

## TABLE OF CONTENTS

---

1.0	INTRODUCTION	
1.1	PURPOSE AND SCOPE	PAGE1-1
1.2	ADMINISTRATION	1-3
1.3	DEFINITIONS	1-4
1.4	ALLOWED AND RESTRICTED USES	1-6
1.5	EXCEPTIONS	1-6
1.6	MAINTENANCE OF PROPERTY	1-6
2.0	REVIEW AND APPROVAL PROCESS	
2.1	CONCEPT SUBMITTALS	2-1
2.2	MISCELLANEOUS PROJECTS	2-2
2.3	RENOVATION PROJECTS	2-2
2.4	MAJOR CONSTRUCTION PROJECTS	2-3
2.5	CONTRACT DOCUMENTS	2-4
2.6	FINAL REVIEW AND APPROVAL	2-6
2.7	BUILDING PERMITS	2-6
2.8	PRE-CONSTRUCTION CONFERENCE	2-7
2.9	PERMIT POSTING	2-7
2.10	CONSTRUCTION REQUIREMENTS	2-7
2.11	PROJECT SCHEDULE	2-8
2.12	SHOP DRAWING SUBMITTALS	2-8
2.13	REVISIONS TO APPROVED DOCUMENTS	2-11
2.14	INSPECTION	2-11
2.15	RECORD DRAWING DOCUMENTS	2-12
3.0	PERFORMANCE STANDARDS - AIRPORT DEVELOPMENTS	
3.1	SITE PLANNING PARAMETERS	3-1
3.2	LANDSCAPING	3-3
3.3	PARKING AND PAVING	3-8
3.4	CIVIL AND SITE UTILITIES	3-10
3.5	ARCHITECTURE	3-13
3.6	BUILDING AND UTILITY SYSTEMS	3-16
4.0	PERFORMANCE STANDARDS - TERMINAL BUILDING IMPROVEMENTS	
4.1	EXTERIOR TERMINAL IMPROVEMENTS	4-1
4.2	AIRPORT PROVIDED INTERIOR FINISHES	4-3
4.3	TENANT FINISHES - PUBLIC AREAS	4-4
4.4	TENANT FINISHES - <b>NON</b> PUBLIC AREAS	4-13
4.5	STRUCTURE	4-15
4.6	MECHANICAL SYSTEMS	4-16
4.7	ELECTRICAL SYSTEMS	4-18
4.8	ADVERTISING AND SIGNAGE	4-23

## TABLE OF CONTENTS

---

5.0	CONSTRUCTION REQUIREMENTS	
5.1	INSURANCE	PAGE 5-1
5.2	BONDS	5-1
5.3	SECURITY	5-1
5.4	VEHICLES	5-2
5.5	DEMOLITION	5-2
5.6	HAULING	5-4
5.7	EROSION CONTROL	5-6
5.8	CONSTRUCTION SIGNS	5-6
5.9	ASBESTOS ABATEMENT	5-6
6.0	REFERENCE DOCUMENTS	
6.1	AIRPORT LAYOUT PLANS	6-1
6.2	AIRPORT DATUM	6-1
6.3	STORM DRAINAGE MASTER PLAN	6-1
6.4	CODES AND REGULATIONS	6-1
7.0	SIGNAGE AND GRAPHIC DESIGN	
7.1	PURPOSE AND SCOPE	7-1
7.2	GENERAL RULES	7-1
7.3	TREATMENT OF AIRLINE TICKETING & CHECK-IN COUNTERS & BACK WALLS	7-2
7.4	TREATMENT OF OTHER COUNTERS & BACK WALLS	7-4
7.5	SIGNAGE IN THE BAGGAGE CLAIM AREAS	7-5
7.6	U-RAMP TREATMENT BY AIRLINE TENANTS	7-6
7.7	SIGNAGE IN THE CARGO AREA	7-6
7.8	EXTERIOR SIGNING - NON-TERMINAL BUILDINGS	7-7
7.9	PROMOTIONAL SIGNS	7-8
7.10	MISCELLANEOUS SIGNS	7-9
8.0	APPENDIX	
APPENDIX A:	CONCEPT PROPOSAL INFORMATION SHEET	A-1
APPENDIX B:	MECHANICAL, ELECTRICAL AND PLUMBING DESIGN CRITERIA DOCUMENTATION	B-1
APPENDIX C:	SPECIAL PROJECT PROCEDURES, CONSTRUCTION ON AIRPORTS	C-1
APPENDIX D:	COMMUNICATIONS AND AUTOMATION MASTER PLAN	D-1
APPENDIX E:	GUIDELINE AND ENERGY CONSERVATION PARAMETERS FOR TERMINAL FACILITIES	E-1
APPENDIX F:	PRE-CONSTRUCTION MEETING REQUIREMENTS	F-1
APPENDIX G:	DOA ELECTRICAL SAFETY RULES	G-1
APPENDIX H:	TENANT PROJECT REVIEW PROCEDURE (OUTLINE)	H-1

