  
  H. Bare-tube neon signage.
  
  I. Tag lines advertising services or products, symbols, crests, “bugs” or logos.
  
  J. Surface-mounted light boxes.
  
  K. Ready built factory scale signs presenting store hours and credit cards.
  
  L. Flashing, flickering or moving lights, blinking lights, animation, and emission of sounds or scents.
  
  M. Tenant’s signage cannot exceed a length greater than seventy percent (70%) of ready built
  
  N. Factory front on the ready built factory.
  
  O. The sign company name or stamp cannot be visible to the customer.
8. General Don’ts

- Surfaces or projections potentially hazardous to ready built factory pedestrian traffic may not be used.
- Fastening to or suspension from the underside of the floor or roof structure is not permitted without Modon prior written approval.
- Wall-mounted fixtures will not be permitted without Modon prior written approval.
- The structure for the factories are not supposed beyond the designed tensile strength with factory fit outs.
- Ceilings shall consist of the exposed structure of the roof or the floor above.
- Don’t commence tenant fit out works without transferring utilities and into their name at delivery of the ready built factory.
- Don’t add any alterations and/or additions and reinforcements to Modon structure to accommodate tenant’s work without written approval of Modon.
- No camping / accommodations is allowed to be built inside RBF.

Important note: -

Tenant shall ensure compliance with all relevant codes, obtain all approvals and pay all fees in connection therewith. Modon approval of tenant’s plans and specifications does not signify compliance with code.

* tenant shall be responsible for ensuring a total and complete seal and for any and all damages within tenant’s space, adjacent tenant spaces and to the lower level tenant spaces for any permanent modifications which cannot be retrieved up on the end of contract.