

## Preliminary Design Submission Checklist

The preliminary design submissions to the landlord will include, but not be limited to the following:

<input checked="" type="checkbox"/>	<b>Preliminary Design Submission Checklist</b>
<input type="checkbox"/>	Floor and reflected ceiling plans.
<input type="checkbox"/>	Integrated recycling areas.
<input type="checkbox"/>	Any other special facilities or installations in respect of the tenant's work or which affect the landlord's facilities.
<input type="checkbox"/>	Storefront elevations and sections, if the lease space has ground floor frontage.
<input type="checkbox"/>	Signage elevations, sections and anchorage details.
<input type="checkbox"/>	Unusual floor loading, examples include server rooms, filling rooms, etc.
<input type="checkbox"/>	Mechanical and Electrical design briefs.

Project: \_\_\_\_\_

Floor(s): \_\_\_\_\_

Contractor: \_\_\_\_\_

Tenant: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_