

Tenant Improvement Guidelines



Document Prepared By
Salt Lake City Department of Airports
Administration and Commercial Services
And Engineering divisions

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Introduction	4
Goals and Objectives.....	4
Process.....	5
Pre-Design	5
Schematic Design Review	5
Design Development Review	6
Construction Document Review	6
Pre-Construction	7
Notice to Proceed	7
Final Inspection and Punch List.....	7
Project Close-Out	8
Project Information.....	9
Building Codes	9
Building Permits	9
Plan Modifications	9
Airport Oversight	10
General Requirements	11
Insurance and Bonds.....	11
Construction and Inspection	11
Utility Outages	12
Hot Work.....	12
Elevator Usage	12
Parking	12
Storage of Materials and Laydown Areas	12
Protection of Existing Conditions.....	13
Tenant and Contractor Access	13
Compliance With All Laws.....	13
Project Health and Safety	13
Maintenance of Traffic.....	13
Cabling Identification	14
Antenna Installation.....	14
Roof Penetrations	14
Lease Space Finishes and Fixtures	14
SIDA and CASS Changes	14
Design Standards	15
Concession Tenant Design Standards	15
Airline Design Standards	15
Hangar Design Standards.....	15
Airport Operations Requirements	16
Security	16
Construction Safety and Security Compliance Manual.....	16
Badging Information	16
Worksite Requirements	16
Environmental Requirements.....	17
Contact Information	18

Airport Addresses	18
Questions and Comments	18

Forms and Referenced Documents

- A. [Tenant Improvement Application](#)
- B. [\\$5M Insurance Requirements](#)
- C. [\\$2M Insurance Requirements](#)
- D. [Key and Lock Work Order Form](#)
- E. Cabling Installation Standards
- F. [Antenna Installation Standards](#)
- G. Fixture and Finish Standards
- H. [Tenant Finishes Matrix](#)
- I. [Tenant Design Standards](#)
- J. Airline Design Standards
- K. [Hangar Development Standards](#)
- L. Ground Rent Schedule
- M. [Airport Construction Safety and Security Manual](#)

Introduction

Except for routine maintenance on tenant-installed equipment, Salt Lake City Department of Airports (SLCDA or Airport) approval is required any time a tenant desires to perform interior/exterior construction on Airport property. The approval process and requirements necessary are explained throughout this document. SLCDA approval is required prior to applying for any local, state, and/or federal permits that may be required. This is to ensure that the documents are reviewed and approved according to SLCDA standards prior to being reviewed by other jurisdictions.

Any tenant work undertaken without the prior written approval of the SLCDA may, at the discretion of the Executive Director, be removed from the tenant's leased premises and the leased premises restored to its prior condition at the sole expense of the tenant.

Goals and Objectives

The goals of this document and the process described below are to:

- A. Assist tenants in the safe and efficient execution of their projects.
- B. Ensure compatibility with existing facilities and systems, compatibility with SLCDA development plans, and the Airport Master Plan.
- C. Ensure that all requirements for tenant projects are understood early on to avoid project delays.
- D. Ensure the project is efficiently coordinated and communication is maintained at all project phases.
- E. Minimize the potential impact to other airport tenants and airport operations.
- F. Ensure compliance with signage and way-finding guidelines.
- G. Ensure compliance with airport operations requirements and regulations, including badging and security.
- H. Ensure compliance with all applicable building codes and state and local laws, regulations and ordinances.
- I. Ensure compliance with Airport construction guidelines, with city and state requirements for contractor licensing and bonding, and with permit requirements of all other governmental agencies having jurisdiction.
- J. Ensure tenants and their contractors are aware of their responsibilities regarding potential exposure of occupants to hazardous materials, substances, and/or pollutants.
- K. Enable the Airport to maintain an accurate database and map of its facilities, properties, and infrastructure.
- L. Assist Airport tenants with complying with their contractual requirement to obtain the written consent of SLCDA to make any alterations or additions to Airport property.

These guidelines are provided for the use of tenant managers, tenant corporate office property developers, and consultants, engineers or contractors hired by the tenant. This document is subject to revision.

Process

SLCDA does not currently charge a fee for the application process. However, work completed without written SLCDA approval will be subject to tenant charges or removal at the tenant's expense. All project permitting and development costs, fees, and taxes required to complete the work are the responsibility of the tenant and its contractor.

