

The Port of Seattle

SEATTLE-TACOMA INTERNATIONAL AIRPORT



Dining & Retail Design Guidelines

Revised: 07/18/2017



The Port of Seattle



SEATTLE-TACOMA INTERNATIONAL AIRPORT

Dining & Retail Design Guidelines

Table of Contents

1	OVERVIEW	8
2	DESIGN VISION	12
	2.1 Introduction	14
	2.2 Vision	16
	2.2A Fundamental Principles	16
	2.2B Elements of Northwest Architecture	18
	2.2C Elements of Northwest Signage	28
	2.3 Summary	30
3	SPACE PLANNING	32
	3.1 Introduction	34
	3.2 Fixture Layout	34
	3.3 Merchandising	35
	3.4 Sight Lines	36
	3.5 Queuing	37
	3.6 Back-of-house	37

4 AIRPORT STANDARDS

4.1 Introduction	40	4.6 Wall Systems	50
4.2 Storefront - Overview	40	4.7 Lighting	51
4.2A Retail Zones	40	4.8 Materials & Finishes	53
4.2B Piers	43	4.8A Storefronts	53
4.2C Design Approach	44	4.8B Vertical Surfaces	54
4.2D Materials	46	4.8C Flooring	56
4.2E Lighting	46	4.8D Wall Base	56
4.2F Security Closure	46	4.8E Ceilings	57
4.3 Storefront - Location Specific	47	4.8F Fire Ratings	57
4.3A Concourse A	47	4.8G Furniture and Fixtures	57
4.3B Concourse B	48	4.8H Food Service Equipment	57
4.3C Concourse C and D	48	4.9 Environmental Management	58
4.3D N and S Gates	48	4.10 Kiosks & RMUs	60
4.4 Flooring	48	4.10A Kiosks	60
4.5 Ceiling Systems	49	4.10B Retail Merchandising Units (RMUs)	61
		4.11 Shoeshine	62
		4.12 Food Court Seating	63

5 SIGNAGE

5.1 Introduction	66
5.2 Storefront	67
5.3 Permanent Promotional	70
5.4 Temporary Promotional	70
5.5 Department	70
5.6 Informational	70
5.7 Digital Media	71
5.8 Audio	71

6	UTILITIES & INFRASTRUCTURE	72
6.1	Introduction	74
6.2	Building Systems Equipment	74
6.3	Food Equipment	75
6.4	Miscellaneous MEP (Mechanical / Electrical / Plumbing)	76

7	APPROVAL & REVIEW PROCESS	78
7.1	Process	80
7.2	Renovation	81
7.3	Mid-term Refurbishment	82

8	RESPONSIBILITY & SECURITY	84
8.1	Responsibility	86
8.2	Security Guidelines	87

9	INDEX	88
9.1	Contacts	90



culture, creativity &
design inspiration

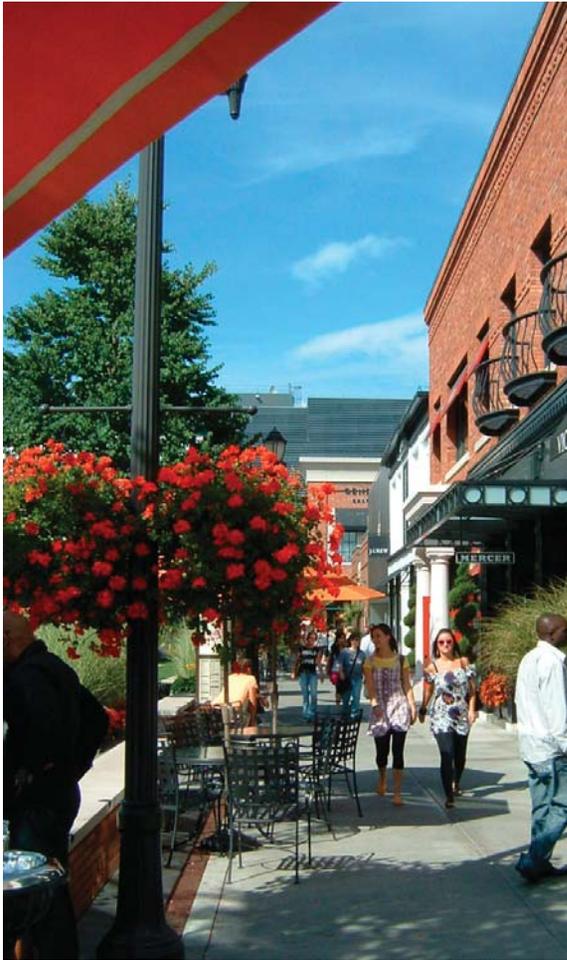


Overview

1.0 Overview

The purpose of the Airport Dining and Retail Design Guidelines (“Design Guidelines”) is to provide quality standards and communicate an overall design aesthetic for dining and retail development at Seattle-Tacoma International Airport (“Sea-Tac Airport”). These design criteria establish minimum acceptable standards of design applicable to all dining and retail establishments throughout the airport, and all improvements; promoting world class design, innovation and regional awareness. In all areas of the airport, the dining and retail spaces reflect an overarching design influence and identity.





“...taking their design cues from architectural details and elements commonly found in Seattle and the Northwest.”

The Design Guidelines are intended to provide a unifying theme for the entire airport dining and retail offering at the Sea-Tac Airport. This program embraces the qualities of the Northwest by blending the vitality of a vibrant marketplace with the area’s natural beauty, international orientation, local arts and culture. The Central Terminal at Sea-Tac Airport was conceived and designed as an “outdoor” marketplace and downtown streetscape.

The marketplace approach also includes the retail activity on the “boulevards” of the various concourses, each one having a unique offering of food and merchandise. Retail storefronts are designed to have the look and feel of building façades, taking their design cues from architectural details and elements commonly found in Seattle and the Northwest.

In addition, these guidelines address acceptable materials, closure, signage and lighting, all of which reinforce the intent of the comprehensive design philosophy of the airport.

“...blending the vitality of a vibrant marketplace with the area’s natural beauty, international orientation, local arts and culture.”

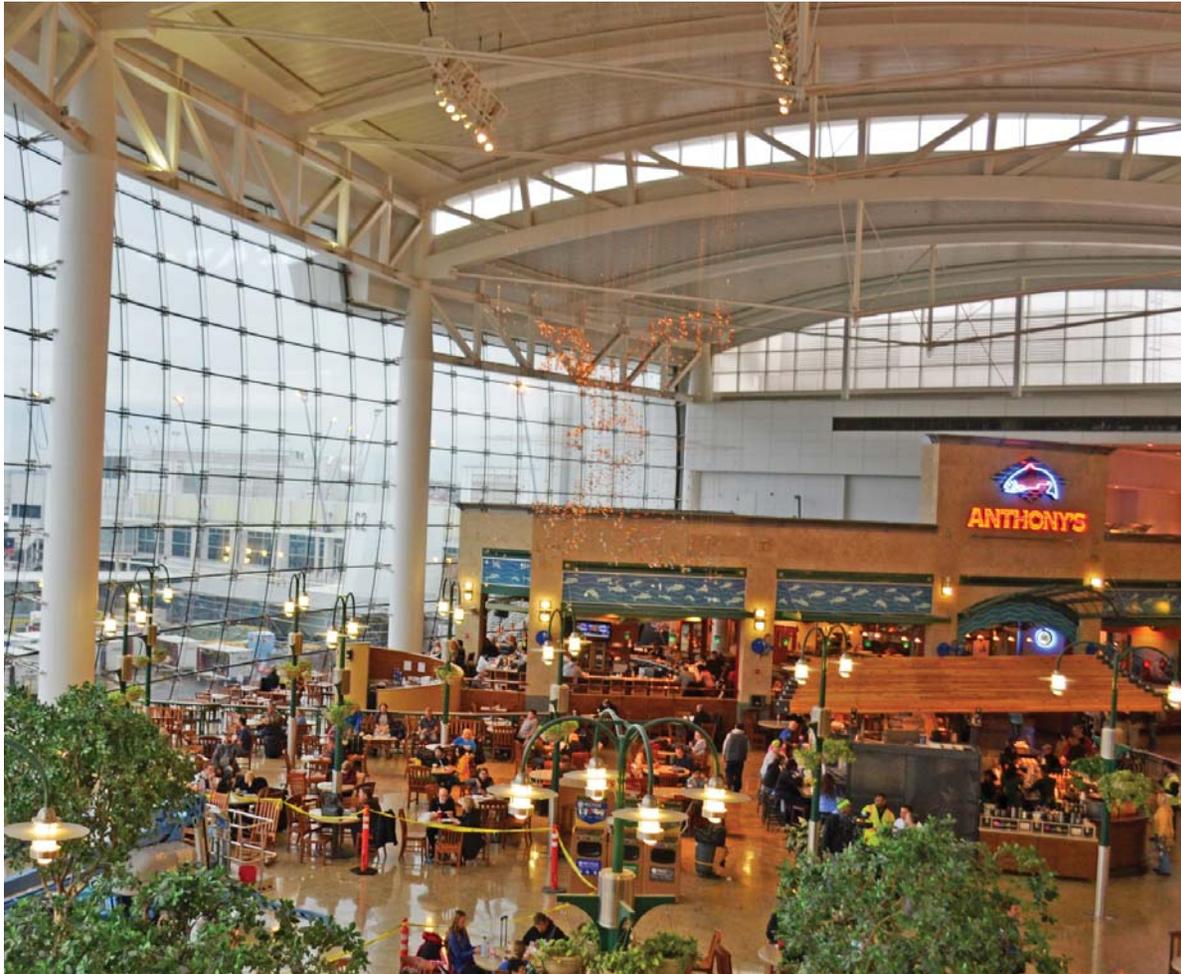
Whether an airport-unique concept, or a nationally-recognized brand, the design of each tenant space must follow these standards in order to ensure a consistent design aesthetic and quality throughout the airport. Brand concepts with a recognizable look should adjust their design to ensure compatibility with the modern Northwest design aesthetic. However, it is equally important that each tenant space be given its own character and individual expression through the creative use of approved materials, signage and lighting. The airport encourages creative design solutions, particularly those that reinforce a unique concept and brand. The

best creative design solutions will reflect the brand concept, but be appropriately revised to address the regional style as described here, resulting in maximized sales potential for the tenant.

Every design is evaluated on its individual merits for approval. Design concepts that appear generic and are without relevance to the Northwest design aesthetic will not be accepted.

Dining and retail operators, along with their architects, interior designers, and contractors are encouraged to contact their Airport Dining and Retail representative prior to beginning conceptual design work





to discuss specific design related questions and/or concepts.

The Port of Seattle (“Port”) follows a specific process for both design and construction. This process is outlined in the Tenant Design and Construction Process - Tenant Manual, which can be obtained online at: <http://www.portseattle.org/Business/Construction-Projects/Airport-Tenants/Pages/Reference-Documents.aspx>. These are intended to be used with other Port regulations and standards. All aspects of the space and tenant improvements are subject to approval from the Port. Design review and approval is at the discretion of the Airport Dining and Retail Group. In addition, all designs must receive the necessary approvals from governing authorities such as the Port of Seattle Fire Department and Sea-Tac Airport Building Department.



northwest inspiration
& discovery



Design Vision

2.1 Introduction

The Design Guidelines are intended to be both inspiring and practical. They articulate the Port of Seattle's vision for dining and retail design at Sea-Tac Airport, providing clear design criteria for design teams to follow on all projects in order to assure that design concepts developed meet the Port's expectations. The guidelines also aim to foster creativity by providing a flexible framework – allowing for new discoveries and appropriate responses to each project's unique conditions.





The Design Guidelines are intended to:

- 1 Articulate the design vision** of Sea-Tac Airport as a premier, world-class airport and establish a conceptual foundation for all airport dining and retail projects.
- 2 Outline the design strategies** and provide fundamental principles to guide project teams in the design of each project.
- 3 Illustrate the unique elements** of the Progressive Northwest Modern architectural style and demonstrate how existing designs within the region relate to the airport's design vision and strategies.
- 4 Provide a clear basis for design reviews** by the Design Review Committee, which has responsibility for reviewing the design of all projects at Sea-Tac Airport to assure compliance with these and other related guidelines.

2.2 Vision

This section provides the overall visual design approach for dining and retail at Sea-Tac Airport. The goal is to design airport dining and retail in a style that reflects the character, attitude and environment of the Northwest. Designs that respond to these criteria will be a blend of “progressive modern architecture” and the “regional influences” found in the natural environment and cultures of the area. The style is termed **Progressive Northwest Modern**. A more in depth explanation and exploration of this style is provided throughout these guidelines.

2.2A Fundamental Principles

The fundamental approach of the design vision at Sea-Tac Airport is a commitment to “Progressive Modernism” and the passenger experience.

Design solutions should be:

- » *Responsive to traveler needs*
Consistently enhances the quality of the traveler experience, both functionally and aesthetically.
- » *Open and engaging*
Forms an inspiring and visually engaging environment for the vibrant activity of the airport.
- » *Forward-looking*
Conveys a progressive image appropriate to the dynamic nature of air travel and to the innovative spirit of the Northwest.
- » *Regionally appropriate*
Evolves from an insightful response to the unique qualities of the Northwest environment and culture.
- » *Integrate innovative technology*
Enables high quality service.
- » *Clear and elegant, with honestly expressed structure and materials*
Achieves a design clarity that is easily understood and appreciated.
- » *Light and fresh*
Enhance the sense of openness and assure a sense of consistency and continuity within the airport.
- » *A well-integrated creative expression*
Relates to the immediate project’s surroundings and to the airport as a whole.



Progressive Northwest Modernism

By combining three areas of inspiration – culture, nature, and environmental awareness – travelers will come to recognize Sea-Tac Airport for its high quality facility, environmental sensitivity, and distinctive regional character. This vision also provides a wide array of design solutions applicable to any dining and retail concept while ensuring appropriateness for the airport.

There are many examples of design and architecture around the region, and at Sea-Tac Airport, which reflect this approach. The rest of this section provides a graphic library of such work.

2.2B Elements of Northwest Architecture

There are a variety of distinguishing characteristics that when combined create the Progressive Northwest Modern style. The following list provides an introduction to these characteristics.

- » **Open**
- » **Light, Warm, Inviting**
- » **Human Scale**
- » **Cultural Influence**
- » **Honest Expression of Materials**
- » **Exposed Form and Structure**
- » **Color and Texture Achieved Through Materials**

While it is encouraged, it is not required that each design embrace all of these characteristics. A characteristic used independently will not create the desired result; only a design integrating a combination of these characteristics will achieve the Progressive Northwest Modern style.

A key reason for this style requirement is to achieve a unified image for Sea-Tac Airport. As you might expect, one can find many examples of each characteristic throughout the Seattle-Tacoma area and at Sea-Tac Airport itself. The rest of this section defines each of the characteristics in greater detail with examples from the area.



18-1



19-1

Open

Designs should be open and welcoming. One needn't go far to find an example of "open". The Gina Marie Lindsey Arrivals Hall at the airport is a perfect example of this and a perfect example of Progressive Northwest Modern style (see image 19-1).

