

RESPONSIBILITY MATRIX

GENERAL - CONFIRM ALL WITH LANDLORD/TENANT COORDINATOR

ELECTRICAL- CONFIRM ALL WITH LL

INTERIOR/ SALES

ITEM	LANDLORD		G.C.		OWNER		FF MILLWORKER		REMARKS:
	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	
PERMITTING AND FEES			●	●					
BLACK OUT FILM			●	●					FF TO PROVIDE GRAPHICS
CONSTRUCTION FILM GRAPHICS			●	●	●				
CLEANING, TRASH REMOVAL DUMPSTER			●	●					
TEMPORARY TELEPHONE/ FAX/DIGITAL CAMERA			●	●					
TEMPORARY POWER/ LIGHTS			●	●					
DEMOLITION OF LEASED AREA			●	●					
EXISTING STONE FLOOR			●	●					G.C. TO PATCH AND REPAIR AND INFILL AS REQ'D
EXPANSION JOINT SEAL / COVER			●	●					
FLOOR TRANSITIONS			●	●					
INSULATION			●	●					
STAIR EXIT DOOR/HARDWARE GFBSMT	●	●	●	●					LL FURNISH/ INSTALL EGRESS HARDWARE PROVIDE REQUIRED FR ASSEMBLY
ALARMS AT EXIT DOORS			●	●					
SHOP DRAWINGS			●	●					
DEMISING WALLS	●	●	●	●					EXISTING TO REMAIN, GC TO PATCH/PAINT AS REQ TO MAINTAIN REQ FR GC TO SUPPLY 2-HR RATED LAYER 5/8" GYP. TO DECK
DRY WALL GYP.			●	●					
BROOM CLEAN, ASBESTOS FREE			●	●					
COORDINATION OF LL PUNCH LIST			●	●					
EGRESS VESTIBULE	●	●	●	●					EXISTING TO REMAIN, GC TO PATCH/PT/REPAIR TO MATCH EXTG LL FINISHES
DECK ELASTOMERIC WATERPROOFING			●	●					
CONCRETE PAD/PAVERS AT EXTERIOR ENTRANCE			●	●					PATCH, REFINISH AS REQUIRED
CONCRETE PRIME / SEAL / GROUT/LEVEL			●	●					PATCH, REFINISH AS REQUIRED
CONCRETE CUTTING / PATCH			●	●					PATCH, REFINISH AS REQUIRED
ENTRANCE GRADING			●	●					PATCH, REFINISH AS REQUIRED
CERT. OF OCCUPANCY/ CONTRACTOR SUBLIST			●	●					

STOREFRONT - CONFIRM ALL WITH LL

ITEM	LANDLORD		G.C.		OWNER		FF MILLWORKER		REMARKS:
	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	
STRUCTURAL STOREFRONT FRAMING			●	●					REAR STOREFRONT_NEW WINDOWS
STOREFRONT GLAZING/ FRAMING SYSTEM			●	●					REAR STOREFRONT_NEW WINDOWS
STOREFRONT GLAZING/ FRAMING SYSTEM-FRONT			●	●					EXISTING TO REMAIN, G.C. TO PATCH AND REPAIR GLAZING TO BE RESEALED
STOREFRONT DOORS/ FRAME/ HARDWARE (NA)			●	●					EXISTING TO REMAIN, G.C. TO PATCH AND REPAIR GC TO BREAK OUT COSTY TO PAINT REAR STOREFRONT
STOREFRONT PAINT			●	●					
STOREFRONT SIGNAGE			●	●	●				
STOREFRONT SIGNAGE PERMIT			●	●					
BLOCKING / FURRING			●	●					
WATERPROOFING, SEALANTS AND INSULATION			●	●					
STOREFRONT ENTRANCE DOOR AND HARDWARE			●	●					EXISTING TO REMAIN, G.C. TO PATCH AND REPAIR
LIGHTING EXTERIOR			●	●	●				
SIDE LITE			●	●					
CLEANING OF STONE FACADE			●	●					
GLAZING SEALANT			●	●					
REMOVAL OF VENT			●	●					
AWNING /STRUCTURE/SIGNAGE			●	●					
BRICK-SEALANT/REPOINT/REPLACE/REPAIR			●	●					REAR STOREFRONT
CEILING HANGING GRID			●	●					
STOREFRONT DISPLAY MILLWORK			●	●					COORD WITH FF FOR FINISH/DETAILS