Tenants needing CAD or other record drawings shall submit their request to the GIS Department at (801) 575-2958. CAD and record drawings are provided as a starting point for the tenants. In coordination with the SLCDA, tenants and their contractors are required to field verify existing conditions and pot hole, if necessary, to locate existing underground utilities and their depths prior to submitting documents for the Airport's review.

In general, the process described below and the submittals required during each phase are required for all tenant improvement projects.

Pre-Design

Prior to actual design, a pre-design meeting shall be held and attended by SLCDA, the tenant, and the tenants design team. At this meeting, the tenant will be expected to provide a high level overview of the proposed project and/or concept, and the overall scope of work. General requirements and procedures will be presented by SLCDA. SLCDA will review the proposed project and conformance with the Master Plan. Any known or anticipated special conditions and concerns will be identified and discussed at this time. Special conditions may include but are not limited to staging, work hours, environmental concerns, insurance, etc. SLCDA will be able to answer any questions that the tenant and design team may have. The tenant will also be briefed on required review meetings, presentations, and submittals for each stage of the design review process.

Submittals required:

- A. It is encouraged that the tenant and design team provide any renderings and other concept materials to this meeting, if such documents are available.

Schematic Design Review

The intent of this review is to ensure that the proposed project and/or concept is in compliance with Airport standards and expectations. A high-level review of the project will be performed by SLCDA.

Submittals required (**electronic copies only**):

- A. Completed Tenant Improvement Permit Application
- B. Floor Plans
- C. Elevations of all walls, storefronts, and areas visible to the public
- D. Signage types, locations, and materials
- E. Colored rendering of storefront and merchandise display (if applicable)

(SLCDA will endeavor to respond to the tenant within 10 working days and will provide tenant notification to proceed to design development, or to return with more schematic design information incorporating the design review comments provided by SLCDA.)

Design Development Review

During this review stage, smaller design elements will be identified and discussed. SLCDA will review the submittals below to ensure that all previous comments were included and incorporated into the project documents.

Submittals required (**electronic copies only**):

- A. Scaled floor plans showing existing and adjacent conditions
- B. Reflected ceiling plan with materials, ceiling heights, and overall fixture and other feature layout
- C. Elevations of all storefront and walls including identification of materials, signage, and equipment
- D. Signage elevations and installation details with materials and colors
- E. Mechanical plan showing connections to existing systems for HVAC, new ventilation systems, and other related information
- F. Plumbing plan showing the extent and quality of all plumbing fixtures
- G. Structural drawings and details if required by the scope of work
- H. Electrical and lighting plans showing locations and types of all fixtures and cut sheets for each fixture
- I. Materials sample board for project including floor, wall, ceiling, and casework finishes
- J. Outline of specifications
- K. Updated perspective and renderings incorporating information from previous comments and meetings
- L. Additional items as requested

(SLCDA will endeavor to respond to the tenant within 10-15 working days allowing the tenant to proceed with construction documents or return with more information incorporating the comments provided by SLCDA.)

Construction Document Review

SLCDA will conduct a detailed review of the entire project to ensure compliance with all requirements. Plan changes are to be clouded and identified with revision number. The revision number shall also be recorded and dated in the revision block. Show all underground utilities, including electric, water, sewer, gas, etc. Prior to submitting, conduct a careful plan check for accuracy.

Submittals required (**electronic copies only**):

- A. Site plan
- B. Architectural drawings
- C. Structural drawings, if necessary
- D. Mechanical drawings
- E. Electrical drawings
- F. Specifications

(Drawings must be sealed and signed by professionals licensed in state of Utah. SLCDCA will respond to the tenant in writing within 15 working days after receipt. Inaccurate or incomplete drawings will be returned to the tenant and additional submittals and review will be necessary. Once approval is issued the tenant may apply for building, mechanical, electrical, and plumbing permits from SLC Building Services.)

Pre-Construction

After obtaining all permits, a pre-construction meeting shall be held and attended by SLCDCA, the tenant, and the tenant's contractors and design team. At the meeting the tenant and its contractor(s) will be briefed on rules, regulations, and procedures to be followed for the construction project. Contractors should be prepared to discuss the project in detail.