The overall look and feel is open and light. The exposed vertical structure at the window wall takes its inspiration from the trees for which the Pacific Northwest region is known. In addition, the window wall is divided into smaller, more human-scaled, panes than technology requires—all elements in Progressive Northwest Modern design. This open characteristic also applies to dining and retail establishments (see image 18-1).

Exposed structure is a common element found in Progressive Northwest Modern style architecture. Rather than concealing how elements are supported, designers take a more honest approach by allowing the visibility of structural components. The Seattle City Hall building, image 22.1, is another good example.

Light, Warm, Inviting

Light, softer palettes and a warm overall inviting feel are common Progressive Northwest Modern design traits. Natural light is also a prized element in the Northwest and should be incorporated whenever possible into the planning of a space. In the instance of an exterior wall within a tenant space, natural light should be allowed to enter into the space and whenever possible allow views out. And while windows out to the airfield aren't practical for all locations, a light overall palette should be considered. The lighter palette also adds to the feeling of an open and inviting space (see image 20-1).



20-1



Human Scale

Detailing objects to have a smaller, more human scale is a common feature of the Progressive Northwest Modern style. The Seattle City Hall is a nice example of this (see image 21-1). The building is a collection of large strong planes. These planes are then broken up into more human-scaled proportions. This characteristic can be seen in the entry vestibule at the columns in Starbucks (see image 21-2) or the store front windows in image 21-3. The change in scale increases the textural and visual interest.



23-1



23-2



23-3

Honest Expression of Materials

The honest expression of materials is required in design at Sea-Tac Airport. It is found in many examples of Progressive Northwest Modern design; the Pioneer Square Fire Station is an example of this, utilizing exposed corrugated metal as the finish building surface (see image 23-1). This example also takes advantage of a soft Northwest color palette and oversized entrances articulated into more human-scale proportions.

At Sea-Tac Airport, this same expression of materials is used to enrich the textural experience, such as the hard reflective surfaces of glass and terrazzo at the central terminal or the softer, warmer use of wood at Beechers (see images 23-2 and 23-3).

Exposed Form and Structure

Exposed structure is a trait of Progressive Northwest Modern style architecture. Rather than concealing how elements are supported, designers take a more honest approach by allowing the visibility of structural components. This can be seen throughout the region such as in the façade at a local cafe (see image 24-1). In another example a large retailer in Seattle also combines a variety of structural components in the detailing of their exterior façade (see image 24-2).

This design feature is also used in many places at Sea-Tac Airport. The great glass wall of the main terminal has a completely exposed structural system using machined fittings and cables to create the open view (see image 23-3).

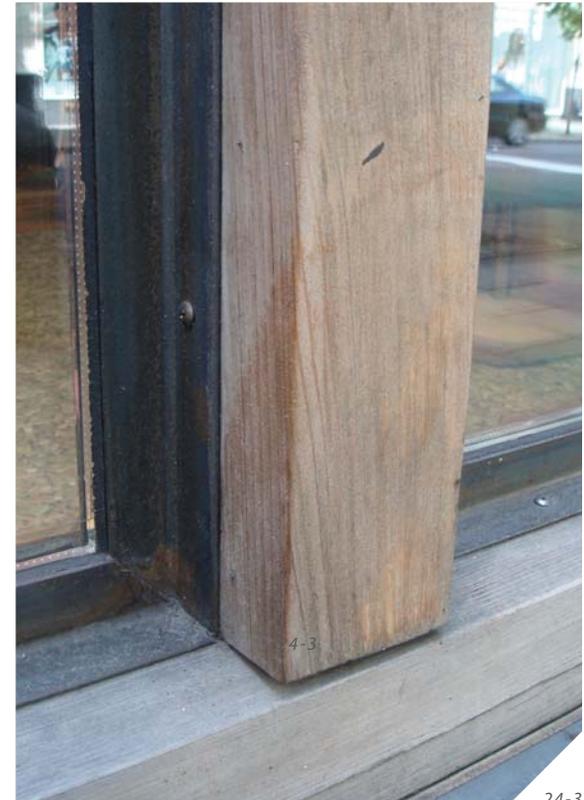
“Structural honesty” is more than just a way to adorn a façade. It also should be carried out in all the detailing of a space. A typical aluminum window system hides the structural aspect of the members but images 24-2 and 24-3 show a more exposed approach. See images 25-1, 25-2 and 25-3 for examples of storefronts that follow the more articulated structural approach.



24-1



24-2



24-3



25-1



25-2

Another regional element where exposed structure is commonly seen is street-level canopies used to protect pedestrians from weather. The airport encourages the use of canopies in storefronts because they are consistent with the marketplace/street retail theme. A canopy also adds a strong visual element and improves travelers' sight lines to the shop or restaurant. There are numerous canopy examples throughout the region as well as in Sea-Tac Airport. Typically, the canopy design will expose the structure rather than hide it (see images 25-1 through 25-3).

Dilettante Chocolates and Anthony's both use canopies with exposed structure to visually identify the entry into their spaces. These canopies are consistent with a Progressive Northwest Modern style and makes them easier to spot from a distance or down a concourse.



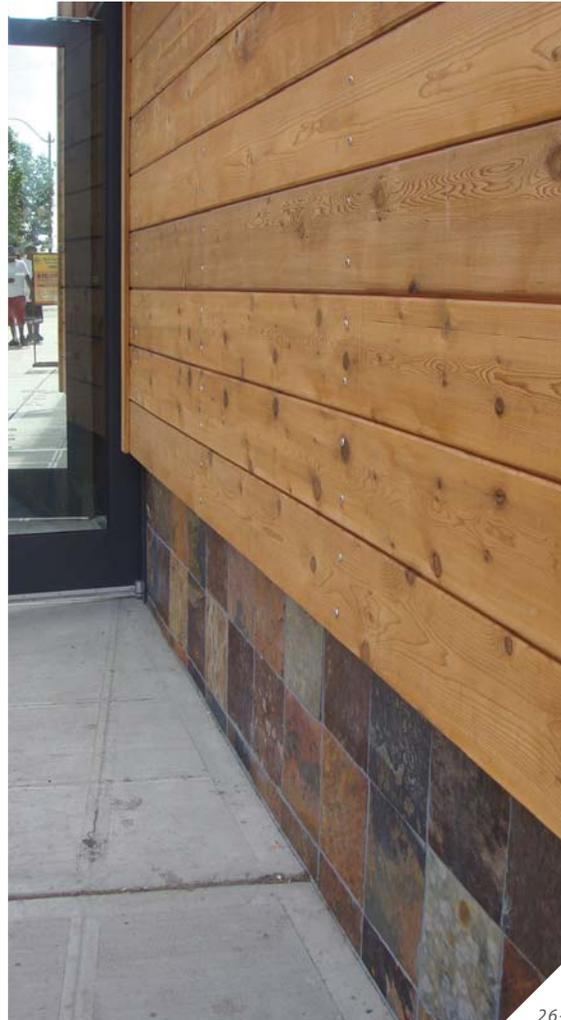
25-3

Color and Texture Through Materials

The choice of color and materials is one of the most successful ways to achieve a strong relationship with the natural environment of the Northwest in dining and retail design. Materials that reveal their natural color and texture are highly encouraged. Stone, polished concrete, metal and wood are all good examples of materials that fit this category.

A relationship to the natural environment can be achieved in a variety of ways. Where natural materials are not the most appropriate choice for an overall application, they can be introduced as a detail as shown in this building façade (see image 26-1). There are many good examples of natural materials used in design at the airport as well (see image 26-2).

The colors of the Northwest are unique. Unlike the colors of other geographical regions, the colors of the Northwest are a bit muted and subdued. Softer, grayed tones are common and as already stated, most color is achieved through the material used rather than the surface applied.





27-1



27-2

With the exception of signage, bold, bright, primary colors are not typical and should be used only as an accent, not as a main feature. If bright color is integral to a concept, it should be included while still reflecting the natural inspiration of the region. Vino Volo executes this in an exemplary manner (see image 27-1). A core signature brand element of Vino Volo is the blood red bar top and tables. The bold and dramatic color is achieved through stained wood, adding color, texture and warmth to the space (see image 27-2).

2.2C Elements of Northwest Signage

Signage is a key component of a brand statement. It needs to be considered as part of the design from the first conceptual idea through to the final construction drawings. The signage design should not only serve to identify a brand or product offering, but also add to the overall creative expression of the space. To accomplish this objective, it must adhere to the same overarching design principles outlined in this section. Like the architecture of the region, there are certain elements of signage design that reflect the marketplace concept and the regional feel. When applied appropriately, the signage can further the expression of the Progressive Northwest Modern design style.

Signage at Sea-Tac Airport is divided into four main categories that are described in detail in Chapter 4: Airport Standards. This section is focused on the design approach for a tenant's main identity signage. Just as structural honesty is key to the architecture of the region, it is also key to signage design. "Can" or "box" style signs with fully illuminated acrylic face panels are the antithesis of this characteristic and while commonly used by retailers, they are not allowed at the airport. Rather, signage should be transparent in how it is constructed with the structural characteristics of the sign exposed. Examples of this signage design can be found throughout the region.



28-1



29-1



29-2



29-3



29-4



29-5

Possibly the most notable example is the iconic main sign at the Pike Place Market (see image 28-1). The sign is supported by an open structure as opposed to the more typical solid back surface. In addition, the letters have an open face with exposed neon, unlike the more common approach of concealed neon behind an acrylic face.

One of the best examples of identity signage in the Progressive Northwest Modern style is at the Seattle Art Museum (see images 29-4 and 29-5). The exposed letterforms are isolated from the façade, post-mounted perpendicularly on minimal structure to create a “floating” appearance. This simple execution of the identity is visually striking, clean, proportionally sophisticated and perfectly Progressive Northwest Modern.

Unique shapes for marquee signs are another common feature supporting both the honest expression of the sign and the “marketplace” theme, which should flavor all of the locations at Sea-Tac Airport (see images 29-1, 29-2 and 29-3).

2.3 Summary

All of these elements and design strategies are intended to help tenants produce designs that supports their brand strategy. When these guidelines are followed, the result will be a design with an honest regional flavor, modern simplicity and consumer appeal.

To avoid overly cliché Northwest concepts, designers should:

- 1 Be more creative than design concepts built around the Space Needle or Mount Rainier, for example; designs should reflect the Northwest, not be used to imitate the Northwest.
- 2 Be more creative than simply using replicas of Northwest landmarks. Using icons in a subtle way is clever, fun and acceptable, but simply adding a model of Mount Rainier does not substitute for true Northwest design influence.
- 3 Use photographs sparingly and wisely, if at all. Photographs of Northwest icons are like replicas—adding them to a concept does not translate into Northwest design.

Progressive Northwest Modernism: Culture + Nature + Environmental Awareness



inspiring creativity
& new discoveries



Space Planning

3.1 Introduction

When planning space within a unit, operators should consider fixture layout, merchandising, sight lines, queuing and back-of-house configuration. Effective space planning will aid customer flow, visibility, create a logical path of discovery and increase sales.

3.2 Fixture Layout

The interior layout must provide a minimum aisle width to meet ADA requirements throughout the space. Operators should give thoughtful consideration to creating ample space for wheeled luggage. Studies show that a lack of adequate space for wheeled luggage results in fewer customers entering the space and lower sales volumes.

More so than in other types of operations, the merchandising layout for convenience retail must balance product/fixture quantities with travel aisles for customers with carry-on luggage. Fixture heights should be graduated with lower fixtures in the front of the store working toward higher fixtures in the back. Provide additional lighting on the back wall to visually pull customers through the store.





35-1



35-2

3.3 Merchandising

The Port encourages a creative approach to merchandise display and use of window space. Look for unique merchandising opportunities that are visually striking and approachable for travelers. For example, visual abundance makes a powerful statement for food just as color blocking does for product. Innovative merchandising displays should use materials and detailing that complement the storefront design and reinforce brand identity. The Port encourages operators to take advantage of high ceiling spaces where available for design, display and merchandising purposes.

A restaurant operator should give particular attention to the creative display of food, beverages and packaged items. There may be no better example of product merchandising than at the Pike Place Market (see image on page 8). The objective is to create an impression of freshness. For example, the Port encourages the use of pastry racks, glass deli and freezer cases, along with fresh food and beverages on crushed ice. The visual organization of equipment in the space, as well as its function in serving areas also is important.

Concourses B, C and D are narrower than other parts of the airport and become very crowded during peak periods. Designs must account for these constraints to facilitate the flow of customers in and out of the space.

Visually striking & approachable

3.4 Sight Lines

In the design of a space, it is important to identify the best possible sight lines from the primary circulation path to all merchandised areas with priority for signage, entry and key merchandise categories, in that order.

It is just as important to consider what should not be seen. Views from public spaces into back-of-house areas are to be avoided. Operators are required to design adequate trash-handling facilities for their businesses to prevent trash from being exposed to public view within their spaces.



36-1



3.5 Queuing

Food and beverage operators are required to provide adequate customer queuing areas within their spaces (see image 37-1). Travelers cannot queue into other terminal areas or crowd into adjoining spaces. Proposed queuing areas for Retail Merchandising Units (RMUs) and kiosks must be reviewed and approved by the Port.

3.6 Back-of-house

Space allotted to the back-of-house functions in retail spaces, such as storage rooms and offices, should be minimized. The industry standard is 7% - 10% of a space for back of house functions. Sightlines into back of house areas should be minimized. The selection and detailing of doors that lead to back of house areas should be considered carefully.

There is limited remote storage space for tenant use available in the airport. While there are no design standards for these remote storage spaces, operators should consult with the Port representative for assistance. In addition, operators will be required to consult with the Port Fire Department regarding the quantity and type of materials to be stored.



the difference
is in the details



Airport Standards



4.1 Introduction

These guidelines are provided to furnish Designers with general intent and direction when approaching a Retail space at Sea-Tac Airport. This section also covers how the design needs to respond to different space layouts due to the physical architecture of the concourses and main terminal. Additionally, section 4.9 covers the Port's specifications on environmental management and sustainability.

4.2 Storefront Overview

The storefront is the most visible and prominent element of each location; it sets the tone and makes the strongest brand statement for an operator. Therefore, it is essential that the storefront design relate to and reflect the Northwest Progressive Modern design style. The following definitions and guidelines will help to ensure a successful design.

Opening

The tenant storefront opening is the area defined as the clear horizontal distance between two neutral piers and vertically as the distance from the finished floor to the existing Concourse ceiling or soffit above. The tenant storefront opening acts as the transition between the tenant space and the concourse. The tenant storefront opening varies in width and height at each tenant location.

Tenant Lease Line

The tenant lease line is the dividing line between the tenant space and the concourse. Typically, the neutral piers and storefront are in line with the tenant lease line, but not always. Verify the exact lease line location as shown on the lease outline drawings (LOD) provided by the Port.

Design Approach

The Port encourages tenants to use large three-dimensional portal type entrances/storefronts and signage designs to clearly brand their space while keeping with the character of the terminal and the Northwest Modern theme.