### 1.1. PURPOSE AND SCOPE

---

## 1.0 INTRODUCTION

---

The City of Houston, Texas, as owner and operator of the City's aviation system, intends to develop and maintain safe, efficient, and aesthetically pleasing facilities.

The City of Houston Department of Aviation (DOA) Tenant Improvement Manual defines uniform design and construction standards for Airport Tenants in the construction of new or modification of existing facilities within present or future Airport boundaries.

Adherence to the Standards should maintain a consistent aesthetic tone, and assure the installation of materials of high quality in appearance, maintenance, and energy-conscious characteristics.

The Tenant Improvement Manual describes the DOA review and approval procedures, standards for design and construction, materials, utility services, and other Tenant improvement requirements. The Manual applies to all Tenant improvements on Airport property. The Manual is written pursuant to terms contained in all Tenant lease agreements and/or contracts concerning development, modifications or improvements to facilities. The Manual may be revised from time to time by written direction of the Director of Aviation or his designated representative.

The use, improvement, subdivision, access and other conditions related to the Tenant's leased premises are controlled and regulated by the City according to the lease provisions and as stated herein. No modifications to the leased premises may be made without prior written DOA authorization. Building and/or demolition permits may be required by other Departments of the City of Houston. No work may proceed until all required building permits have been obtained by the Tenant.

These Standards shall be part of, but may not be the full extent of regulations affecting the premises or the lease agreements between DOA and the Tenants.

Prior to any new construction, additions, renovations, modifications, or change in use, the Tenant must submit to DOA the plans for the improvement(s) or modification(s), along with other required information set forth herein. The specific requirements are detailed in Section 2 of this Manual. Plans, surveys, design calculations, test reports, etc., are required for:

## 1.0 INTRODUCTION

---

- (1) Building construction, exterior or interior renovations and/or modifications, including repair or replacement of existing building elements.
- (2) Paving, site utilities and drainage improvements, modifications, and repair or replacement of existing site elements.
- (3) Site lighting.
- (4) Signage.
- (5) Landscaping.
- (6) Special installations as may be determined by DOA to require special design attention (such as fuel facilities).

All required plans, surveys, design calculations, test reports, etc., shall be prepared and reproduced at Tenant's expense, and must be prepared, signed and sealed, by professional architects, engineers, graphics designers, landscape architects, or special consultants, as appropriate, currently registered in the State of Texas.

## 1.0 INTRODUCTION

---

### 1.2 ADMINISTRATION

The Department of Aviation will administer all Tenant improvement projects from preliminary discussion, through the review/approval process, pre-construction meeting, construction inspections, and project close-out documentation. Questions and correspondence concerning Tenant improvement construction should be directed to:

City of Houston

Department of Aviation

16930 J. F. Kennedy Blvd. Houston, Texas 77032

or

P.O. Box 60106

Houston, Texas 77205-0106

ATTN-. Manager, Design Division Planning Design & Construction

(713) 443-1714

(713)230-2874 Fax

This Manual may be updated by DOA from time to time. Before using this as a reference for the preparation of construction documents, it should be verified as being the current edition by contacting DOA Planning Design & Construction, Design Division.

## 1.0 INTRODUCTION

---

### 1.3 DEFINITIONS

#### 1.3.1 AIRPORT OPERATIONS AREA (AOA)

The area within the Airport security fence.