Submittals required:

- A. Electronic copy of sealed, stamped "Issued for Construction" plans and specifications
- B. Copies of all necessary permits
- C. Insurance and bond certificates, if not already on file (see "Insurance and Bonds" below for exact requirements)
- D. Detailed contact list with sufficient information for all individuals involved with the project
- E. Detailed project schedule. The project schedule shall identify separate tasks that detail the scope of work from procurement to final acceptance. The schedule shall include all work components, permit procurement, shop drawing submittal process, owner furnished items, interfaces with pertinent agencies, and/or base building, milestones, substantial completion, and anticipated final acceptance dates.

Notice to Proceed

After the pre-construction meeting Notice to Proceed (NTP) will be issued to the tenant in written and/or electronic formats. NTP will not be issued until all necessary reviews have been performed and all submittals have been received by the Airport.

Final Inspection and Punch List

When the tenant determines that the space is substantially complete and ready for an inspection, the tenant shall notify the SLCDCA or its designated representative, in writing, a minimum of 72 hours prior to the requested inspection. SLCDCA or its designated representative will schedule the inspection with all appropriate SLCDCA staff, review the improvements, and prepare a punch list of deficiencies.

If the SLCDCA determines that the space is substantially complete and may open, a verbal approval is given that day to the tenant. Punch list items which are prerequisites to final acceptance and/or opening, shall be completed and reviewed again with the SLCDCA representatives prior to opening. Failure to complete these items prior to opening will cause the premises to be closed until the remedial work is completed to the satisfaction of the SLCDCA at its sole discretion. Following the inspection, a "draft" of the punch list will be issued by SLCDCA to the tenant. Following the review of the draft by all parties, the corrected punch list will be issued with a written authorization to open. When the tenant has completed all punch list items, the tenant shall request a re-inspection of the space. SLCDCA or its designated representative shall schedule this re-inspection. The tenant is required to complete all items on the punch list within 15 days. If the punch list items are not completed within 45 days of opening, SLCDCA reserves the right, at its sole discretion, to close the premises until all outstanding items are completed.

When final acceptance has been granted by SLCDA, the tenant will be issued a written Letter of Acceptance of the space.

Project Close-Out

Upon completion of the punch list and final acceptance by SLCDA, the tenant and its contractor shall provide the documents listed below. These drawings and specifications shall be delivered to SLCDA within 45 days of the issue by SLCDA of a Letter of Acceptance of the space.

Submittals required:

- A.** Final inspection reports issued by all jurisdictions
- B.** Certificate of Occupancy (if applicable)
- C.** Board of Health inspection report and certification (if applicable)
- D.** Lien waivers
- E.** Electronic copy of corrected record drawings of Tenant finished lease space with all modifications and corrections reflecting the as built condition of the facility.

(Note: All record drawings must be submitted in AutoCAD format. The submitted project must be 100% complete. All supporting files must be bound to each respective base drawing. This includes all xrefs, text fonts and any other supporting files needed to complete the set. The projects may be submitted on DVD's or CDs. Other portable storage media may be considered as technology changes. All projects created in other CAD programs, must be converted to AutoCAD.)

- F.** Warranty Documents (if applicable)
- G.** Operation and Maintenance Manuals (if applicable)

(Failure to provide the above referenced documents may be considered non-compliance with contract terms. It is the tenant's responsibility to ensure that its contractor and design team provide the documents within the prescribed time limit.)

Project Information

Building Codes

The tenant shall be responsible for compliance with all applicable codes and standards adopted by Salt Lake City Corporation and Department of Airports at the time of design and construction. These include but are not limited to: International Building Code (IBC); International Plumbing Code (IPC); International Mechanical Code (IMC); National Electric Code (NEC); National Fire Protection Agency (NFPA); and ADA Guidelines/ANSI.

Building Permits

The Salt Lake City International Airport is located within the jurisdiction of Salt Lake City Corporation. Salt Lake City Building Services Officials will provide plan check and permit services as well as building inspection. Salt Lake County Board of Health will also review and inspect all food service-related improvements.

All new construction or alteration of existing facilities requires a building permit issued by Salt Lake City Building Services. A separate permit will be issued by Salt Lake City for plumbing, mechanical, and electrical construction. These permits are in addition to the General Building Permit. For more information contact:

Salt Lake City Building Services
451 South State Street, Salt Lake City, Utah
(801) 535-6000

Review and approval of design and construction must also be secured from Salt Lake City County Health Department for all food service-related tenant spaces. For more information contact:

Salt Lake City – County Health Department
2001 South State Street, Salt Lake City, Utah
(801) 468-2750

The Tenant shall be responsible to secure all permits and pay all plan check and permit and license fees required for improvement and construction within the lease area.