Storefronts must adhere to the following design criteria:

- 1 Storefronts should be primarily open to create easy customer access (see image 40-1).
- 2 Storefronts should conform to the Progressive Northwest Modern guidelines set forth in the preceding section. Cliché themes or gimmicky components will not be approved.
- 3 Façade treatments must extend across the full width of the storefront (typically from neutral pier to neutral pier, depending on site conditions) (see image 40-2).



40-1



40-2

- 4 The Port encourages dimensionality of storefront elements, but they must not block or obscure key sight lines to adjacent tenants.
- 5 The Port encourages storefronts that allow maximum exposure of the tenant area. Fixed display windows may also occupy a portion of the storefront width. The storefront need not emphasize the position and shape of the lease line. A minimum of 75% of any storefront opening, measured in linear feet, must remain transparent either by openings or through the use of clear glazing.
- 6 Storefront designs should employ slender vertical elements that bring the tenant signage and architectural treatment to the floor, strengthening the brand impact at eye level (see image 41-1).
- 7 Security devices must be physically integrated into the storefront design so they are hidden from view. It is not sufficient to simply build a cover.



41-1

- 8 Where freestanding elements are employed, they should utilize materials and detailing that complement the storefront design to reinforce retail brand and identity.
- 9 On a case by case basis, the Port will consider the removal of a base building element such as a canopy or column surround, to implement the tenant's design scheme. If approved, the element is removed at tenant's cost and stored at a location specified by the Port. In addition, upon removal, the tenant must pay the Port for the estimated cost of reinstalling the element.

Special Conditions

Low Condition - under twelve feet (12'-0") (typically found in Concourses B, C, D and North and South Satellites (image 41-2))

- » Storefront designs should use a substantial portion of the retail display zone to avoid being obscured by adjacent structural columns.



41-2

- » Storefront designs should achieve a freestanding appearance that "floats" independently from the base building architecture.
- » Where tenants are adjacent to holdroom areas, they are encouraged to design open concepts that provide a visual and physical interaction with the hold rooms. However, travelers cannot enter or exit from holdrooms (image 41-3).
- » Signage should employ sculptural, three-dimensional treatments that extend horizontally in the projected retail signage zone to optimize visibility.



41-3

High Condition - above twelve feet (12'-0") (typically found in Central Terminal, Concourse A and terminus of Concourses C and D (image 42-1))

- » Storefront designs should employ sculptural, three-dimensional “portals” that strongly frame the shop entrance and project vertically to enhance visibility.
- » Storefront display windows should be integrated within the three-dimensional portals.

If the tenant desires a more intimate entry, they may propose canopies as part of the storefront design on a case by case basis. The canopy is considered a part of the store and is the tenants responsibility to build and pay for.



4.2A Retail Zones

The tenant storefront should appear visually separate from the architecture of the concourse/terminal—the various zones help to achieve this objective. The intent of the retail zones is to provide a way to organize and communicate opportunities to create unique brand architecture for each location. Retail zones apply to all business types, including merchandise, services and food.

The Port has approval authority over all aspects of the tenant’s design and function within the retail zones. The Port does not allow any dining, service or retail operator alterations to occur in these zones without prior written approval.

Each storefront at Sea-Tac Airport is divided into two retail zones: the **display zone** and the **signage zone**.

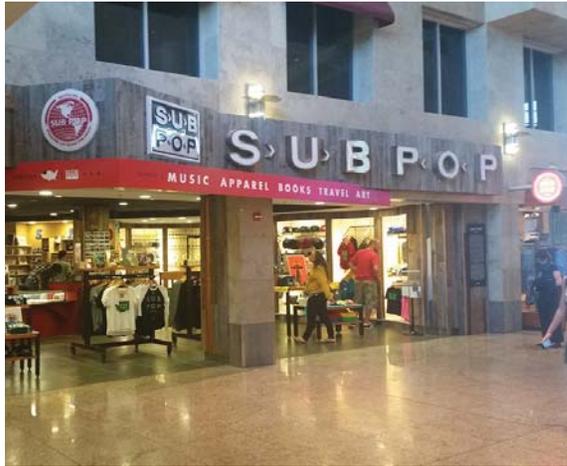
These zones should be treated and designed as one. The terms are defined as follows:

Display Zone

Typically this zone is the first five feet (5'-0") behind the tenant lease line into the space. Merchandise should be displayed in this area, but no tenant point-of-sale counters, service counters, etc. may be placed within this zone. In locations that have visual obstructions at the entry, such as building columns, the retail display zone may extend past the lease line, only with written approval from the Port. Even though this area is typically behind the lease line, it is still subject to Port approval to ensure consistent, professional display presentation standards at Sea-Tac Airport.

Signage Zone

This zone is defined as the area in which tenant signage is allowed. This zone is intended to contain bold, colorful, three-dimensional graphics and brand icons that take advantage of easy and prominent sight lines for people moving through the concourses. Tenants are encouraged to work with their Port Representative from the beginning of the design process to create impactful and unique signage. To enhance visibility, signage may project out from the storefront up to 18" beyond any adjacent visual obstacles, such as columns. The bottom of the signage zone occurs in line with the top of the storefront entry, but never lower than eight feet (8'-0") above the finish floor.



Exterior Condition A

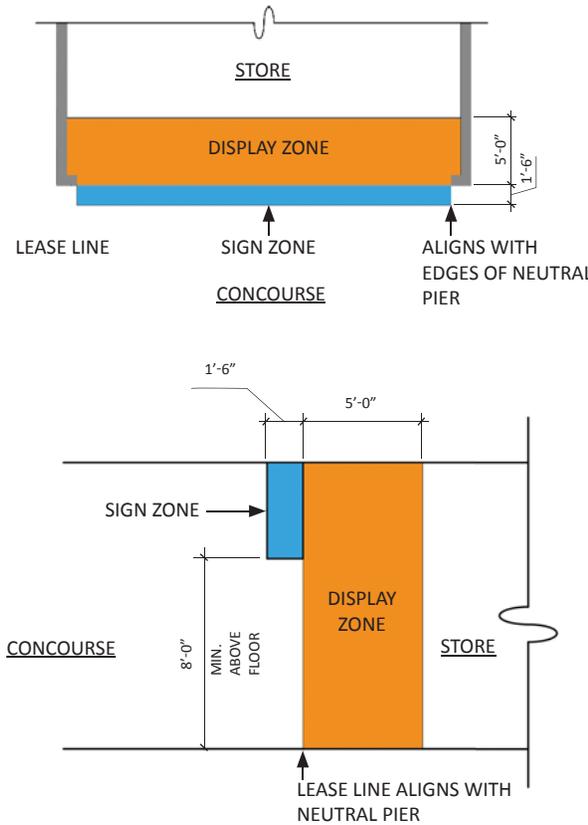


Exterior Condition B

The following diagrams illustrate the major types of retail zones used at Sea-Tac Airport. The exact limit of each zone varies by location. For the exact limit of the zone for a particular space, refer to your lease and consult with your Port Representative.

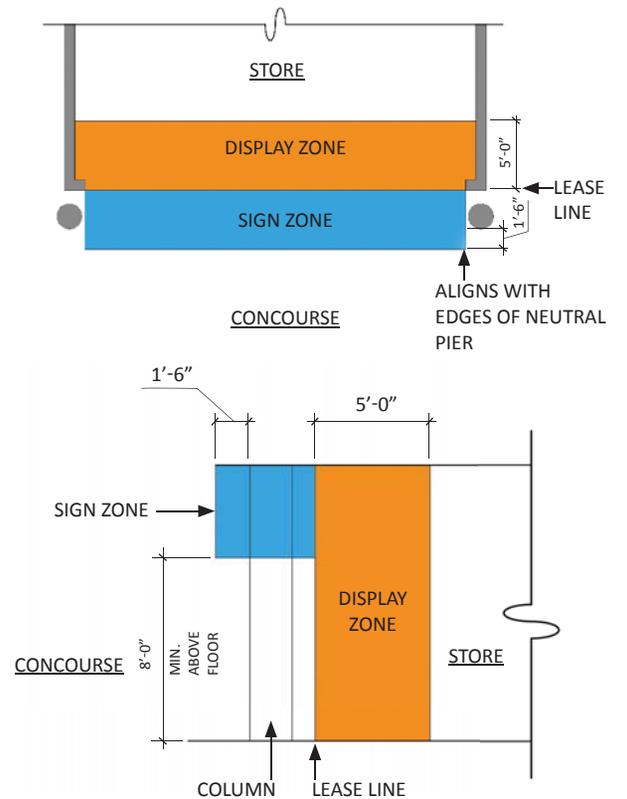
Exterior Condition A

-typical storefront condition



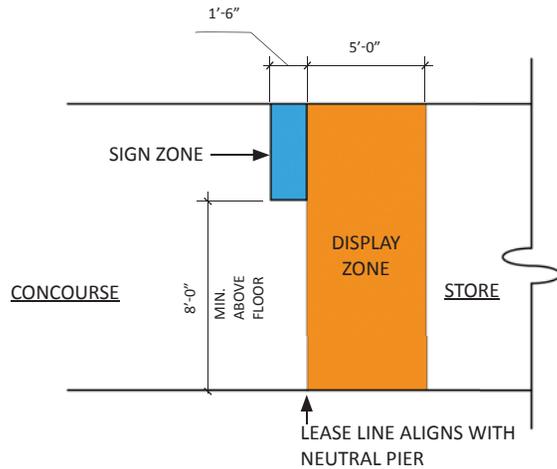
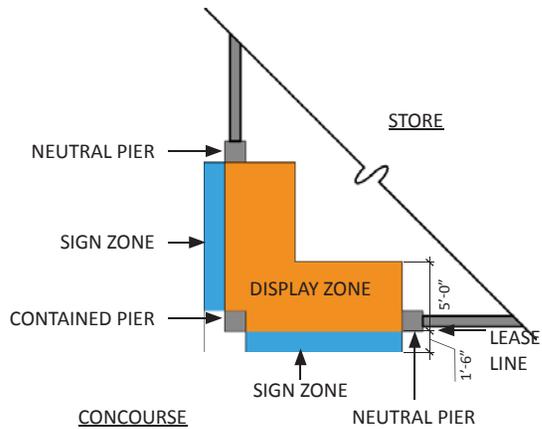
Exterior Condition B

-columns or other base building obstructions adjacent to storefront



Exterior Condition C

-corner storefront location with contained pier

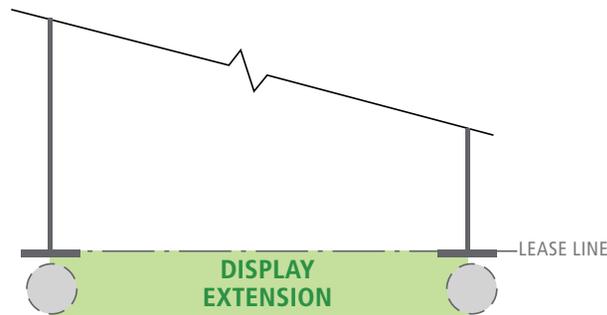


Display Extensions

Display extensions are intended to allow storefronts that are hidden due to the site architecture to have a merchandise presence forward of the lease line. When a Display Extension occurs, the tenant is allowed "feature fixtures" and promotional graphics. The Port defines a feature fixture as any fixture that highlights a category of product in a unique way. For example, nesting tables with folded T-shirts can be considered a feature fixture (see image 44-1). The following diagram illustrates a typical use of the display extension. For the exact limit of the zone at a particular space, refer to your lease. Food service operators are also encouraged to explore creative ways to use this space to promote their products/services.



44-1



Note: Up to 30% of the floor area that comprises a Display Extension zone may be used for merchandising products and graphics. Display denser than 30% is not allowed.

4.2B Piers

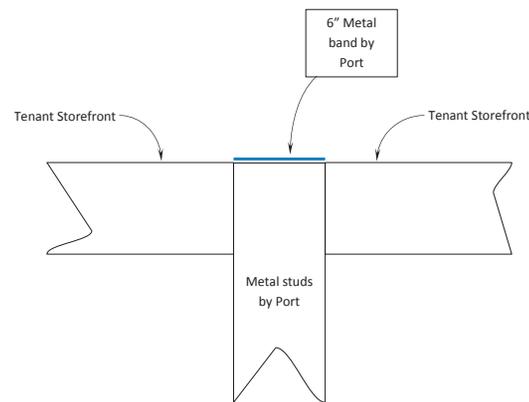
There are two types of piers within the storefronts, neutral piers and contained piers.

Neutral Piers

Neutral piers are part of the base building architecture and serve to separate individual tenant lease areas and provide locations to tie in demising walls. They often contain base building structural columns. The appearance of these piers cannot be altered. They are intended to be part of the overall airport architecture (and are not viewed as part of the tenant's space). They should remain visually separate from adjacent storefronts.

Typically, the neutral pier conceals structural and mechanical elements. Another common neutral pier type occurs where the neutral pier falls between the structural grid of the concourse, covers no structural elements, but is used to divide storefronts and provide visual relief between tenants. With either type, the neutral piers cannot be moved or altered. Neutral piers are provided as part of the base building and must be protected during construction. Any damage to the neutral pier during tenant improvements will be repaired and the costs will be charged to the tenant.

Detail 45-1 shows a typical Port provided neutral pier which has the tenant material abutting 1 1/2" metal channels. This is the typical detail but tenants should verify site conditions prior to beginning design.



45-1



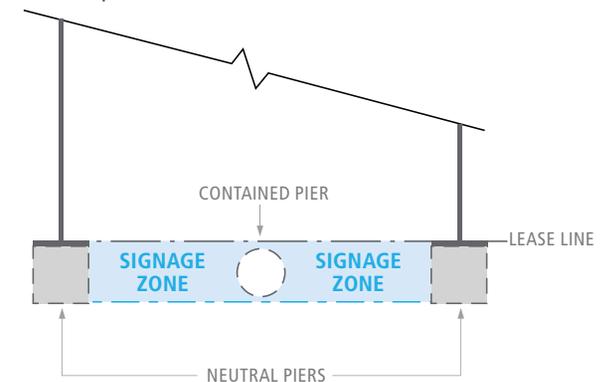
45-2

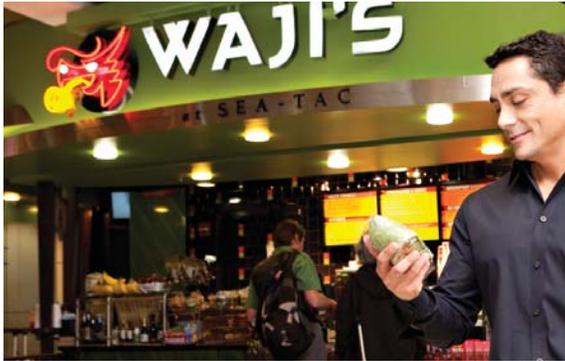
Contained Piers

In a multi-bay tenant configuration, where piers occur within a storefront (see image 45-2), the pier is considered "contained". In these instances, the tenant is encouraged to incorporate the pier into the design of the storefront. This includes changing the pier cladding to match the tenant storefront materials. Any modifications to these piers will be reviewed on a case-by-case basis for approval by the Port, and made at the tenant's expense.