#### 1.3.2 AIRPORT MANAGER

The individual appointed by the Director of Aviation to manage the operation of the Airport and who is responsible to the Director for compliance with the requirements of Federal Aviation Regulations, Part 139 Certification and Operations: Land Airports Serving Certain Air Carriers, Part 107, Airport Security, and with the provisions of various Federal grant agreements, when applicable.

#### 1.3.3 BUILDING SITE

That area within Airport property as described in the lease agreement/concession agreement between the City and the Tenant.

#### 1.3.4 CITY

City of Houston, a municipal corporation and Home Rule City, situated principally in Harris County, Texas. Wherever the word "approval" is mentioned, "approval" shall mean action by the Mayor and Council or its Director of Aviation or his Deputy Directors. The term "City" includes its authorized representatives.

#### 1.3.5 DEPARTMENT OF AVIATION (DOA)

The City Department responsible for operation, maintenance, and development of the Houston Airport System, acting through its Director of Aviation, or his designated representatives.

## 1.0 INTRODUCTION

---

### 1.3.6 DEPUTY DIRECTOR

The assistants to the Director of Aviation or their designated representatives.

### 1.3.7 EASEMENTS

Specifically designated land area within Tenant parcels, available for limited improvements and use by the Tenant, but intended for use by DOA or other Tenants, or contractors thereto, for the installation and maintenance of utilities, above or below grade. A complete definition of "easement" is contained in Tenant lease agreements.

### 1.3.8 INTERIOR SITE

That area within a City-owned or other building at an Airport to be occupied by the Tenant as described in the lease agreement/contract between the City and the Tenant.

### 1.3.9 HOUSTON AVIATION SYSTEM

All land and improvements located within the legal boundaries of City of Houston Aviation facilities: [Houston Intercontinental Airport (IAH), William P. Hobby Airport (HOU), Ellington Field (EFD), or the Central Business District Heliport (CBD)], also "Airport."

### 1.3.10 PUBLIC AREAS

Areas that directly serve the traveling public that are open to all passengers, such as ticket lobbies, concourses, baggage areas, public corridors, and flight stations. These areas may be a part of Tenant's leased premises.

### 1.3.11 NON-PUBLIC AREAS

Areas that are not generally open to the traveling public, such as airline offices, concession offices, storage and maintenance areas, and baggage handling areas.

## 1.0 INTRODUCTION

---

### 1.3.12 REPAIR MAINTENANCE

Any replacement in kind of an existing item-, for example, replacing an existing door in an existing frame with a door matching the existing specification.

### 1.3.13 RIGHTS-OF-WAY

Land area wholly owned by the City for the purpose of access streets, roadways, and utilities infrastructure, etc.

### 1.3.14 TENANT

Any person, firm, corporation, or other entity who has or enters into an agreement with the City for conduct of business within the boundaries of a Houston Aviation System facility. The term "Tenant" in this Manual does not mean a sub-tenant to an existing Tenant.

### 1.3.15 TENANT IMPROVEMENT

The construction, renovation, alteration, repair, relocation, or demolition of any structure, building, facility, or any part thereof including, but not limited to, paving, fencing, signs, landscaping, and utility services to or within any building site or interior site by or on account of a Tenant.

## 1.4 ALLOWED AND RESTRICTED USES

Only specific businesses, activities, and operations are permitted. DOA reserves the right to permit businesses, activities, and operations at its sole discretion contained in the Tenant lease agreement/contract.



## 1.0 INTRODUCTION

---

### 1.5 EXCEPTIONS

A list of allowed and restricted uses are

DOA may at its sole discretion consider and approve specific exceptions to these Standards.

### 1.6 MAINTENANCE OF PROPERTY

Each Tenant shall at all times keep its leased premises in a safe, clean, neat, visually attractive, and sanitary condition. Tenant shall comply with all applicable laws, rules and regulations regarding rubbish, junk, health and sanitation promptly and at its expense.

Repair and maintenance of the Terminals' HVAC systems is provided by the Airports

The particular obligations of the Tenant and the Airport regarding maintenance of the Tenant's premises are outlined in the Tenant's lease agreement/contract.