Natural gas is provided to the Airport through Enbridge gas.

Electrical service to the airport is provided by Rocky Mountain Power.

Water / Sewer is provided by Salt Lake City Public Utilities.

Plan Modifications

Once the construction documents have been approved by SLCDCA, any change must be submitted in writing to SLCDCA Designated Representative for approval prior to proceeding with the change. This documentation must explain the reason for the requested change and be supported by adequate and appropriate information or drawings, as required. The tenant's contractor shall allow ten (10) days for a response from SLCDCA. If the change request is of the utmost importance to resolve quickly, the SLCDCA will make every effort to work with the tenant's contractor. SLCDCA will issue a written response to the change request. This includes any changes made either before the Salt Lake City Building Services reviews the plans for permit, or following receipt of the permit. Direction by the Salt Lake City Department Building Services to make a change in the drawings does not constitute approval by SLCDCA. It is the tenant's contractor's responsibility to notify and obtain SLCDCA approval or concurrence with any such directives or changes. If changes are made without SLCDCA approval, the tenant's contractor may be required at their own expense to modify the work to conform to the approved drawings.

All work must be performed by properly licensed personnel and comply with all the appropriate codes, rules, regulations, and policies of agencies having jurisdiction. SLCDCA reserves the right to restrict the hours of work if work is deemed to be excessively disruptive to the Airport, at no cost to SLCDCA. All materials and each portion of the Work are subject to SLCDCA inspection. Other federal, state and local agencies may require the contractor to have permits and inspections in addition to those required by SLCDCA.

Airport Oversight

The Airport may designate a project manager for each lease space and tenant. This project manager will be the contact and recipient for all design questions, coordination and submissions. Scheduling of review meetings and timeline for design and construction will be coordinated through the project manager.

The project manager will be the contact for all construction-related correspondence after the commencement of construction. Construction meetings and inspections required shall be coordinated through the project manager. The tenant's lease space shall be available to the project manager during all phases of construction.

General Requirements

Insurance and Bonds

Airport insurance and bond requirements are below. This information should be provided up front to the tenant's contractors to ensure that they are able to meet these requirements. Contractors will not be permitted to be badged or receive access to the airport unless proper insurance documentation has been received.

- A. General Liability Coverage Insurance:** Access to all non-aircraft operating areas, including landside, requires general liability insurance in the amount of \$2,000,000. Ramp access requires coverage amounts of at least \$5,000,000.
- B. Automobile Coverage:** Access to all non-aircraft operating areas requires automobile insurance in the amount of \$2,000,000. Ramp access requires coverage amounts of at least \$5,000,000.
- C. Workers' Compensation:** Proof of Workers' Compensation Insurance.
- D. Salt Lake City Corporation, PO Box 145550, SLC, UT 84114-5550** must be listed as an additional insured on the certificates in the appropriate sections. This applies to all certificates for all contractors.
- E.** Contractor insurance shall remain current and in force at all times during the project.
- F.** Please refer to the [\\$2M](#) / [\\$5M](#) Insurance Checklists for a detailed list showing the required insurance, coverage levels, and certificate requirements.
- G. Performance / Payment Bond:** If construction costs exceed \$20,000, a performance bond is required. If construction costs exceed \$20,000 and sub-contractors are used, both a performance bond and a payment bond are required. The tenant or its authorized representative shall submit copies of bonds on standard forms in the full amount of the project. These bonds provide assurance of contract performance and payment for subcontractor labor and materials. Liens against Salt Lake City Corporation property are prohibited by law. SLCDCA will accept bond documents that conform to American Institute of Architects Document A312. Bonds must remain current through the duration of the project. Additional coverage may be required as specified by contract.

Construction and Inspection

The Airport may designate a project manager for each tenant space. All construction-related issues shall be coordinated with the Airport's project manager. SLCDCA will monitor the tenant's construction project on a regular basis. SLCDCA shall have the right to inspect the work during normal working hours or with reasonable notice at any other times as deemed necessary. The tenant's contractor shall attend a weekly progress meeting which shall include a review of the schedule and plans and specifications being used in the project, coordination issues with SLCDCA and of any other issues that need to be resolved.