In instances where the leased space fronts the concourse on two sides, the Port encourages the tenant to treat both faces as storefronts (see *Exterior Condition C* on page 44). The corner column is considered a contained pier and incorporated into the design.

When a tenant space faces both a concourse and a holdroom, the tenant may visually connect to the holdroom with windows but cannot open into the holdroom without Port approval. The pier at the corner is considered a neutral pier. With compelling design rationale, the Port may consider allowing the corner pier to be treated as contained.





4.2D Materials

Storefront materials greatly influence the passenger's first impression of a dining and retail space. Therefore, materials selected for the storefront should be high quality, and finishes should be able to withstand heavy passenger traffic and abuse from luggage, carts and hand trucks. For additional information on materials, including approved materials for use in storefronts, see Section 4.7 - Materials & Finishes.

Excluding doors, the storefront must have a durable base at least eight inches (8") above the finished floor. Utmost consideration should be given to the area up to forty-two inches (42") above the finished floor as this zone is exposed to the most wear from passengers and luggage. The Port will pay considerable attention to the superior durability of materials in this area.

4.2F Security Closures

The airport is open to the public 24 hours a day, every day. While businesses are not always in operation, it is important for the passenger experience that units are attractive at all hours of the day and night, whether they are closed or open. The Port requires tenants to provide security closures while maintaining visual access. In case of a unit that is open 24/7/365 the Port may approve a waiver to this requirement.

All door tracks and operating hardware shall be concealed from the concourse and integrated into the design and detailing of the tenant storefront.

Closures

Closures shall consist of one of the following:

- 1 Swing frameless glass doors on pivots with a six inch (6") high bottom rail in an approved finish. A setback of three feet (3'-0") minimum from the lease line is required to allow for outward-swinging doors. Inward swinging doors are allowed if they meet code and are identified as "to remain open."
- 2 Single track frameless glass sliding doors.
- 3 Aluminum and glass sliding doors integrated into the store design or with concealed storage.

4 Sliding aluminum grille door with recessed top hung track in an approved finish. No floor track is allowed. Infill panels for folding screens are to be tempered glass, not Lexan. Grille finish shall be anodized aluminum per Port standards. Sliding grilles should be Dynaflair's Elegance model or an approved equal.

5 Rolling overhead aluminum grille with recessed side tracks.

Locks

All tenant door cylinders must be by the Port of Seattle Lock Shop or Best Lock Company. A Knox-Box is required on the outside of each tenant space that has approved non-standard keying. See the document *Regulations for Airport Construction* for additional keying information. Tenant must obtain room numbering from the Port.

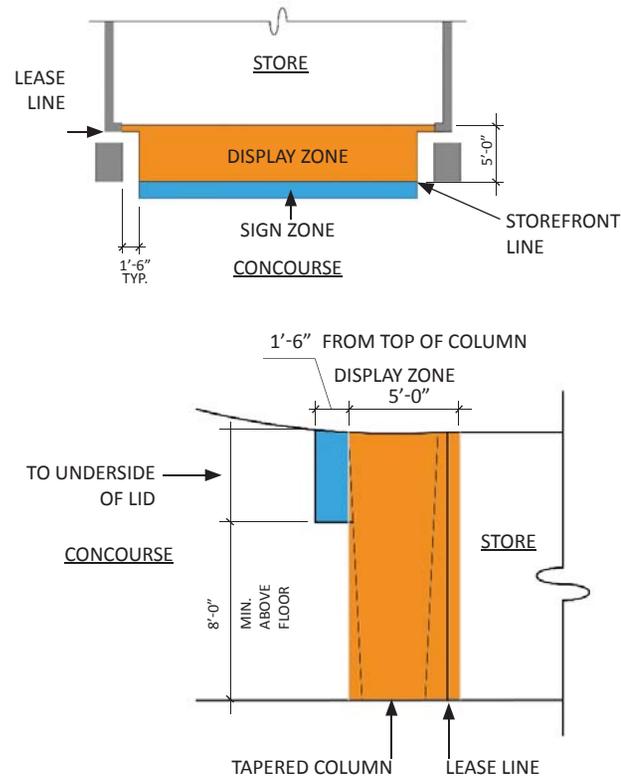
4.3 Location Specific Criteria

Each area of Sea-Tac Airport has its own unique architectural configurations. Tenants and Designers are strongly encouraged to do a physical survey of the Facility prior to starting your development due to the variety of conditions present. This section of the guidelines addresses how storefronts should respond to the adjacent architecture.

4.3A – Concourse A

As shown in the diagram, the columns on the west side of Concourse A angle into the concourse being smaller at the base than the top. The forward most line of the storefront is set to align with the top of the column. In width, the storefront must be kept 18" away from the column. See diagram for more information. The columns on the East side present rectangular cladding that align with the structural grid, storefronts cant extend to the inside of these columns up to the underside of the deck above.

The columns in Concourse A cannot be altered in any way including the addition of cladding, temporary or permanent. The one exception to this is that tenants may locate blade signage on the columns.



The storefront must be supported by structure within the lease area. No mechanical connections are allowed at the concourse floor. Adhesive connections may be employed to prevent lateral movement. No flooring penetrations of any kind, for any reason, are allowed past the lease line. Tenant's finish floor must extend to the lease line and abut the terrazzo concourse floor, which will remain and cannot be covered by the tenant's floor.

While the storefront is allowed to extend to the edge of the display zone, the closure must remain back at the lease line.

4.3A.1 – Concourse A Marché Zone

Space CA 10 is intended to be designed as an open market and branded as such. Traditional storefront facades are not applicable in this zone. Spaces that abut the exterior walls can use a bulkhead approach to create character and signage, but they need to be positioned to maintain the market ambience. For example, a soffit over a serving counter would be fine but not if it extends into the dining or circulation areas. The majority of the food and retail spaces should be thought of as a kiosk with a lower profile and with signage and security enclosures integrated into the unit's design. Except for small displays, merchandise should not be displayed above 54." Signage should occur a minimum of



8' AFF, be unique in character, sculptural, and as transparent as possible. The designs of all elements in this area are subject to approval by the tenant's Port Representative.

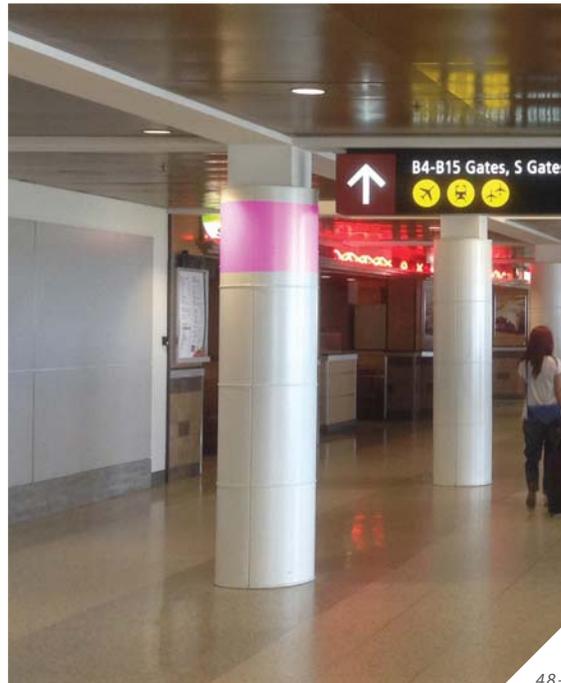
The floor area within the Marche is considered the tenant's floor and therefore floor penetrations are allowed in the terrazzo floor. Close coordination with the Port's Project Manager is required for any floor penetrations in this area.

4.3B – Concourse B

The unique architectural elements in Concourse B are the lower ceiling (9'-6") and the colonnade running 10' OC in front of the storefronts along the southern side of the concourse. Lighting for the storefronts in this zone is critical in drawing people's attention; tenants and their designers should pay special attention to look for ways to light the storefront and merchandise.

Tenants are encouraged to brand the columns adjacent to their spaces using the sign band provided by the Port. The existing column dimension is 25" diameter. The outside diameter of the sign band is 27". The overall circumference of the sign band is 84.78". The sign band is comprised of two pieces that butt up against each other. The tenant will need to provide two vinyl bands that are 43" x 18.5". Those dimensions include 1/4"+ bleed space on each side of height and width. The column sign band is two pieces that form a ring around the top of the column. There will be a joint between the two

halves that is minimal. The Port will install the sign band and the tenant will have to provide the vinyl wrap. The pink portion of the column below (fig. 48-1) shows the general location of the sign band. The columns receiving a sign band are determined by the Port. The Port must approve all design elements in this area.



48-1

4.3C – Concourses C and D

The most common issue for storefronts on these concourses is where columns are contained within a storefront opening. For this condition, refer to Contained Piers in section 4.2B of these guidelines. Information regarding piers that are considered contained and associated design approvals shall be provided by a Port Representative.

4.3D – Central Terminal

Tenants in the Central Terminal must retain existing base building finishes, even when within tenant lease lines or storefront. Tenants must also retain existing granite floor panels, limestone wall panels, and granite base panels. Any large, central column will remain as is, with the option to project signage or other elements above and around the column, (like the existing Dish D'Lish sign, fig 49-1). If a neutral pier is contained within a storefront, the base building finish on the front will be retained, but within the leased space a tenant finish may be used (example: Made in Washington, fig. 48-2).



48-2

Base building metal and glass panels and trim above storefront may be covered or replaced with tenant finish (examples: Hudson (fig. 49-2) and MAC). Base building trellises may be removed by the Tenant. In order to provide continuity of the original Central

Terminal design concept, existing limestone wall panels and ornamental metal cornice at top of walls must be retained. Added neutral piers that occur at new demising walls between tenant leased areas will be of the new, minimal design standard for neutral piers. All decorative lighting sconces on base building walls must be retained. Variances to these requirements will be considered by the Port on a case-by-case basis, if justified by unique building conditions.

4.3E – N-Gates and S-Gates

Currently, there are no special conditions in these zones and tenants must conform to the overall Design Guidelines. New location specific guidelines will be provided for these areas once expansion and remodel planning is completed.

4.4 Flooring

The level of the finished floor within the tenant area must align with the finished floor elevation of the concourse. No raised or depressed floors for general sales will be permitted. No raised thresholds are permitted. If a transition is required in floor level, it shall not exceed 2% in slope and shall only occur on the interior side of the unit closure line. Any method of cutting or feathering of any unit flooring to meet the public concourse floor level must be approved by a Port Representative.

The leveling screed, floor finish and partitions shall have a maximum dead load of 20 PSF. The Tenant must provide a stainless steel transition strip to separate the concourse floor material and unit floor material.

Operators with plumbing service must provide a 40 mil water-proofing, anti-fracture membrane in all wet areas such as kitchens, food preparation areas, etc.

All flooring materials shall be durable, high quality and slip-resistant.



49-1



49-2

New Construction

The Port will provide an unfinished structural slab concrete floor recessed below the finished floor elevation for all premises within new construction.

Existing Unit Spaces

Some facilities within the terminal may require the removal of existing flooring. In these cases, the tenant is responsible for removing any existing flooring, and providing the necessary substrate for the new flooring, including a vapor barrier where required. In areas where base building terrazzo must be removed, the tenant may encounter regulated materials, such as asbestos. The tenant is to coordinate with the Port for the removal of any flooring.

Slab Floor Penetration

Any required concrete slab core-drilling shall be done by tenant at their own expense, per Port approval. No penetrations are permitted without a GPR scan of the slab, at cost to the tenant. The Port may require structural documentation from the tenant that the penetrations do not compromise the structural integrity of the slab. In areas where hazardous materials are found, the Port will be responsible for core drilling. All slab penetrations must be sealed to meet fire separation requirements per applicable codes. No penetrations are allowed in the terrazzo floors within the concourses.

Live Load

The maximum live load shall not exceed 100 PSF (unreduced). In cases where a tenant proposes to introduce floor loads exceeding 100 PSF (i.e., safe, aquariums, etc.), the tenant will be responsible for verifying structural adequacy and coordination with the Port Representative. The tenant will be responsible for the costs of engineering and construction of any structural upgrades.

Expansion Joints

Some units will have building expansion joints passing through the space. In these locations, the tenant will provide and install, per Port standards, all required expansion joint fillers and covers. Expansion joints shall be installed to conform and align with terminal building expansion joints.

Materials

The choice of materials for flooring is at the discretion of the tenant subject to approval by the Port Representative. See Section 4.7 - Materials & Finishes.

4.5 Ceiling Systems

All unit ceilings are subject to Port approval and must conform to all regulatory requirements and codes having jurisdiction.

Design

Ceilings should be designed for a natural transition from the entrance to the sales area, and complement the overall aesthetic design of the premises, fixtures, and equipment layout.

- 1 The Port encourages soffit drops and multi-planed ceiling designs, when used creatively.
- 2 Flat acoustic ceiling tile is not acceptable. At a minimum, tiles must be 2' x 2' and have a Tegular (rabbeted) edge.
- 3 The tenant must provide accessible ceilings and/or access panels in all areas where access is required to mechanical, electrical, and fire protection equipment located above the ceiling. Where fixed base building electrical and mechanical services may pass through public areas of the tenant lease space, the tenant must accommodate these components within their design and ensure that the appropriate access is provided.
- 4 Ceilings within the customer area of the tenant's premises must include a finished ceiling and be gypsum drywall or approved suspended metal or



51-1

acoustical tile. Open-to-structure ceiling designs utilizing ducts, lighting grids or other sculptural elements will be reviewed on a case-by-case basis. The Port may allow an open ceiling, if in the opinion of the Port, it enhances the overall concept and passenger experience.

New Construction

Ceilings in tenant spaces within new construction will be unfinished to the underside of the structural floor deck above, with a bulkhead on the lease line.

Existing Unit Spaces

Some tenant spaces within the terminal may require demolition of existing ceiling elements prior to construction. Existing ceilings cannot be reused

unless they are a hard surface and in the opinion of the Port are in pristine, like-new condition or can be made to be in a like-new condition.

Ceiling Support Systems

Suspension systems must be grid type, either exposed or concealed, to accept various types of ceiling panels and/or gypsum wallboard.

System components must support the ceiling assembly with a maximum deflection of $1/36$ of the span of any component.

Where a suspension system is to be installed in a high moisture environment, such as a commercial kitchen, use of a roll-formed aluminum grid is required.

Ceiling systems must be supported directly from structure or may be indirectly supported by a secondary intermediate support system, which will provide stiffness equal to that of the originally tested elements.

Avoid layouts that will produce border areas less than $1/4$ of a ceiling panel width.

Lighting fixtures and mechanical diffusers must be independently supported at all four corners.

Any elements mounted or suspended from either the ceiling or structure above shall be seismically braced per engineering requirements of the local jurisdiction and applicable codes.

4.6 Wall Systems

The most common type of wall constructed by tenants will be composed of metal studs (minimum 25 gauge) and drywall. These components must conform to applicable regulatory requirements and codes. The Port will provide raw demising wall construction at all tenant spaces. Storefronts must be supported directly from the building structural system where such support is necessary. The base building bulkhead and ceiling may not be used for such support.

