

*City of Portland
Planning & Urban Development Dept./Inspections Division
389 Congress St. Rm 315
Portland, ME 04101*

446 Forest Ave, Norway Savings Bank:

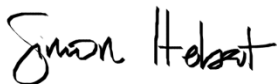
Norway Savings Bank is seeking permission to provide a temporary office trailer to operate out of as well as a temporary ATM on the property. The office trailer will be provided by William Scotsman – Specifications and Details are enclosed (ADA Bathroom) – and located in parking spaces 15-20, as shown on the site plan. Underground electric and data will be run from the existing structure’s circuit to the temporary office trailer. The trailer possesses a self-contained septic-holding tank as well as potable water, both of which will be serviced weekly. An ADA/IBC compliant ramp/stair and trailer skirting will also be provided by William Scotsman for the trailer. Access to the trailer will be from the parking lot side with entrance to the ramp away from the parking lot entrance. Lastly, the trailer has an occupancy load of five people.

The temporary ATM will be a 6638 NCR SelfServ ATM positioned on the island along the existing bank drive-thru. Power and data will run, exposed, along the underside of the existing awning to the ATM. The machine will be secured to the island with rebar pins and anchors. Anti-theft bollards will also be placed on either side of the machine.

Included in the application is the following:

1. The Commercial Interior/Change of Use Application and Checklist
2. Administrative Authorization Application
3. Construction Documents for the portable trailer.
 - a. Purchase Order
 - b. Floor Plan
 - c. Elevations
 - d. ADA/IBC Ramp info
4. Temporary ATM Specifications
5. Application Fees

Kindest Regards,



Simon Hebert



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers d)
 - Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Simon M. Hebert

Date: 5/6/14

I have provided digital copies and sent them on:

Date: 5/6/14

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.



General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: <u>446 FOREST AVE, PORTLAND, ME</u>		
Total Square Footage of Proposed Structure: <u>517 SF</u>		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>116-B-001-001</u>	Applicant Name: <u>SIMON HEBERT</u> <u>"Hebert Construction"</u> Address <u>9 GOULD RD</u> City, State & Zip <u>LEWISTON, ME 04240</u>	Telephone: <u>207-783-2091</u> Email: <u>shebert@hebertconstruction.com</u>
Lessee/Owner Name: <u>LSC</u> (if different than applicant) Address: <u>PO Box 8550</u> City, State & Zip: <u>Portland, ME 04104</u> Telephone & E-mail: <u>207-393-3607</u> <u>mnode@norwaysavingsbank.com</u>	Contractor Name: (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: \$ _____ C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) <u>RETAIL BANKING</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>TEMPORARY OFFICE SPACE</u> Is property part of a subdivision? <input type="checkbox"/> If yes, please name _____ Project description: <u>MODIFICATION OF EXISTING SITE PLAN BY PROVIDING A TEMP. OFFICE & ATM.</u>		
Who should we contact when the permit is ready: <u>SIMON HEBERT</u>		
Address: <u>9 GOULD RD</u>		
City, State & Zip: <u>LEWISTON, ME 04240</u>		
E-mail Address: <u>shebert@hebertconstruction.com</u>		
Telephone: <u>(207) 783-2091</u>		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: <u>Simon M. Hebert</u>	Date: <u>5/6/14</u>
-----------------------------------	---------------------

This is not a permit; you may not commence ANY work until the permit is issued.



Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: NORWAY SAVINGS BANK TEMP STRUCTURE

PROJECT ADDRESS: 416 FOREST AVE CHART/BLOCK/LOT: 116-B-001-001

APPLICATION FEE: \$50.00 (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

MODIFICATION OF EXISTING SITE PLAN BY PROVIDING A TEMP OFFICE & ATM

OWNER/APPLICANT

Name: HEBERT CONSTRUCTION

Address: 7 GOLD RD
LEWISTON, ME 04240

Work#: (207) 783-2091

Cell#: (207) 212-6742

Fax#: -

Home #: -

E-mail: shebert@hebertconstruction.com

CONSULTANT/AGENT

Name: _____

Address: _____

Work#: _____

Cell#: _____

Fax#: _____

Home #: _____

E-mail: _____

Criteria for an Administrative Authorization:
(see section 14-523(4) on the next page)

Applicant's Assessment
Y(yes), N(no), N/A

- | | |
|---|------------|
| a) Is the proposal within existing structures? | <u>N</u> |
| b) Are there any new buildings, additions, or demolitions? | <u>N</u> |
| c) Is the footprint increase less than 500 sq. ft.? | <u>N</u> |
| d) Are there any new curb cuts, driveways or parking areas? | <u>N</u> |
| e) Are the curbs and sidewalks in sound condition? | <u>Y</u> |
| f) Do the curbs and sidewalks comply with ADA? | <u>Y</u> |
| g) Is there any additional parking? | <u>N</u> |
| h) Is there an increase in traffic? | <u>N</u> |
| i) Are there any known stormwater problems? | <u>N</u> |
| j) Does sufficient property screening exist? | <u>N/A</u> |
| k) Are there adequate utilities? | <u>Y</u> |
| l) Are there any zoning violations? | <u>N</u> |
| m) Is an emergency generator located to minimize noise? | <u>N</u> |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>N</u> |

Signature of Applicant: <u>Simon M. Hebert</u>	Date: <u>5/6/14</u>
---	------------------------

IMPORTANT NOTICE TO APPLICANT: The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: Administrative Authorization**

Sec. 14-523 (b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article.