It is the express obligation and duty of the tenant's contractor to coordinate, cooperate and communicate with the SLCDCA and/or their designated representatives. The tenant's contractor shall not impede, hinder, or delay any other parties in the performance of their work and shall remain solely and exclusively responsible for any damages or costs incurred as a result of any hindrance or delay. The tenant's contractor(s) shall comply with all rules and regulations concerning safety and security.

Utility Outages

Utility outages must be arranged for and coordinated by the tenant and its contractor after approval has been granted by SLCDCA. The tenant shall submit a written request to the Customer and Tenant Relations Coordinator at least 3 working days prior to the requested outage. Requests must include date and time, an itemized list of impacts to all areas of the airport and other tenants, and other relevant information.

Hot Work

SLCDA requires tenants and their contractors to follow FM Global's Hot Work Permit standards. Hot work includes activities requiring the use of a flame or equipment producing sufficient heat or sparks that can serve as a source of ignition. This could include, but is not limited to, welding, cutting, grinding, or any other activity producing heat, smoke or flames. All contractors and tenants performing these or similar tasks must use a hot work permit system that satisfies all OSHA and SLCDCA requirements. Upon completion of hot work, the tenant or its contractor shall monitor the work area for 60 minutes after the work, including any breaks. The tenant or its contractor shall continue to monitor the hot work area for 3 hours after the work is completed using electronic, visual, or other acceptable means.

Tenants and contractors are welcome to use their own hot work permit forms. If needed, FM Global hot work permit forms are available and can be obtained at the Airport's property management offices, or by calling the Customer/Tenant Relations Coordinator.

Elevator Usage

The use of elevators shall be coordinated with SLCDCA. The tenant's contractor shall not utilize the elevators unless specific approval has been authorized. During any approved use of elevators the tenant's contractor is required to provide proper protection of all surfaces and elements within the elevators. Any damage done will be repaired at the tenant contractor's expense.

Parking

SLCDA will, whenever possible, accommodate contractor parking at the Airport, but not necessarily at the specific job site. The tenant contractor's employees are not permitted to park personal vehicles within the Airport and/or the Project Limit Lines. If the tenant's contractor provides transportation of their employees to and from the work, such transportation will meet all national, state and local requirements and be issued proper security permits for use on the Airport. Before any transportation of employees, the tenant's contractor will prepare and submit a transportation plan and schedule to SLCDCA's designated representative for review. The tenant's contractor is responsible for making arrangements for parking for their employees. Vehicles with airfield access may only park in areas on the airfield as assigned by SLCDCA.

Storage of Materials and Laydown Areas

All materials are to be stored within the tenant's construction area or in areas prescribed by SLCDCA. Unless specifically authorized by the SLCDCA, materials shall not be held or stored outside the tenant construction area, for example in corridors, public areas or areas being used by others. If approval is given, and subsequently the material must be moved, the tenant's contractor shall relocate the material at its own cost. The tenant's contractor shall be responsible to ensure all materials are properly packed and shipped so as to prevent any injuries to persons and prevent any damage occurring to existing surfaces, elements and structures either while in transit or held in storage. Upon completion of the work, storage sites and

working areas shall be cleaned and restored to their original condition by the tenant's contractor at its own expense.

Protection of Existing Conditions

It is the responsibility of the tenant's contractor to take all precautions to provide proper protection of all existing conditions. The tenant's contractor shall be required to submit a plan proposing methods of protecting the existing conditions. In the event the tenant's contractor's operation causes any damage, interference, or inconvenience to work being carried out under any other contract, the tenant's contractor shall restore, replace, rectify, or otherwise make good any damage to the satisfaction of SLCD. If the tenant's contractor fails to comply with this provision, the work will be done by others at the expense of the tenant's contractor. If, due to the nature of a repair, SLCD determines that the work must be completed by the base building contractor, or in a prescribed manner and/or method in order to match the existing conditions, the SLCD shall so inform the tenant's contractor of this requirement and the method to complete the work.

Tenant and Contractor Access

If the tenant and/or its consultant's or contractor require access to a space not currently being utilized or operated by the same tenant, prior approval must be obtained. SLCD's Key and Lock Program Policy 7.01.07 prohibits access to areas not directly leased to tenant without the prior written approval of SLCD. A [Key and Lock Work Order Form](#) must be completed by the tenant. Completed forms need to be faxed to the number indicated at the top of the form for processing, or delivered to Airport Operations. A deposit may be required. Please allow 3 business days for completion of any requests. When ready, keys are picked up by the requesting party at the Access Control Office.