Temporary Construction Walls

In areas where temporary walls are needed they will be constructed by the Port. The Port pays for the installation of the barricade and any graphics applied to it. The Port will coordinate the content of the graphics with each tenant.



4.7 Lighting

Lighting that creates visual interest and excitement is key to a company's success. Lighting serves to focus the customer's attention on merchandise (see image 51-1), or create the perfect mood for a meal while enhancing the interior and storefront design. In general, interior lighting should be warm and inviting.

Lighting in the storefront entrance and display zone should strongly accent merchandise and encourage shopper exploration. Storefront lighting should not create glare in the concourse or interfere with the existing concourse area lighting or informational displays.

The Port encourages tenants to use a lighting designer to assist in employing the most current



and effective lighting techniques while minimizing electrical consumption. All lighting must meet the current version of the Washington State non-residential energy code.

Lighting Application Requirements

- » All lamps must be shielded in a manner to minimize glare. The Port may require the tenant to adjust fixture aiming after installation if such lighting conflicts with airport design or passenger flow.
- » Electrode connections for neon type lighting must be kept out of customer reach.
- » Wherever possible, designers should consider using LED fixtures. The light quality can match that of incandescent or fluorescent bulbs with far less energy use allowing for more lighting while still meeting the energy code requirements.



- » The use of fluorescent fixtures in concession spaces is not allowed. LED lighting is preferred since it is more flexible, energy efficient and kinder to the environment. If there is a specific need for a fluorescent fixture the Port will review it on a case by case basis.
- » A 7-day, 24-hour calendar-type timer control must be provided by the tenant for illumination of the tenant's storefront display windows and signage (including blade signs).
- » All fixtures shall be commercial quality, U.L. listed and approved by the Port.
- » Special fixtures, bulbs or filters to create mood lighting and achieve a desired atmosphere, for uses such as restaurants, cafes, and bars are encouraged, but must be approved by the Port.
- » All lighting shall be energy-conserving.
- » Tenants are required to work with a licensed engineer to ensure designs meet all applicable building and energy codes.
- » Tenants shall be responsible for egress lighting within their spaces and are expected to use battery systems for such lighting. No emergency generator systems are available.



Lighting Application Recommendations

- » Use, where appropriate, recessed light fixtures or fixtures that innately diffuse the light source.
- » Use a mix of lighting fixture styles to express the design concept. For example, use accent fixtures bracketed off walls or pendant fixtures suspended over bars and cash wrap areas, combined with recessed wall washers.
- » Light the ceiling and wall planes to add drama, excitement and a sense of spaciousness to the storefront and interior.
- » Storefronts should be brightly and dramatically lit to focus attention on merchandise, and contrast with lighting levels in the concourse.
- » Lighting in the storefront entrance and retail zone should strongly accent display fixtures and merchandise that encourages shopper exploration.
- » Vary light levels within the space to add visual interest and direct customer movement through the space.
- » Provide appropriate light levels for varying areas, such as magazine displays versus point-of-sales, food preparation versus dining areas.
- » Address the quality of light, such as using lamps with a high color rendering index (CRI) or color corrected sources.

Prohibited Lighting Applications

- » Surface-mounted fixtures with exposed lamps, except for those of a decorative nature.
- » No fluorescent fixtures will be permitted within the retail zones, unless specifically approved.
- » Exposed raceways, crossovers, conduits, conductors, transformers and other equipment shall not be visible to the public.
- » Moving, strobe or flashing lights.
- » Any light source with a CRI less than 80.

Lighting at Storefronts

- » Track lighting in display windows should be recessed in coves or pockets unless, in the opinion of the Port Representative, the track head enhances the overall concept. Attractive fixtures do not automatically qualify as enhancing the concept.
- » Spotlighting may be achieved using recessed, adjustable angle fixtures or track-mounted adjustable spotlights.

Natural Light and Windows

Tenant designs should pay particular attention to natural lighting within and adjacent to the tenant spaces. In some cases, natural lighting is limited while other spaces receive considerable natural light.

When appropriate to the concept and merchandising strategy, tenants are expected to maintain maximum views to the airfield through the exterior walls.

The Port's concern and intent in these areas is to control the appearance of non-public tenant spaces as viewed from the building exterior, especially at night. Tenants are encouraged to allow natural lighting into public spaces next to exterior windows wherever possible. Where non-public areas adjoin exterior windows (such as storage, kitchen or office space), the tenant shall provide translucent window film on all exterior glazings (subject to Port Representative approval). Film must be continuous between mullions, both vertically and horizontally. In addition, when film is used to block vision into the space the tenant must provide lighting so that the windows "glow" from the exterior during the tenant's hours of operation. Be sure to allow sufficient access to the lighting for repair and maintenance. Blacked out windows are not permitted.

4.8 Materials & Finishes

In all cases, materials must express Progressive Northwest Modern design and reflect the highest level of quality, finish, and detail. Stone, finished hardwood, cast concrete and fine cast or rolled metal are suggested materials for solid architectural elements.

All materials must be suitable for high traffic settings. Tenants should be aware that baggage carts, wheeled baggage and airline courtesy carts create high-impact zones at both storefronts and shop interiors. Tenants are strongly encouraged to incorporate design and materials that will withstand abuse and maintain an attractive appearance.

The following sections identify materials that may be used in dining and retail spaces at Sea-Tac Airport. All materials must be non-combustible, fire resistant, and meet applicable codes. All materials will be reviewed and are subject to approval by the Port.



4.8A Storefronts

Exposed corners should have integral protection. Surface applied corner guards not integrated into the overall look of the storefront are not allowed.

Recommended Materials

» *Natural Materials*

Granite, marble, and other natural stone, glass, wood, cast resin and metal.

» *Glass*

Multi-pane clear, beveled, etched or sandblasted glass in metal frames or butt-joined. All glass must be laminated or tempered.

» *Metal*

Metals should be anodized aluminum, stainless steel, zinc or a similar durable finish.

Discouraged Materials

» *Large areas of smooth painted drywall (especially if within reach of passengers)*

» *Sharp or rough surfaces*

» *Pegboard walls*

» *Corner guards*

» *Stucco or plaster treated with an exaggerated texture*

Suggested storefront wall base materials are natural stone or brushed stainless steel. Other materials will be considered if, in the opinion of the Port Representative, they meet the durability criteria.

Alternative materials that are not listed within these guidelines may be presented to the Port for consideration.

4.8B Vertical Surfaces

Recommended Materials

» *Natural Stone*

Marble, granite, sandstone, limestone, quartz and slate are encouraged. Stone should be sealed, as appropriate, for the particular stone.

» *Metals*

The creative use of exposed metal as an accent material within the store environment is encouraged. Approved metals include bronze, brass, copper, stainless steel, pewter, nickel, iron, aluminum and chrome. Finishes include sandblasted, imprinted, painted, etched, brushed, textured, polished, anodized, and factory enameled. Products may be extruded or rolled, sheet, perforated, welded wire fabric or mesh. Sheet products shall be either heavy gauge or detailed to prevent "oil-canning." No scratches, warping, dents, or other imperfections are allowed. Seams must be detailed to enhance the overall design.

» *Glass*

Windows should consist of clear glass in a frameless butt-glazed system or an approved aluminum or wood framing system. Glass allowed includes tempered clear glass, decorative and art glass. Art glass may be colored, textured, stamped, cast, fused, etc. Vinyl films may be applied to the glazing to enhance the design.

» *Wood*

All exposed wood must be natural or finished with clear stains of approved color values or painted color to be approved by the Port Representative. Samples for wood finish must include exact species, stain and finish. All wood work must be kiln-dried and Class I fire-retardant treated per Code requirements. Encouraged woods include maple, oak, cherry, walnut, fir, hemlock, pine, cedar and mahogany. Detailing to minimize marring and scratching should be considered when wood is used.

» *Painted Finishes*

Shop and field applied paint finishes may be utilized. Colors and textures are to be approved by the Port Representative. Painted walls must be coated with a primer-sealer prior to application of at least two finish coats.

Acceptable Materials

» *Plastic Laminates*

Plastic laminates must be shop applied and limited to areas where corner impact and chipping will not become an issue. Detailing of plastic laminates must consider treatment of joints and edges. Imitations of natural materials, such as granite, marble or stone are not accepted. Wood grain laminates are subject to Port review and approval. Refer to the Port Architectural Standards and Casework Standards for technical requirements. Solid core laminate is preferred for durability and laminates with a contrasting core will be reviewed on a case by case basis.

» *Tile*

Tile allowed includes glass, natural stone, ceramic, and porcelain. Any size tile is allowed. Use of quarry tiles should be limited to the back of house or kitchen applications. Sealant should be applied as recommended by the manufacturer.

Keep the location of the tile in mind when selecting grout colors. Use darker tone grout in high traffic areas where dirt collects. Use of light mortar should be restricted to vertical surfaces a minimum of eight inches (8") above the finished floor (AFF). Only Polyurethane fused or Epoxy grouts shall be used at the Airport. Joint widths not to exceed 1/8".

» *Mirror*

Allowed mirror includes clear, colored and bronze. Mirror fixing should avoid J-molding trim whenever possible. Use of mirror on storefronts is not allowed.

» *Display walls*

"Slat-wall" type display systems are a flexible and effective means of displaying merchandise, however, tenants are cautioned regarding their use. If used, slat-wall systems should be of the highest commercial quality, with attractive finishes and used sparingly for merchandise display and not as a general wall surface. Hardwood trim, moldings and adjoining casework that frame the slat-wall panels are required. Use of slat-wall systems is subject to review and approval by the Port Representative. Generally, three inch (3") on center (OC) plastic laminated slat-wall is not allowed. Resin or extruded metal slat-wall with slats at one inch (1") OC or greater than six inch (6") OC is preferred.

Prohibited Materials

- » *Pegboard walls and pegboard fixturing systems*
- » *Vinyl tile, sheet vinyl, or other sheet goods flooring within the area of public view (reclaimed rubber flooring may be acceptable and is reviewed on a case-by-case basis)*
- » *Shingles*
- » *Field painted aluminum*
- » *Plywood paneling (simulating T&G boards)*
- » *Simulated materials, such as plastic stone or brick*
- » *Plastic plants*
- » *Fluorescent paint*
- » *Any material that, in the Port Representative's opinion, is low quality, non-durable and/or difficult to maintain*
- » *Any material that would constitute a fire and/or public hazard*

The Port reserves the right to reject any proposed finishes and materials that, in the Port's opinion, are considered to be in aesthetic conflict with the concourse finishes and/or adjacent approved finishes.

4.8C Flooring

Acceptable Materials

- » Wood
- » Porcelain
- » Ceramic tile
- » Tinted concrete, textured or polished
- » Natural stone
- » Terrazzo
- » Rubber tile

The following materials are acceptable on a case-by-case basis:

- » High performance commercial carpet
- » Marmoleum
- » Quarry tile
- » LVT plank tile

Natural stone should be installed with eased or chamfered edges and properly grouted and sealed per industry standards. When used as flooring, these materials must maintain a friction coefficient of 0.6 when tested in accordance with ASTM C1028. Stone should be sealed, as appropriate, for the particular stone.

Prohibited Materials (within public view)

- » Vinyl composite tile (VCT)
- » Rubber tile
- » Sheet vinyl
- » Artificial versions of stone, marble, tile or other natural material
- » Brick or simulated brick
- » Low grade carpet
- » Unfinished concrete floors
- » Any material that, in the Port's opinion, is low-quality, non-durable and /or difficult to maintain.

Material Considerations

- 1 Storage areas must have a minimum finish of sealed concrete.
- 2 In all wet areas where water is used, such as kitchens, wait stations and bars, the tenant must provide a durable and cleanable flooring surface with a minimum six-inch (6") high cove base or as required by the Health Department code (whichever is higher). Epoxy grout must be used on tile.
- 3 A waterproof membrane must be installed in all wet areas.

4.8D Wall Base

The tenant will provide a consistently maintained wall base, a minimum of six inches (6") high, of an appropriately durable material, throughout the entire visible interior.

Acceptable Materials

- » Stone tile
- » Ceramic tile
- » Stainless steel
- » Wood

Prohibited Materials (within public view)

- » Pre-finished metals other than stainless steel
- » Plastic laminate
- » Rubber or vinyl base

4.8E Ceilings

Acceptable Materials

- » *Wood*
- » *Gypsum wallboard*
- » *Suspended metal*
- » *Acoustical tile*

Prohibited Materials (within public view)

- » *Flat acoustic ceiling tile without a Tegral (rabbeted) edge*
- » *Exposed ceilings open to the structure above (except when, in the opinion of the Port, they enhance the overall concept)*

4.8F Fire Ratings

Materials and assemblies must comply with applicable flame-spread ratings and fire resistance.

All construction and fire resistive material requirements must comply with the UBC, UFC and NFPA (most current edition) for Fire Zone 2.

Special attention must be paid to adhesives, cabinet panel cores, veneers and coatings. These will be reviewed in detail by the Fire and Building Departments.

4.8G Furniture & Fixtures

Furniture and fixtures must be commercial quality, designed for the intended function and able to withstand heavy customer use. The tenant is advised to pay particular attention to the materials, finishes and construction of the furniture to ensure long service-life and an attractive appearance. Tenant furniture is subject to review and approval by the Port.

All millwork, counters and furniture for food and beverages, shall be an integral part of the overall design. This integration must be expressed in its character, quality and construction.

» *Counters*

Recommended countertop materials include quartz, stone, composite, solid surface (Corian, Avonite, etc.), concrete and metal.

» *Tables*

Table tops and edges should be durable and easily cleaned; e.g., solid surface, natural stone, stainless steel, appropriately treated solid wood surfaces. Use of plastic laminate is typically not acceptable unless, in the opinion of the Port, the design, pattern and detailing adds to the overall concept and enhances the dining and retail environment at Sea-Tac Airport.

Table bases should be of suitable scale and construction to provide stability and durability.

» *Seating*

Chair frames are to be metal or solid wood. Upholstery, where used, should be selected for its ability to be easily maintained, such as commercial grade fabric, vinyl or leather. Fabrics should have a pattern that aids in keeping a clean appearance.

4.8H Food Service Equipment

Any food service equipment that is within sight of customers must be coordinated and integrated into the Retail Display Zone; including the finish and trim on all factory-finished surfaces of coolers, freezers and other casework and equipment, either natural or painted.

4.9 Environmental Management

Sustainability

In 2007, the Port adopted the vision, “to become the cleanest, greenest, most energy efficient port in the nation.” To support this commitment, the Port has developed the following guidance.

Sea-Tac Airport is a Master Site registered under the United States Green Building Council. Master Site Credits obtained by the airport may be eligible for concession LEED certification if sought. Tenants are encouraged to pursue LEED certification for commercial interiors. Contact Aviation Environmental Programs at 206-787-4699 for additional information.

All USGBC LEED references in this section refer to LEED Version 4.0.

