



**San Diego County Regional Airport Authority  
Facilities Development Department**

**Design, Technical, & Construction Requirements  
for Tenant Improvement Projects**

All Tenant Improvements Projects constructed at San Diego International Airport shall comply with the following requirements and be approved by the San Diego County Regional Airport Authority (“the Authority”):

**I. Standard Requirements:**

**A. All tenant improvements shall conform to:**

1. The latest adopted edition of the applicable building codes and regulations in this jurisdiction.
2. The following Authority technical and design standards (as applicable): (1) *Design and Construction Standards, Tenant Improvements*; and (2) *Interior Design Standards*; and (3) *Retail Tenant Criteria*.

**B. Accessibility:** Tenant is responsible for compliance with all applicable accessibility rules and regulations including, but not limited to, the Americans with Disabilities Act (ADA) and California Building Code (Title 24) as follows. Where tenant improvements impact, or potentially impact, accessibility the following requirements shall be met:

1. A third party independent ADA/Title 24 consultant shall review the proposed tenant improvements and submit written verification of compliance with all applicable ADA/Title 24 requirements to the Authority’s Real Estate Management Tenant Improvements Program Manager, before construction document approval will be granted.
2. Tenant shall verify and ensure that tenant improvements as constructed comply with approved plans and applicable accessibility rules and regulations. Any areas found not to be in compliance, shall be brought to the Authority’s attention and corrected immediately.

**C. Specialized Airport Systems:**

1. Tenant is required to use the Authority’s designated subcontractor and match the existing system components/manufacturer for any improvements or modifications to the following systems/ improvements: HVAC Controls, Fire Alarm, Security, Paging, EVIDS, Roofing, Fire Sprinkler as applicable to Tenant location.
2. Any required connection to the existing fire alarm system shall be fully tested for functionality by the Authority’s designated subcontractor prior to acceptance of the Tenant’s improvements.

D. Metal Stud Gauge Requirements:

1. Walls: 18 gauge minimum (20 gauge if non-load bearing)
2. Bathroom Walls: 16 gauge minimum (20 gauge if non-load bearing and does not include wall-hung equipment/ fixtures)
3. Soffits: 20 gauge minimum

E. Door Locks:

1. All doors in the terminals except as noted in E.3. below shall have cylindrical-type locks, Schlage D series, IC core, with 6-pin “FG” keyways. All locks shall be pinned by the Authority’s Maintenance Department. The Authority will provide the keys.
2. Tenant shall provide access to all spaces that contain Authority infrastructure utilities through use of a master key maintained by the Authority. Such access shall be for emergencies and preventative maintenance only.
3. Where required by regulatory code(s) and unavoidable emergency exterior exit, doors allowing access to the Airport Operation Area shall be provided with panic (crash bar) hardware and integrated into the Authority’s Access Control System per “Standard installation of Door Finish Hardware Associated with the Authority’s Access Control System at Emergency Exit doors’ (refer to exhibit C).

F. Roof Penetrations/Modifications:

1. No penetrations or modifications are allowed unless specifically requested, detailed and approved by the Authority.
2. Mechanical Systems/Other Improvements on the Roof:
  - a) No mechanical improvements are allowed on the roof without detailed plans showing the exact locations of the equipment, curbs and associated roof details.
  - b) Existing equipment to be abandoned shall be removed and the roof patched as required by a contractor approved by the Roof Warrantor.
  - c) All proposed new roof-mounted mechanical equipment shall be installed independently of the existing roof membrane material unless regulatory code(s) require structural attachment/restraint considerations. Reuse existing roof curb when replacing existing mechanical units with new units to the extent possible. Provide the necessary documentation to depict compliance if required.

G. Structural & Floor Systems:

1. No structural system or component shall be altered without prior written approval by the Authority. Required submittals for proposed structural changes include detailed plans and associated calculations.
2. Floor Penetrations:
  - a) All proposed floor penetrations shall be reviewed with, and approved by, the Authority’s Real Estate Management Tenant Improvements Program Manager prior to any construction.
  - b) All existing floor penetrations abandoned as a result of tenant project shall be filled with Authority-approved structural patch.

H. Masonry or Concrete Penetrations:

1. Penetrations shall be made only with diamond-tipped cutting tools.
2. Penetrations through concrete decks and all penetrations larger than one inch shall be cored.
3. Fire-safe joint covers, etc., shall be provided as required to re-establish fire protection of the affected wall or floor in accordance with all applicable codes.

I. Attachment to concrete waffle slab above:

1. Specify fastener type for attachment to overhead concrete waffle slab.
2. Use of double expansion anchor-type fastener or other fastener that minimizes hammering is required to protect the structure
3. No hammer drilling is allowed at the concrete ribs.

J. Plumbing and Waste Water Areas:

1. Provide continuous waterproofing membrane on slab under finish flooring in all wet areas and areas where sinks occur.

K. All wiring, cable and conduit installations shall conform to the following requirements:

1. All wiring and cable shall be installed in conduit.
2. All conduit, cable, and wiring abandoned as a result of this project shall be removed.
3. All new conduit shall be installed using steel compression-type fittings. The use of set screw and zinc die-cast compression-type fittings is prohibited.

L. Communications:

1. Voice/Data Cable Standard: CAT6E cable.
2. All auxiliary systems shall be labeled to indicate function, termination, and ownership at the following locations: origination, termination and wall/floor/ceiling.
3. All cabling shall be installed in rigid conduit.