Compliance With All Laws

The tenant's contractor shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, rules, regulations, executive and administrative orders, now existing or hereinafter in effect, which may in any manner affect the performance of the contract, and as set forth in the latest edition of the City of Salt Lake, Department of Airports, General Conditions. Provision(s) required by law, ordinance, rules, regulations, or executive orders to be inserted in this manual shall be deemed inserted, whether or not they appear in this Manual or, upon applications by either party, this manual shall forthwith be physically amended to physically make such insertion; however, in no event shall the failure to insert such provision(s) prevent the enforcement of such provision(s) or this contract.

Project Health and Safety

The tenant's contractor shall have sole and complete responsibility for safety on the project. The tenant's contractor shall designate a Safety Representative during the entire construction period. The tenant's contractor shall comply with all health and safety requirements or standards in effect under the Federal, OSHA, State of Utah, and Salt Lake City. Fire protection shall comply with all fire regulations in effect under Federal, OSHA, EPA, State of Utah, and Salt Lake City.

Maintenance of Traffic

The tenant's contractor shall submit maintenance of traffic plan for SLCD approval that insures the least obstruction to the public, including vehicular and pedestrian traffic. If the SLCD determines that any type of operation constitutes a nuisance, the tenant's contractor shall immediately proceed to conduct its

operations in an approved manner. If a tenant's contractor causes any part of a street to be obstructed or closed to traffic, the tenant's contractor shall provide, erect, and maintain at their cost and expense all of the approved barricades, signs, lights, and reflectors necessary to provide safe and convenient public travel. The tenant's contractor shall also provide, at its expense, any flagmen that may be required for warning and directing traffic. SLCDA may at any time require additional provisions if such are deemed necessary for public safety or convenience. The tenant's contractor will be held responsible for all damage or injury, even though barricades, signs, lights, reflectors and flagmen are furnished as herein specified.

Cabling Identification

It is imperative that the requirements stated in this section are followed. All cabling installed must be in accordance with current industry standards and SLCDA requirements. Cabling being replaced by new shall be removed back to its source. Please see [Appendix E](#) of the Tenant Design Standards for a detailed list of requirements.

Antenna Installation

All antenna installations are subject to the requirements stated in the [Antenna Installation Standards](#). Additionally the cabling and roof penetration requirements must be met.

Roof Penetrations

To ensure that the Airport's roofing systems remain intact, certain requirements must be met by any tenant wishing to make a penetration. Penetrations must first be approved SLCDA. Penetrations must be made by a licensed roofer and shall be compatible with existing roofing materials. Failure to do so may void any warranties in effect.

Lease Space Finishes and Fixtures

To ensure consistency with existing fixtures and finishes, tenants are encouraged to use products and materials currently used throughout the airport campus. Please refer to Fixture and Finish Standards and [Tenant Finishes Matrix](#) for a list of current specifications. Please note that the list is subject to change and is not all inclusive. SLCDA will identify and redline any recommended fixtures or finishes not included in the matrix during its review.

SIDA and CASS Changes

Any new routes proposed by tenants that lead from unsecure to the sterile or SIDA area must be submitted to the Airport Security designee for review and approval. If routes are approved, the Airport will provide a budgetary estimate to install required card access and video equipment that tie into the Airport's existing security systems.

Design Standards

The Airport and its concessionaires, airlines, and other tenants are largely responsible for the first impression of most visitors to Salt Lake City, Utah, and the Intermountain region. Customer experience and comfort should always be the over-riding force in the design of all flow path, queuing, and marketing strategy.

SLCDA has prepared the design documents below to assist tenants and their design teams to meet this objective, and to respond to the various lease requirements for the design and construction of leased space at the airport.

Concession Tenant Design Standards

SLCDA requires concession and other non-airline tenants to follow its [Tenant Design Standards \(TDS\)](#) manual. The tenant and its design team shall become familiar with this document and adhere to the standards during design and build out. Questions regarding the requirements stated therein shall be directed to the SLCDA Tenant Development team at airport.development@slc.gov.

Airline Design Standards

Airlines are required to design projects in accordance with the Airline Design Standards (ADS) manual. The tenant and its design team shall become familiar with this document and adhere to the standards during design and construction. Questions regarding the requirements stated therein shall be directed to the SLCDA Tenant Development team at airport.development@slc.gov.