Requirements

Tenants at Sea-Tac Airport shall:

- 1 Increase water efficiency to reduce the burden on municipal water supply and wastewater systems. As applicable, install water efficiency equipment that is EPA WaterSense® labeled. Use kitchen sinks, dishwashers, ice makers and steam cookers that use 20 percent less water than standard fixtures established as a baseline that meet the requirements of the Energy Policy Act of 1992. Where sprayers or faucets are required, low-flow fixtures must be specified.
- 2 Develop and implement strategies to reduce energy consumption. Develop energy efficient lighting programs that are more efficient than required by the energy code. Refer to ANSI/ASHRAE/IESNA Standard 90.1 and ASHRAE 189.1, Standard for Design of High-Performance Green Buildings.
- 3 Install ENERGY STAR® designated equipment and appliances in the unit, including appliances, office equipment, electronics, and commercial food service equipment (but excluding HVAC and lighting).
- 4 Divert at least 75 percent of construction waste from landfills. Utilize a construction and demolition waste recycling hauler (in addition to a typical waste hauler) that can document percentages of the weight or volume

of diverted materials. This waste may include (but is not limited to) wood, concrete, drywall, masonry, roofing, siding, structural metal, wire, insulation, asphalt, and packaging materials related to construction or demolition.

- 5 Utilize construction materials with recycled content for a minimum of 10 percent of the total value of all materials. Possible materials include ceiling tile, wallboard, wall and floor tiles, carpet and metal finishes (LEED MRc4 Recycled Content). Consider the use of rapidly renewable materials, such as straw board, bamboo, poplar OSB, or wool.
- 6 Source wood materials that are certified by the Forest Stewardship Council (FSC). This “Seal of Approval” is awarded to forest managers who adopt environmentally and socially responsible forest management practices. Companies that manufacture and sell products made from FSC wood must be able to provide Chain-of-Custody (COC) documentation.
- 7 Use materials and products that are extracted, harvested or recovered, as well as manufactured within the region, thereby supporting the use of indigenous resources and reducing the environmental impacts resulting from transportation. Possible materials include wood, millwork, concrete and specialty countertop materials (LEED MRc5 Regional Materials). For sourcing purposes, our region is defined by a distance of 500 miles.

- 8 Use environmentally considerate cleaning products, disinfectants, polishes and floor finishes. Also, consider the use of janitorial paper products and trash bag liners with a high recycled material content.
- 9 Display signage detailing green practices and their benefits to the customer.

Sustainability Requirements

Tenants are required to reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers and occupants. To ensure the health and safety of passengers and workers, all tenants minimally must provide that all adhesives, sealants, paints, and coatings, are no- or low-VOC (LEED V4 Materials and Resources), along with the following:

- 1 Resilient flooring, rubber flooring, and prefinished wood flooring must be FloorScore or Greenguard Gold certified. Carpeting and carpet cushion need to be CRI Green Label Plus or Green Label certified (respectively).
- 2 All composite wood and agrifiber products (MDF, plywood, etc.), including core materials, must contain no added urea-formaldehyde resins as detailed in LEED IEQc4.4.

4.10 Kiosks & RMUs

4.10A Kiosks

Design

Kiosks are subject to the same guidelines as in-line tenant spaces, thereby supporting the overall design aesthetic of the airport while presenting a unique and compelling brand image. Kiosks should present a permanent appearance, utilizing quality materials in a simple, yet elegant manner and allow for the display of products and services in a clear and sophisticated way such that customer interaction is intuitive. Kiosks are typically free-standing, therefore exposed to view on all sides. Consideration must be given to the design and finish of all exposed surfaces. Approved materials for kiosks are the same as for other tenant spaces in public view.

Canopies should be light, airy and open to maximize visibility into the kiosk while maintaining site lines to airport signage and adjacent tenants. Kiosks cannot block the key sight-lines to other businesses and facilities. Operators are encouraged to work with the Port in the early planning phase to identify





and eliminate visual conflicts. Canopies constructed of wood, metal and glass that support three-dimensional signage and lighting are encouraged. Use of wood, metal, glass and stone to create distinctive kiosk shapes and three-dimensional iconic forms that support the tenant's brand are encouraged.

Kiosks are especially susceptible to damage from passenger luggage and carts. Careful selection and detailing of materials is essential.

Tenants must carefully plan their operation with respect to display and storage of merchandise and trash handling. Adequately enclosed storage for back-stock, supplies and trash must be provided either within the kiosk or in a remote location. These materials may not be left on the floor either inside or outside the kiosk. A clean, professional appearance must be maintained at all times.

Electrical conduits and transformers may not be exposed; these items must be concealed by the millwork or graphics of the kiosk. The use of Terminal power outlets is expressly forbidden; each individual Kiosk shall make application to Electrical and any other Utility necessary to operate the Facility.

Required security closures must be either decorative or hidden during hours of operation. When the kiosk is closed, the security closure should appear as an integrated and attractive part of the design composition.

Food and beverage tenants must have a waterproof membrane under the full footprint of the kiosk.

Lighting

The general lighting level varies throughout the airport and may not be sufficient for the services provided at a kiosk. Therefore, appropriate fixtures should be incorporated into the design to provide adequate lighting for functional and aesthetic purposes. Lighting can be used to highlight displays, signs, and architectural elements, as well as add character and appeal to the overall appearance of the design. However, the lighting should neither overpower the space nor cause a distraction to passengers moving past the space.

Signage

Free-standing kiosks are restricted to a primary "identification" sign displaying the logo. The sign should be compatible in size and finish with the overall kiosk design. Kiosks are generally limited to one identification sign or one identification graphic parallel with the main concourse in which it is located. If the Kiosk's orientation works with signs perpendicular to the concourse, these signs should be dual sided in order to capture travelers approaching from multiple directions. All signage and graphics will be reviewed on a case-by-case basis.

Where a business is located in an island-type, free-standing configuration within a terminal, the height of the tenant enclosure and/or ornamental entrance will be subject to approval. As a general rule, design features shall not exceed ten (10'-0") to twelve (12'-0") feet in height. All free-standing vertical elements shall be engineered to withstand seismic forces.

4.10B RMUs (Retail Merchandising Units)

The key difference between an RMU and a kiosk is that the RMU shall be designed so that it is movable. In addition, RMUs have a maximum height of six feet (6'-0") AFF so that they do not interrupt sight lines to other tenant and airport signage. Refer to your lease documents for other size limitations.

Like kiosks, RMUs should present a simple, sophisticated appearance. They must conform to the same design standards as other dining and retail spaces, therefore, creative designs utilizing materials with a Northwest flavor are highly encouraged.

RMUs are also subject to heavy abuse from passenger luggage, carts, and floor buffers, so careful material selection and detailing to maintain an attractive appearance is important.

4.11 Shoeshine

Shoeshine locations must also present a simple, elegant, sophisticated appearance. Creative designs utilizing materials aligned with the Progressive Northwest Modern design aesthetic are required.

Standard measurements should be approximately eight feet (8'-0") or ten feet (10'-0") wide by four feet six inches (4'-6") deep.

Shoeshine stands are also subject to heavy abuse from passenger luggage, carts, and floor buffers, so careful material selection and detailing to maintain an attractive appearance is important. Materials must be subdued, using metals, such as brushed stainless, natural wood that is fire retardant, and solid core plastic laminate or other solid surfaces with maximum flame spread specifications for local code. Operational issues, such as lockable storage for supplies and tools must also be accommodated in the design.

While polish, brushes and polish cloths must be available for ready use, the stand design must provide convenient storage such that a clean, neat and professional appearance is easily and continually maintained. Consideration must also be given to the incorporation of a cash register that can be stored in a lockable cabinet. The stand must accommodate a post that can display a sign for pricing and hours of operation, or a filler backboard displaying this information. Customer seating should be stationary. Stand chairs can be metal or wood. Color of upholstered seats should coordinate with other stand trims. Chairs shall be low backed, include armrests and located on a raised platform with non-slip access steps. Chrome polishing footrests may be fixed or adjustable and located at a height to prevent excessive stooping by employees. Other stand features should include a hook, post, or similar for customer jackets; a shelf or post for customer packages or baggage and cup-holders at chairs. Any floor mats used in front of the stand must be black rubber, or match in color with other stand finishes.

4.12 Food Court Seating

When tenants are required to provide public seating outside the lease line, it must conform to the following guidelines.

The seating system must be designed for high-traffic areas. The furniture must consist of minimal parts with the desire that parts are interchangeable and reusable between seating groups. Inventory management of parts must be minimized and easily tracked. Furniture must be free of sharp corners, protruding elements, or any other projections that could create a safety hazard for human impact and movement in and around the furniture. Furniture cannot be attached to the floor and chairs must have appropriate glides to prevent scratches and damage to finish floors.

Spare gliders must be purchased and maintained in stock at all times the seating is in service.

Seating observed with 1/16" joint play in any direction must be removed from service.

Aesthetics

- 1 Appearance should be timeless to work with Sea-Tac Airport now and in the future.
- 2 Clean lines, minimal materials and simple forms create visually pleasing seating.
- 3 Details should be simple and durable with attention to the quality of craftsmanship and clean welds.

Comfort and Ergonomics

Table

- » *Tabletop should be comfortable to sit at and appropriate to chair height*
- » *Size – Diameter or width should be large enough to have room for passenger items and there should be a combination of two-top or four-top tables.*

Chair

- » *Comfortable for short-term seating*
- » *Accommodate people of varying body types*
- » *Small children can be seated without fear of falling through the back (provide high chairs as well)*
- » *Seat should be at a good height so that passengers are able to get up out of the seat, especially for the aging population*
- » *Arms on chairs are allowed, but should not be provided on more than 50% of seats.*

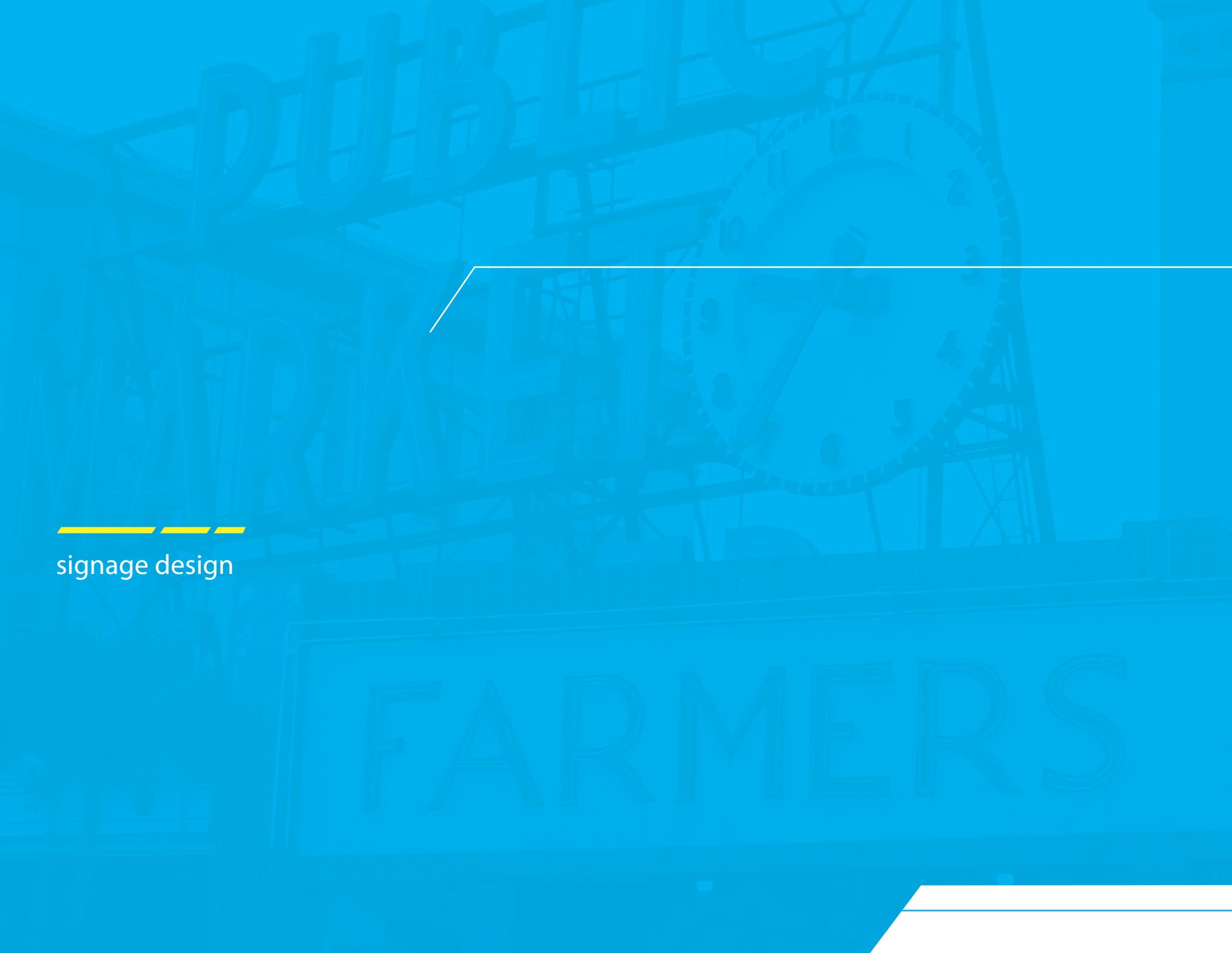
Maintenance/Performance/Durability

Table

- » *Heavy base to prevent movement and support table top*
- » *Cleaning of table base – Minimize crevices, corners or other features where dirt can accumulate, requiring special cleaning*
 - Flat or curved base
 - Legged base
- » *Table top should be flat without reveals that could collect dirt. In addition, they must be able to withstand typical cleaning supplies.*
- » *All fasteners must be durable*

Chair

- » *Weight should be light enough to move, but sturdy enough to stand up against wear and tear*
- » *Durability – Scratch and wear resistant materials must be used, such as:*
 - Wood
 - Metal
- » *Cleaning of the chair - Minimize crevices, corners or other features where dirt can accumulate, requiring special cleaning*
- » *Finishes shall be appropriate for all high-traffic areas*

The background is a blue-tinted image of a roller coaster and a clock tower. The roller coaster track is visible in the upper half, and the clock tower is in the lower half. A large sign with the word 'FARMERS' is visible at the bottom. A white line graphic is positioned in the upper right quadrant, and a yellow dashed line is in the lower left quadrant.

signage design



Signage

5.1 Introduction

Signage is a key component of any business's brick and mortar brand statement. It should be given significant attention in the design from the first conceptual ideas to the final construction drawings. Signage is divided into five main categories:

- » **Storefront**
- » **Permanent Promotional**
- » **Temporary Promotional**
- » **Department**
- » **Informational**

Each category has its own criteria as outlined below. The signage design not only identifies a shop or food venue, but adds to the overall creative expression of the space. Premium quality fabrication is required. Digital media and audio guidelines are also addressed in this section.



“Signage should add to the overall creative expression of the space”

5.2 Storefront

Each location is allowed one storefront identity sign on the face of the storefront façade. Corner locations are allowed one sign for each storefront face. The signage is to be located within the Retail Display Zone as identified in Section 4.2. All tenant storefront identification signage is subject to Port approval.