M. Record Drawings:

Accurate record drawings of this improvement project shall be provided within 30 days of completion of the construction as follows:

1. AutoCAD 2007 (or latest available version) and PDF format on a computer disc
2. One full-size set of bond prints

N. Construction Requirements:

1. Construction of this project shall commence within six months of the date of Authority approval or as stipulated in the lease agreement, whichever is earlier. Failure to commence construction, or suspension of work, for a period of six months or more may result in the Authority rescinding the project approval.
2. All deviations from the Authority-approved construction documents require prior written approval by the Authority.

3. Commencement of tenant project construction is deemed as Tenant/Tenant Contractor agreement to all conditions contained in the approval letter and attachments.
- O. Construction Record keeping requirements:
1. All contractor correspondence, requests for information, change orders, and substitutions shall be submitted to the Authority's Real Estate Management Tenant Improvements Program Manager and copied to the Facilities Development Department Tenant Improvements Project Manager prior to implementation.
- P. Permits:
1. Copies of all required outside agency permits (local, state, federal) shall be submitted to the Authority's Real Estate Management Tenant Improvements Program Manager prior to commencement of construction. Required local permits include, but are not limited to: building, electrical, mechanical, and plumbing systems from the City of San Diego Planning and Development Services Department, and Health Department permits from the County of San Diego.
  2. Copies of: Final Inspection Card sign-offs, Final Summary of Special Inspections/ Test Reports and issued Certificates of Occupancy shall be provided to the Authority's Real Estate Management Tenant Improvements Program Manager prior to tenant occupying space.
  3. Special Inspection(s)/testing may be required by the applicable regulatory agency or other authority having jurisdiction.
- Q. Pre-Construction Meeting:
1. A pre-construction meeting may be required at the Authority's discretion. A minimum of one week in advance of the proposed construction start date, Tenant shall contact the Authority's Real Estate Management Tenant Improvements Program Manager, to schedule this meeting.
  2. Tenant's Contractor shall provide a personnel list of contacts (refer to Exhibit A), including a 24/7 emergency contact and a look-ahead construction schedule (2-3 weeks depending on complexity of the project). Contact the Real Estate Management Tenant Improvements Program Manager to determine schedule requirements.
- R. Construction Start:
1. Construction Start Notice: A minimum of 48 hours in advance of construction, Tenant must advise the Authority's Real Estate Management Tenant Improvements Program Manager of the proposed start of construction.
  2. Job Start: Construction may not commence until Tenant's Contractor has received an approved "Job Start" form (refer to Exhibit A) from the Authority's Real Estate Management Tenant Improvements Program Manager. This form must be posted on the job site for the duration of construction activities. If construction commences and contractor cannot produce this form to Authority personnel, upon request, construction on the project will be stopped at the contractor's expense.
- S. Airport Safety & Security Rules for Construction:

1. Tenant and Tenant's Contractor shall comply with all provisions of the Airport Safety Rules for Construction Activities at the Airport and all provisions of the Airport Security Program, in the performance of this project. It is the Tenant's responsibility to know the current applicable safety and security rules and regulations, to obtain this information from the Authority, and to monitor the performance of Tenant's Contractors to ensure compliance with applicable safety rules and regulations. (4) *Airport Operational Safety & Security Requirements*, and (5) *SDIA Contractor Security Instructions*.

T. Public Area Construction:

1. Construction activities in the public areas and those expected to create dust, significant noise and/or fumes shall occur only between the hours of 11 p.m. and 5 a.m. unless specifically approved otherwise by the Authority's Real Estate Management Department. Standard hours are 11 p.m. to 5 a.m. Sunday night through Friday morning. Fridays and Saturday night time hours are considered premium time and as such Authority Inspections staff expense will be compensated by the Tenant's Contractor work outside the standard hours, i.e. daytime work (requires pre-approval from the Real Estate Management Project Manager).
2. Professional-looking "Pardon Our Construction" signs (or similar) shall identify all construction that is visible or audible to the public (refer to Exhibit B).

U. Proposed Utility Outages:

1. Any proposed or probable utility outages shall be coordinated with the Authority's Real Estate Management Tenant Improvements Program Manager. Except where specifically permitted, all utility outages shall be scheduled a minimum of two weeks in advance and shall occur only between the hours of midnight and 5 a.m. Airport Operations and all affected tenants shall be notified at least 72 hours in advance of any planned utility shut-off. Tenant/Contractor to submit Form 15 (SDIA Contractor Interface with Airport Systems Notification) to the Authority's Construction Inspector (refer to Appendix 1).

V. Subsurface Work & Hazardous Materials:

1. Tenant shall be responsible for informing the Authority of its discovery of any hazardous material(s) on the premises during the course of this work. In the event suspected contaminated soil is discovered during excavation, contractor shall notify the Authority's Environmental Affairs Department (Rick Adcock at 619/889-5571). Any information, data, analyses, sampling results, results of investigation which it compiles or obtains, or contracts with third parties to compile or obtain, regarding the condition of the premises shall be provided to the Authority's Environmental Affairs Department immediately upon receipt by the Applicant.
2. The Authority has conducted asbestos surveys of existing Authority owned buildings within the airport property. Asbestos-containing materials have been identified in Terminals 1 and 2 East. A copy of the hazardous materials survey may be obtained directly from the Authority's Environmental Affairs Department listed in Item 1 above.

- W. Construction Debris: Tenant shall ensure that all debris and construction materials associated with this project are properly and promptly disposed of off the airport. In the event that this is not done, the Authority reserves the right to remove the debris and bill the Tenant for all resulting costs.
- X. Any Authority or other tenant improvements damaged as a result of Tenant's construction activities shall be repaired or replaced to match the existing to the satisfaction of the Authority.
- Y. Construction barricades shall not be removed before the work is completed and approved. Punch-list items must be completed and approved by the Authority's Real Estate Management Tenant Improvements Program Manager prior to tenant opening.