Hangar Design Standards

Salt Lake City Department of Airports has certain standards with respect to hangar development. These standards promote consistent architectural design, site planning, and visual appearance of hangars. They also ensure new hangar development will be constructed in accordance with FAA regulations and Advisory Circulars along with local regulations relating to public health, safety, and welfare.

Please refer to [Hangar Development Standards](#) for details related to hangar development at airports owned and operated by SLCDA. You may also refer to the Airport's [Ground Rent Schedule](#) for ground rental rates through the year 2052. Ground rent is paid to the SLCDA by the tenant during the term of the agreement for the leased area.

Airport Operations Requirements

Security

The tenant and its contractor are both responsible for the security of the worksite. It is imperative that the tenant's contractor adheres to all airport security rules and regulations. The contractor must comply with all SLCD and TSA Security requirements, and if breached, the contractor will be responsible to pay all fines.

All areas where work is being performed shall remain secure at all times. The tenant is responsible for ensuring all applicable safety and security requirements are followed. Only authorized and badged employees shall access the work area.

Construction Safety and Security Compliance Manual

The tenant and its contractor shall download the [Airport Construction Safety and Security Manual](#) and be familiar with its contents. The manual describes the requirements for doing work within the Aircraft Operations Area, and general airfield and FAA requirements.

Badging Information

All individuals working at the Airport are required to go through the badging process to work at the airport. The process may take up to 14 days to complete. Tenants and contractors should keep this in mind while creating project schedules. Fees associated with the issuance of identification badges are the responsibility of the tenant and its contractor. For information regarding the badging process, fees required, and an application please visit slcairport.com/badging. You may also call the badging office at (801) 575-2423.

Worksite Requirements

The tenant and its contractor shall make sure the work site remains free and clear of debris, and that the area and surrounding areas are clean while work is being completed and at the end of work each day. Any temporary construction walls in public areas (areas visible to the traveling public) must be painted matte white and secured in a way so as to avoid potential bodily injury and/or property damage.

All tenant construction work areas are to be kept in a broom clean and organized manner at all times. Debris is to be kept within the construction work area and removed on a timely basis. All debris removal (dumpster delivery and pick-up) is the responsibility of the tenant's contractor. Locations for dumpsters, if outside of the tenant's work area, are to be approved. If wheeled carts are utilized for the removal of trash and debris, rubber wheeled carts are required. All debris removal shall be legally disposed of as set forth by Federal, Environmental Protection Agency, City and State standards and/or ordinances. Under no circumstances will any dumping be allowed on Airport property. Any additional clean-up costs incurred by SLCD that were caused by the tenant's contractor shall be back-charged to the tenant's contractor by the tenant and reimbursed to SLCD.

Environmental Requirements

Asbestos and lead based paint are known to exist throughout the Airport terminals and buildings. It is the responsibility of the tenant and its contractor to assess these materials in the work area and abate the materials, as necessary, prior to construction. Testing and abatement can be completed by the Airport at the tenant's expense by contacting SLCD Environmental at (801) 575-3470.

If asbestos, lead based paint, or other hazardous materials are identified, submit a plan for the proper removal and disposal of such materials.

Contact Information

<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Tenant Development Manager	(801) 575-2531	mike.johnson@slc.gov
Airport Property & Real Estate Manager	(801) 322-6549	shawn.wiest@slc.gov
Commercial Services Manager	(801) 575-2934	teresa.klassovity@slc.gov
Airport Tenant Relations Coordinator	(801) 575-2938	reba.tolkin@slc.gov
Insurance and Bonds	(801) 575-2978	airportinsurance@slc.gov
Operations	(801) 575-2803	treber.andersen@slc.gov
Badging Office	(801) 575-2423	badgingoffice@slc.gov
Environmental Specialist	(801) 575-3470	kevin.staples@slc.gov
Airport Control Center	(801) 575-2401	
Emergency (On-Airport)	(801) 575-2911	

Airport Addresses

Mailing

Salt Lake City Department of Airports
P.O. Box 145550
Salt Lake City, UT 84114

Physical

Salt Lake City Department of Airports
776 N. Terminal Drive
Salt Lake City, UT 84116

Questions or Comments

Please direct all questions, comments and/or concerns to the SLCDA Airport Tenant Development team at airport.development@slc.gov or (801) 575-2531.