Guidelines

- 1 Signs must be lit externally or through internal illumination. External light sources must be mounted to the storefront. The airport's ceiling or piers are not acceptable locations for external store signage lighting. All light sources must be U.L. listed.
- 2 Signage must set in from the edge of the demising wall a minimum of three feet (3'-0").
- 3 Signs are to be compatible and complementary to adjacent and facing storefronts and coordinated with overall terminal signage and graphic requirements. Letter size and location should be appropriate in scale and proportion to the overall storefront design.
- 4 All signs must be three-dimensional and finished on all sides.
- 5 Language should be English except brand names, as approved by the Port.
- 6 The primary wording of all signs shall include the concession trade name. The addition of any descriptors or taglines is subject to Port approval and reviewed on a case-by-case basis. In general, the addition of a tag element must, in the opinion of your Port Representative, enhance the look of the sign and the overall storefront design.
- 7 All signage brackets and fastenings shall be concealed or incorporated as a part of the overall design presentation.
- 8 Light levels must be approved by the Port.

Recommended Sign Types and Materials

- » Exposed neon, edge lit, reverse halo, open face and reverse channel, sculpted or resin formed letters
- » Dimensional metal letters flush with or pin-mounted to fascia surface
- » Channel letters
- » Externally illuminated signage
- » Sculptural, three-dimensional treatments that project from the storefront where possible
- » Digital menus

Prohibited Signs

- » Vacuum formed or injection-molded plastic signs
- » Cabinet or “can” signs with illuminated translucent backgrounds and silhouetted letters
- » Exposed neon tube applied directly to fascia element or mounted against a highly polished or reflective surface
- » Flashing, moving, sequencing, audible or odor-producing signs
- » Stickers or trademarks
- » Carpet or rubber entry mat signs
- » Internally illuminated awnings
- » Exposed lamps, with the exception of non-flashing neon
- » Charge card signs can be attached to storefront glazing but not to the storefront itself
- » Any signs deemed unsuitable by the Port





Blade Signs

In addition to the main identity sign, the Port allows and encourages (but does not require) the use of blade signs in specific locations to provide improved visibility. Each tenant is allowed one blade sign per concourse store front. Blade sign(s) should be adorned with the tenant's logo/identity mark and fabricated by the tenant's sign fabricator. The sign must be two sided with a maximum area of five hundred square inches (500 in²) on each side. The sign cannot protrude more than forty-eight inches (48") from the exterior tenant wall. The design and location must be approved by the Port Representative prior to installation. If blade signs already exist at locations being remodeled, they must be replaced (or removed if no blade sign is desired) at the tenant's expense. The existing signs must then be delivered to the Port. New blade signs can but do not need to match the circular shape of the existing ones.

Awnings

Awnings are an allowed type of storefront signage. Awnings should have only letters or iconographic symbols designating the tenant's trade name and should be applied to the valance or apron, scaled appropriately to the overall apron height.

Plaques

Etched plaques that are non-illuminated, non-ferrous metal or sandblasted stone with etched and in-filled letter graphics are permitted. Plaques must have one-inch (1") returns and be mounted with non-ferrous concealed anchors. Tenants are allowed two plaques per location, subject to Port Representative approval.

Tenants with plaques cannot also have awnings – a choice must be made between the two sign types.

Glazing Graphics

Small-scale glazing graphics no larger than four inches (4") in height are permitted. They should be applied low and directly to the exterior surface of the unit's show window with Port Representative approval. Graphics must be silk-screened, gold or silver leaf, pressure sensitive die-cut vinyl, metal appliqué on glass, or glass etching. Hand painting is not permitted.

Additional Requirements

In the Central Terminal, no penetration of the base building stone veneer wall is allowed for signage attachment or electrical routing, with the exception of the attachment of blade signs.

5.3 Permanent Promotional

Permanent promotional signage is allowed within a tenant unit if certain requirements are met. This signage can be digital and static or dynamic, but it must be part of a cohesive visual merchandising strategy. All content is subject to Port Representative review and approval.

- 1 No pricing information can be part of the sign when displayed at the storefront, except for menus for service based businesses such as restaurants, barber shops or spas.
- 2 Dynamic content signs must show static information for a minimum of 15 seconds per image.
- 3 “Appear” (no transition) and “dissolve” are the only approved formats for transitioning between images. Spinning, expanding, twirling or any other animated activity is not allowed.
- 4 All menu boards must be professionally designed and fabricated. Menu boards are permitted at the storefront, but may not be hung from the ceiling directly in front of the storefront bulkhead. Push-in style letters are also unacceptable. All menu boards mounted to walls must be visually integrated into the overall Display Zone.
- 5 Permanent promotional signage is reviewed on a case-by-case basis.



5.4 Temporary Promotional

One temporary sign, such as advertising placards, banners, and pennants, featuring a limited time offer is allowed per concession. This signage is intended to allow concessionaires the opportunity to promote price and/or brand offerings.

- 1 The sign must be located within the retail display zone. The Port may remove any sign that migrates into the terminal area. Signs may only be fabricated on durable substrates that match the intended life of the sign. Sign holders should be of a material able to withstand the abuse from travelers coming in contact with it. The sign holder should also reflect and tie into the overall design of the space. If a sign is not durable enough and shows wear the Port

will remove it. Signs made of paper or other non-durable materials will not be permitted.

- 2 Maximum size of temporary promotional signs is thirty inches wide by seventy-eight inches high (30" w x 78" h).

5.5 Department

Departmental signage incorporated into the overall concept and design of the space is allowed. Only the most significant departments should receive signage.

5.6 Informational

Informational signage within the concession is permitted, but should be minimized. The Port reserves the option of requesting elimination or redesign of signage if it overpowers the merchandise or overall design.



5.7 Digital Media

The use of most LED screens (or other monitors) at the storefront must conform to the permanent promotional signage criteria.

Televisions or other monitors displaying moving content will not be permitted within five feet (5'-0") of the lease line, including the storefront itself, except when the content is the specific product for sale and that product is the primary product of the tenant. For example, if a tenant's business is retailing DVD movies, the Display Zone can feature monitors with movies. However, a tenant selling fly fishing gear cannot use monitors to show a video of someone using the gear while fishing (even if that video is for sale in the store, since it is not the primary product of the store).

Televisions or other monitors displaying content that adds to the overall merchandising concept and design of the space, such as a sports channel in a sports bar, or a news monitor in a news branded news/gift store, is allowed within five feet (5'-0") of the lease line, subject to Port review.

Any screens with potential for "burn in" cannot be used for digital media.

Digital media used in a truly unique application that adds to the overall concession program are encouraged and will be reviewed on a case-by-case basis.

5.8 Audio

Digital media with sound may not carry beyond the Display Zone. Absolutely no sound may encroach into public areas or into any other unit, either through the walls or via storefronts.

The Port will grant more consideration to concessionaires who use sound to support product sales, such as headphones or music. However, at no time will the Port allow any noise that conflicts with other uses of the terminal, such as the public address system.



integrate Northwest Modern
look & feel





Utilities & Infrastructure



6.1 Introduction

Utilities are available but in limited quantities at Sea-Tac Airport; Tenants must conduct site surveys and commission other parties to establish the adequacy of the systems to serve their Operation; this information shall be obtained prior to the design of the location.

While general requirements for Electrical, Mechanical and other systems are found in this Guidelines booklet, Tenants are directed to read the available specific Design Standards for each system to be used by the Tenant. These Standards are available on line at: <http://www.portseattle.org/Business/Construction-Projects/Airport-Tenants/Pages/Reference-Documents.aspx>

Please refer to Section 7.1 the Tenant Design and Construction Process Manual also found at this location on instructions as to how to prepare and present a project for approval.

Tenants should be aware that fixed base building electrical, mechanical and other services pass through leased premises in some locations, a site visit with the Port Representative shall be arranged by the Tenant immediately upon lease execution to establish if any encumbrances are present.

In all such cases where they are, Tenants must design their space to accommodate these elements and provide, at Tenant's cost, access panels for Port crews to perform maintenance and repairs.

Tenants are also responsible to provide a meter of type and make specified by the Port for each Utility to be used in its Operation.

Maintenance

Electrical and Mechanical systems tied to the base building, with some exceptions, are to be maintained by the Tenant. Tenants must consult with the Port's Facilities Manager regarding the existing Preventive Maintenance Program to confirm the extent of the Port's maintenance of any systems.



6.2 Specific Building Systems

Any and all Electrical/Mechanical equipment devices that will permanently interact with the existing Terminal Building systems must meet the published Port Standards as described in section 6.1.

Electrical

The electrical design must comply with NEC in force for the current year plus Washington State amendments which are enforced by the WA State Labor & Industries Dept.

Tenant shall make Application for Connection to this utility in the manner prescribed in the electrical Design Standards. In most cases, 30-day feeder panel meter readings are required prior to approval for connection of any new load to the existing system, however small they may seem. Tenant must connect to and place its meter in a Port designated point of connection to be agreed upon in a site survey by the Tenant's Electrical Engineer.

Fire Alarm

Each Tenant shall provide a fire alarm system consisting of both initiating and signaling devices within the leased area and provide coverage for the new space configuration.

Sprinkler systems

The Port of Seattle Fire Department supervises and enforces all codes related to sprinklers, which shall be extended by the Tenant under the guidance of a Fire Protection engineer and be provided with an isolation valve for every location.

Communications

Tenants must use the existing building "backbone" communications infrastructure for connecting to the outside or in between locations; to that effect the Port will supply a Demarcation panel for the Tenant to connect all Communication devices. For complete diagrams and information consult the Communications Design standards available in the provided web page. The Port Project Manager will provide further clarification if necessary in the division of responsibility between parties relating to this system.

Heating, Ventilating & Air Conditioning

The Port supplies conditioned air free of charge to the Tenant inside the Terminal for the life of the lease; the Tenant must furnish and install distribution duct and pipe into the leased space. The system must be designed by a licensed WA State Mechanical Engineer and meet the published Standards. A pre-design Test and Balance report must be conducted by a Port certified Engineer at Tenant's cost prior to development of any design.

HVAC systems are a combination of Air and Tempered Water in the Main Terminal building, the Port will work in conjunction with the Tenant Designer to assess which combination shall result in the ideal combination of both to serve the space. Tenants desiring to achieve LEED or similarly rated facilities shall design systems that comply with those site-specific requirements.

HVAC systems must allow for proper pressurization of Tenant spaces at all times, even when the space is closed. If storefront closure does not allow for adequate air flow, proper venting must be integrated otherwise into the design.

Plumbing

Domestic Cold and Hot water are available from the Port at several locations throughout the Terminal. Tenant shall install a meter and tap into the systems as directed by the Port with a Reduced Pressure Backflow Preventer in all cases. Steam-to-Hot-Water converters are the preferred method of obtaining hot water for tenant use, however, if these systems are not feasible, a Tenant may install a Gas or Electric point of use water heater at Tenant's cost and maintenance. No plastic piping is allowed at the Airport.

Sanitary waste service shall be installed and maintained up to the point of connection by Tenant at Tenant's cost and expense.

Grease waste points of connection are also available in most of the Terminal, these lines use 304 Stainless Steel pipe and must be extended by the Tenant for its use. The Port has installed and services the Grease Traps for common use by all Tenants. All grease-waste producing kitchen appliances must be connected to these interceptors. Vent lines are also available throughout the Terminal building as well. Garbage disposers connected to the plumbing lines are not permitted at the Airport.

Natural Gas

Natural Gas service is available in most but not the entire Airport. If present, Tenant shall connect to the main line and extend the service to its location. Service may come from the Port or directly from Puget Sound Energy (pse.com) depending on location; in all cases, the Tenant shall provide and install the meter in the Port's designated room. Normal delivery pressure is 0.5 PSI, but higher pressure may be available, consult with the Port's Project Manager for further details.

Grease Cooking Equipment

All grease cooking equipment (gas or electrical) must be entirely contained under a Type 1 hood and interlocked with an exhaust fan (see Exhaust Hoods section). Maintenance of all cooking equipment is the sole responsibility of the tenant.

Exhaust systems

Any Tenant design must abide by Indoor air Quality guidelines provided by WA State, IMC and ASHRAE.

Food Service operators must provide all cooking equipment and any fixtures and modify the building to meet Port Standards plus all applicable codes, whichever is more stringent. Kitchen Equipment suppliers are not allowed to submit designs directly but do so through a WA State licensed Mechanical Engineer, who shall design the system and be responsible for its performance.

Any appliance capable of raising foods temperature over 100 Degrees F shall be provided with a targeted exhaust or U.L. listed commercial exhaust hood. Port standards for Type I and Type II hoods meet or exceed IMC and NFPA standards due to the nature of the Air Handling systems of the building, please consult the published Mechanical Design Standards for specific requirements.

No stand-alone hood control panels or Make Up air units are allowed at Sea-Tac Airport, all exhaust fan and interlocks shall be performed and scheduled by the building's control system (Siemens DDC) without a Tenant OFF switch.

Type 1 hoods must have high efficiency baffles, and each tenant is required to have a cleaning program in place. The Port also recommends a wet self-cleaning system when applicable. Hood ducts must be Liquid-Tight. Each Type 1 or Type 2 extraction hood must have a dedicated exhaust fan. Multiple hoods being served by a single extraction fan shall not be permitted.

The tenant must provide all necessary fire protection systems for extraction hoods and cooking equipment. The systems shall tie into building life safety systems. Exhaust Fan status shall be displayed on the Port of Seattle central DDC system.

Exhaust hoods that may be visible to the public view shall be clad in visually-acceptable materials, such as stainless steel or copper.

Refrigeration

The tenant must supply refrigerated display units with heated evaporator pans. All refrigeration equipment shall comply with EPA standards for CFC free equipment. Large systems should be combined and remotely located.



new discoveries and
appropriate responses



Approval & Review Process

7.1 Process

The Port has defined a specific processes for design and construction. These processes are contained in the Tenant Design and Construction Process – Tenant Manual, a copy of which is obtained from the Port. An overview is included here for your review.

<http://www.portseattle.org/Business/Construction-Projects/Airport-Tenants/Pages/Reference-Documents.aspx>

Tenant coordination will be directed by the tenant's Port Representative.

The Port Representative has authority over all design-related decisions. Additionally, a variety of Port of Seattle staff are involved in the review and approval of design and construction of tenant spaces. Staff may include personnel from Facilities and Infrastructure, Environmental, Maintenance, the Fire Department, the Sea-Tac Airport Building Department, and the Project Management Group (PMG).

Each tenant project is assigned a Project Manager from the Project Management Group with specific responsibility to assure compliance with standards/codes, organize needed approvals and guide the process forward through the milestones outlined in this section.

The main coordinator for decisions regarding tenant design and build-out is the Port Representative. They will coordinate the involvement and approval between different Port functions and departments, such as Facilities and Infrastructure, Fire Department, etc. In addition to all other design reviews, the tenant designs are also subject to approval by the Managing Director, Aviation Division.