PLUMBING/ SPRINKLERS

ITEM	LANDLORD		G.C.		OWNER		FF MILLWORKER		REMARKS:
	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	
DOMESTIC WATER STUBS	●	●							GC TO CONNECT TO STUBS
4" SANITARY SEWER STUB	●	●							GC TO CONNECT COORD. WITH LANDLORD
SEWER AND VENT STUBS	●	●							
ROUGH IN FOR EQUIPMENT			●	●					
FINAL CONNECTION			●	●					
FLOOR DRAIN (AS SHOWN)			●	●					
AC DRAIN			●	●					
WATER HEATER/ INSTA-HOT			●	●					
GS PIPING A/C			●	●					
TOILET ROOM			●	●					
SPRINKLER (MAIN)			●	●					
SPRINKLER SYSTEM DESIGN/ MODIFICATION			●	●					
SPRINKLER HEADS & BRANCH LINES			●	●					
SPRINKLER SYSTEM STUB			●	●					
FIRE EXTINGUISHERS			●	●					
DRINKING FOUNTAIN / WATER COOLER			●	●					
MOP SINK			●	●					

H.V.A.C.

ITEM	LANDLORD		G.C.		OWNER		FF MILLWORKER		REMARKS:
	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	
A.C. EQUIPMENT			●	●					
A.C. WIRE & CONNECTIONS			●	●					
HVAC EQUIPMENT STRUCTURAL SUPPORT			●	●					
DIFFUSERS & GRILLES			●	●					
TOILET EXHAUST FAN			●	●					EXISTING TO REMAIN
THERMOSTATS & CONTROLS			●	●					REPLACE ALL COVERS
A.C. CONTROL WIRING LOW VOLTAGE			●	●					
A.C. WIRING LINE VOLTAGE			●	●					
DUCTS			●	●					
AIR/WATER BALANCING			●	●					GC TO PROVIDE REPORT & CLOSEOUT
OUTSIDE AIR DUCT IN DEMISING WALL			●	●					
SMOKE DETECTORS (AS SHOWN)			●	●					
ECONOMIZER			●	●					
FIRE DAMPERS			●	●					
TOILET EXHAUST DUCT STUB			●	●					
SUPPLY & RETURN CONDENSER WATER STUBS			●	●					
MAKE-UP/OUTDOOR AIR STUB			●	●					

BOH

ITEM	LANDLORD		G.C.		OWNER		FF MILLWORKER		REMARKS:
	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	
BULLETIN BOARD			●	●					WITH TIMBER FRAME
PARTITIONS, PAINTED FINISH			●	●					
VINYL FLOORING AND BASE			●	●					
PANTRY EQUIPMENT			●	●					
IT CABINET			●	●	●				
MILLWORK/ROUGH/FINISH			●	●					
FIRST AID KIT			●	●					
VINYL BASE			●	●					
TILE			●	●	●	●			
PANTRY TABLE			●	●					
STOCK SHELVING			●	●					
APPLIANCES			●	●					

TOILET ROOM

ITEM	LANDLORD		G.C.		OWNER		FF MILLWORKER		REMARKS:
	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	FURNISH	INSTALL	
RESTROOM TILE, WALL & FLOOR			●	●					
STONE SADDLE			●	●					
PLUMBING FIXTURES			●	●					
WATERPROOFING MEMBRANE			●	●					
RESTROOM TILE			●	●					
ACCESSORIES/ GRAB BARS			●	●					
WALL CABINETS			●	●					
DOOR, FRAME THRESHOLD & HARDWARE			●	●					
MIRROR			●	●					

NOTE: ALL ITEMS TO BE VERIFIED W/ LANDLORD. FINAL LEASE AGREEMENT TO SUPERSEDE ALL ITEMS LISTED.

FAT FACE SECURITY VENDOR:	FAT FACE MILLWORKER:
TBD	
FAT FACE SPEAKER VENDOR:	GRAPHIC VENDOR:
MOOD MEDIA	TBD

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Issue	Date	Issue	Date
A. ISSUE FOR HISTORIC REVIEW	07/01/15	△ ISSUE FOR HISTORIC REVIEW	07/16/15
B. ISSUE FOR LL REVIEW/PRELIM	07/10/15	△ ISSUE FOR HISTORIC REVIEW	07/23/15
PRICING			
C. ISSUE FOR DEMO PERMIT	07/20/15		
D. ISSUE FOR PERMIT	07/24/15		

Project
FAT FACE PORTLAND
34 EXCHANGE STREET
PORTLAND, ME 04104

RESPONSIBILITY MATRIX

Project No.	Drawn By	Date	Scale
5063.02		-- --	N/A
Seal	Floor(s)		

Drawing No.
G-006.00