Process Overview - New Concession:

1. Pre-design

» *Milestone 1: Concept Design Review*

After the award of the lease the Port will contact the Lessee to schedule a Concept Design Review meeting/presentation. Lessee shall employ a professional designer which will prepare and submit to the Port a professionally developed Concept Design Package of scaled drawings (¼"=1'0") of the location.

Concept Design Meeting shall have been scheduled no later than 90 calendar days following Lease execution. A formal notice will be sent to Concessionaire establishing the Concept Approval date. This date shall be used as the basis for the design milestones.

Minimum Required documentation for the concept presentation:

- (1) set 22"x34" (hard copy) of the design drawings (storefront, store layout, high quality 3D renderings, reflected ceiling plan, section through the storefront with dimensioned lines showing signs and window/back wall conditions)
- (5) sets 11"x17" (hard copy) of the design drawings (storefront, store layout, high quality 3D renderings, reflected ceiling plan, section through the storefront with dimensioned lines showing signs and window/back wall conditions)

- (2) physical material boards (11" x 17") (one will remain with the Port, one will remain with Tenant for contractor reference)

Meeting agenda of the Conceptual

Design Review:

1. Northwest sense of place
2. Storefront concept
3. Signage and graphics
4. Space planning (operation/customer flow)
5. Materials and Finishes
6. Utilities and Infrastructure Concerns
7. Financial or Business Plan (total proposed costs, other lease requirements)

Design Renderings

High quality 3D color renderings must show the storefront, the space layout, the sides of the store (if applicable) inclusive of the surroundings. Photo renderings are encouraged, especially to show the storefront in context.

The renderings should reflect the complete and final look of the store. The renderings shall be prepared by a professional designer. Sketches or unfinished renderings will not be accepted.

Materials Sample Board Schedule

Tenant shall use this schedule as a guideline for preparation of the Concept Development to meet the Port's requirements; no substitutions or replacements will be allowed. Failure to include any of the requested materials samples will result in the automatic rejection of the whole presentation without any further recourse. The Boards prepared shall remain property of the Port for the duration of the project; two copies of all boards should be prepared with materials descriptions and signature blocks provided in the back to approve the single materials names, sizes/finishes and manufacturers model/series. Tenant shall keep one copy of all boards approved by the Port for reference by its Contractor at all times.

Fabrication Material: ¼" x 11" x 17"

Gator foam board, cardboard, plywood or any other lightweight but resilient material, painted flat black.

Samples required: Minimum size 4"x4"

Signage

- Sign letters
- Sign background materials
- Sign color palette
- Sign fill material

Storefront

- Storefront mullions
- Storefront glass (if other than clear safety)
- Storefront base
- Storefront awnings
- Storefront specialties

Ceiling

- Entry ceiling
- Main ceiling
- Accent ceiling
- Specialty Ceiling

Finishes

- Floor finishes
- Floor bases
- Grouts
- Paint colors
- Wood species and finishes
- Fabrics, upholstery
- Exterior finishes

- Seating furniture cut sheets
- Wall finishes
- Fixture and cabinet materials and finishes
- Graphic, murals
- Doors, gates

2. Design Development

» *Milestone 2: Preliminary Design Submittal*

First Submittal: 60% Complete Drawing Set

Second Submittal: 90% Complete Drawing Set

» *Milestone 3: Final Review and Airport Building Department Permit Review*

Third Submittal: 100% Complete Drawing Set, including mechanical and electrical

Fire Department permit design

Throughout the design process the tenant design team has up to 14 calendar days to address any comments issued by the Port or by the Airport Building Department.

For the retail and food & beverage spaces the Building Permit design package shall have been submitted no later than two hundred fifteen (215) calendar days after Concept Approval.

For the full seat restaurant spaces the Building Permit design package shall have been submitted no later than two hundred seventy-five (275) calendar days after Concept Approval.

7.2 Renovation

For the purpose of dining and retail construction at Sea-Tac Airport, the term “renovation” is defined as a complete demolition and reconstruction of an existing space.

The tenant may retain certain mechanical, electrical, plumbing, and communications elements of the existing build-out that can efficiently be reused for the new build-out. All retained features shall be brought up to current code and current Port Standards. The tenant may retain metal stud walls that conform to the new build-out concept. All other interior and exterior finishes, drywall, floors, ceilings, cabinets, fixtures, signage, menu boards, displays, advertising and furniture shall be removed. Floor penetrations that will not be reused shall be grouted. Kitchen equipment may not be reused unless the manufacturer certifies that the equipment meets current guidelines for serviceability standards and the projected life of the equipment extends beyond the term of the lease.

For elements to qualify for reuse they must be reviewed with the Port Representative during the operational review conducted by the Port or a joint inspection with the tenant. While the Port encourages the reuse of elements from a sustainability standpoint, it is important that any reuse of visible elements appear fresh. Maintenance and serviceability of any material that is purposed for reuse must be considered; no worn items will be accepted.

The tenant will review these renovation requirements as well as the results of the operational inspection to develop a scope for their renovation.

The tenant will present their proposed scope to the assigned Project Manager. If necessary, a joint inspection of the space will be scheduled. After the joint inspection, the Port Representative and tenant must agree on the renovation scope prior to the tenant proceeding to the milestone steps.

Process Overview - Renovations:

1. Operational Review

Port representative will inspect for operational issues.

2. Proposed Tenant Scope

Tenant will prepare a written concept scope, including initial budget for construction.

3. Joint Inspection

Agencies, Airport Dining and Retail, PMG, and tenant will review the proposed scope as it relates to the location.

4. Scope Approval

Port representative will provide written approval authorizing tenant to proceed with renovation.

5. Design/Construction

Follows standard process for new businesses (see Section 7.1 Process Overview - New Concession).

Renovation Requirements

Renovation must include all work necessary to update the space to the most current building code. Renovation shall require utility/infrastructure improvements to the most recent Port standards for water, steam, gas, grease waste, mechanical, electrical, communications and direct digital controls (DDC). The Port shall assess and identify required infrastructure improvements. The renovation must also address, and bring to a new condition, any other items that are intended to be reused. The renovation must update the space to comply with the current Airport Dining and Retail Design Guidelines. As a result, the renovation requirements vary by space.

Tenant must obtain certification from the manufacturer that any reused equipment meets current serviceability guidelines and that the projected life of the equipment extends beyond the term of the lease. An electrical panel is a great example of an equipment item that can often be reused or upgraded, as long as it can handle the required capacity.

Initial Improvements shall begin no later than 30 calendar days after a building permit has been issued.

Build-Out deadline shall be (90 days for retail locations, 120 days for food & beverage locations, or 150 days for a full seat restaurant locations) following the Occupancy Date /the Notice to Proceed (NTP) with the construction date.

7.3 Mid-term Refurbishment

As outlined in the tenant lease agreement, a Mid-term Refurbishment (MTR) is required for all retail and dining spaces at Sea-Tac Airport. The purpose of the MTR is to repair damage due to wear, and review and correct deficiencies in construction, material selection and/or design. MTR is required because it helps to reduce the cost of operations and maintenance and maximize the unit's sales potential. It is the intent that MTR must return the unit to a like-new condition. In addition, markets and consumer preferences can shift in the time following the development of a unit's original concept. Therefore, the MTR is the optimal time to make changes to the unit's concept in order to assure the greatest appeal to the traveling public.

Definition

All areas of a tenant space must be addressed in the MTR, whether they are visible to the consumer or not. Areas include, but are not limited to the following:

- » Making "like new" any materials worn or damaged, such as fixturing, checkout stands, flooring, graphics, signage, furniture, ceiling, and walls.

- » Areas for enhanced display, such as new/ updated lifestyle graphics, menu boards, lighting or new display fixtures.
- » Orientation/quantity of checkouts and queuing to minimize congestion and increase efficiency.
- » Any and all qualified repairs.

Qualifying repairs must:

- » Be of a scope to eliminate a problem completely. While caulking a leaking pipe would not qualify, re-plumbing the condition to eliminate the leak would qualify.
- » Be of a "one time only" nature. Actions considered typical or periodic maintenance, such as polishing floors, cleaning ducts etc., do not qualify as MTR work.
- » Not be essential to the operation of the business. If the delivery of a concessionaire's product is dependent upon a repair, it should not be considered part of the MTR. For example, repairing an oven would not qualify, since the oven is critical to delivering the tenant's product.

All work must be reviewed and approved by the Port to count as part of the MTR scope as outlined in the lease. Typically, work that is within the consumer's view will take priority over back-of-house issues.

Timing

The Port encourages the timely maintenance and enhancement of all concessions, therefore, costs for any MTR repairs or improvements to a tenant space after the first 24 months of operation may be considered for inclusion in fulfilling the MTR requirement. To qualify as an MTR task, the proposed work and associated costs must meet the criteria outlined and receive Port approval prior to any work commencing.

All work required as part of the MTR shall be completed to meet the deadline per the lease and any subsequent amendments.

Repairs, alterations or refurbishments made in the first 24 months of operation are not considered part the MTR. These items are considered warranty items and should be repaired immediately.



Budget

The minimum amount required for the MTR is defined in the lease. It is the tenant's responsibility to keep records of all costs associated with the MTR and to have those documents available at the Port Representative's request.

Process Overview - Mid-term Refurbishment

1. Survey

The MTR process will begin within one year of the required completion date identified in the lease. At that time, the tenant and the Port will conduct a survey of each business unit. The survey will outline all work the Port Representative deems necessary to return the space to "like new" condition and/or to meet consumer expectations. The report will also identify where, in the opinion of the Port Representative, opportunities for enhancement of a concept exists.

2. Assign Port Representative

The project will be assigned to a Port Representative to help coordinate the work of the tenant and their contractor. All work must be completed per the lease.

3. Survey Review

The third step in the process is a joint meeting between the Port Representative and the tenant

to discuss the survey in detail and to make sure the overall intent is understood by both parties. At this time, the tenant and the Port Representative may agree to modify the scope of work identified in the survey.

4. Budget and Detailed Drawings

The tenant will have six weeks to produce any design drawings required to illustrate the work. Also during this period, the tenant should work with their vendors to produce a line item budget for all work.

5. Design Review

Within 30 days of receipt of the information identified in step 4, the Port Representative and the tenant will meet to review designs and budget. The Port Representative and the tenant will establish a final scope of work for the MTR. Design revisions may be requested.

6. Revision Submittals and Final Approval

Tenant shall provide final design revisions and a final budget/scope document to the Port Representative for final approval within 20 days of the design review in step 5.

7. Build-out

Upon receipt of final approval from the Port Representative, the tenant shall begin the refurbishment. All work must be completed per the lease and coordinated through the assigned Port Representative.



unique offering,
inspirational design





Responsibility & Security



8.1 Responsibility

Designers must abide by all requirements established in Port documents relating to review processes, submittal procedures, drawing requirements, construction guidelines, security requirements, building and life safety code requirements, etc. These standards do not replace applicable building codes that take precedence. Tenants should direct questions regarding these issues directly to their Port Representative.

All work to be done within the Terminal must adhere to the design intent of these standards. Any specific design questions or concerns should be communicated early in the design process to the Port Representative.

The architect or designer is responsible for complying with all applicable building codes, Port standards, and regulations that impact design and construction; meet with building department and fire department officials to discuss requirements specific to their space; and coordinate with airport and airline terminal managers during construction. For projects within new terminal construction, tenants will be required to coordinate with the base building contractors.

These Design Guidelines do not address every condition or detail individual tenants may encounter. Tenants are therefore required, during the early design stages, to consult with their Port Representative to determine specific design standards and conditions that are acceptable. Tenants should be prepared to discuss design concerns not addressed in the Design Guidelines during concept review.

Drawings attached to the tenant's lease provide a basic plan of the leased premises, and constitute the contractual boundaries of the project. Tenants may request AutoCAD files of the exhibit drawings from the Port Representative.

Tenant is responsible for connecting to all base building utility systems, Providing a complete and operational facility, and must meet all requirements of the Port Facility and Infrastructure Standards. It is imperative that the tenant develops a full understanding of the existing base building systems before any design work is started. Although the Port intends to provide basic functional systems (i.e., mechanical, electrical, fire protection, etc.) for tenant connections, the Port does not guarantee that all tie-in points will be within the tenant's leased area. If the tenant needs to tie into systems at a location beyond the tenant's leased area, such location shall be as approved by the Port Representative. It shall be the tenant's responsibility to provide such connections, unless approved otherwise, within the tenant's lease.

It is the responsibility of the tenant's designer to research and obtain copies of existing drawings and specifications pertaining to the space in question. Copies of as-built drawings are available at Port headquarters, Pier 69, downtown Seattle. If as-built drawings are not available, tenant will be responsible to survey the existing conditions prior to the start of design. The designer must develop a full understanding of the existing structural, mechanical, electrical, plumbing, fire sprinkler, and voice/data systems, and confirm viability of designed changes with the Port Representative. It is required that the designer field-verify all conditions prior to the beginning of design. Tenant is to notify the Port Representative in writing of any existing conditions found during the field-verification that may impact tenant's approved design; including but not limited to capacity of existing systems and the presence of regulated materials.

Tenant shall provide for the complete build-out of the space as approved by the Port Representative. Modifications to the approved drawings, specifications, signage, furniture, or equipment, without prior written approval from the Port Representative, are not allowed. Tenant must

ensure that the Port Representative has updated drawings and material boards throughout design and construction. The Port will hold the tenant solely responsible for modifications due to the installation of unapproved elements within the tenant's space.

Any business involved with food preparation must provide all cooking equipment and fixtures and perform all necessary building modifications, including grease exhaust ductwork, necessary to meet Building Code, Department of Health and Port requirements.

No tenant construction work may proceed without a building permit provided by the Port for the specific project.

Tenant bears sole responsibility to ensure all terms and conditions of the lease, building permit, Port standards, and procedures outlined herein, are strictly followed.

It is the tenant's responsibility to ensure that all approvals and certificates required by any government agencies having jurisdiction are obtained. A building permit from the applicable authority must be displayed within the premises during the construction period.

8.2 Security Guidelines

As required by Federal and Port Security Regulations, a badge must be obtained by all personnel entering or working in secured areas of Sea-Tac Airport. The employees and anyone contracted by the business must follow the procedures dictated by the Port Credential Office. The business operator is responsible for ensuring that their contractor, design staff, etc. comply with the security regulations and badging procedures required prior to the start of any construction work.



honest expression
of structure and materials



Index

9.1 Contacts

Port Project Manager

The Port Project Manager will facilitate the review and approval of the tenant's drawings with respect to their adherence to the intent of the Airport Dining and Retail Design Guidelines, and will guide tenants through Port processes associated with design and construction.

Tenant Coordinator

The tenant shall employ/assign a tenant coordinator to coordinate the work of the tenant's consultants and facilitate the submission and review of designs. All improvements must conform to Port Design Guidelines and construction may not take place without the approval specified in the Design and Construction process.

Airport Dining and Retail Representatives

An Airport Dining and Retail Representative is available to address questions and comments relative to tenant development work.

Tudor Tafuni

*Airport Dining and Retail
Project and Facility Manager*

Phone: (206) 787-4605

E-Mail: Tafuni.T@portseattle.org

Port 
of Seattle