(c) **Administrative Authorization.** Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

Filing the Application. An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**

Review. Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.

Decision. If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.



An ALGECO SCOTSMAN Company

WILLIAMS SCOTSMAN, INC
 901 S Bond St, Suite 600
 Baltimore, MD 21231-3357
 Phone: (410)931-8000 Ext.
 Fax:
 Toll Free: 800-782-1500
 Devin Alexander
 Sales Support Rep Lvl 2
 dtalexan@willscot.com

Quote Number: 439140
 Date: May 02, 2014
 Expiration: June 01, 2014

QUOTATION NO. 439140

Customer:
 Norway Savings Bank
 448 Forest ave
 Portland, Maine 04101

Contact:
 Mike Noble
 448 Forest ave
 Portland, ME 04101
 Phone: (207) 393-3607
 Fax:
 Email: mnoble@norwaysavingsbank.com

Ship To:
 PORTLAND, ME
 04101 US

UNIT DESCRIPTION AND PRICING

48x12 Sales Office (44x12 Box)

Option	Minimum Term	Monthly Rate	DELIVERY FREIGHT:	\$572.48
1	2 Months	\$818.00	INSTALLATION:	\$277.40
			TEARDOWN:	\$102.99
			RETURN FREIGHT:	\$572.48
			Fuel Surcharge Delivery	\$114.50
			Fuel Surcharge Return	\$114.50

Insurance Valuation: \$29,903.00

OPTIONS

QTY	DESCRIPTIONS	PRICE	FREQUENCY	EXTENDED
112	Vinyl skirting	\$12.77	Initial	\$1,430.24
1	Ramp - Delivery & Setup	\$825.00	Initial	\$825.00
1	Ramp - Knockdown & Return	\$700.00	Final	\$700.00
1	ADA/IBC Ramp - 36' w/ switchback	\$460.00	Monthly	\$460.00
112	Skirting Removal - Vinyl LF	\$2.75	Final	\$308.00
4	Stacking Chairs Rental	\$18.75	Monthly	\$75.00
2	Furniture - Jr Executive Desk	\$41.18	Monthly	\$82.36
2	Furniture - Swivel Chair	\$29.41	Monthly	\$58.82
1	Restroom System Installation	\$165.00	Initial	\$165.00
1	Convenience Package Rental	\$95.00	Monthly	\$95.00
1	Restroom System w/ 1x Weekly Service	\$290.00	Monthly	\$290.00
1	Prop Damage Waiver (11/12)	\$70.00	Monthly	\$70.00
1	General Liability - Allen Insurance	\$22.00	Monthly	\$22.00
1	Install Exterior Door on Street Side	\$500.00	Initial	\$500.00

SUMMARY

In addition to the above quoted prices, customer shall pay Williams Scotsman any local, state, or provincial, federal and/or personal property tax or fees related to the equipment or its user. Physical Damage & commercial liability insurance coverage are required beginning on the date of delivery.

Williams Scotsman is not responsible for changes required by local code or building inspectors. Customer is responsible for locating and marking underground utilities prior to delivery. Quote assumes a level site with clear access.

MONTHLY CHARGES:	\$1,971.18
INITIAL CHARGES:	\$3,884.82
FINAL CHARGES:	\$1,797.97
TOTAL CHARGES:	\$9,624.95

Models SO4812 and SO6412



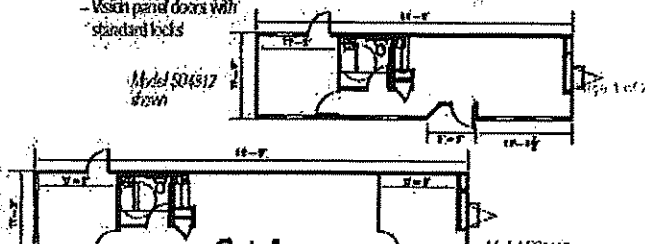
- Size(s)**
- 48' or 64' Long (including porch)
 - 44' or 60' Box size
 - 12 Walls
 - 8' Ceiling height

- FEATURES**
- Large display/reception area
 - Private office(s)
 - Carpeting throughout
 - ADA Restroom
 - Coffee Bar

- INTERIOR FINISH**
- Vinyl covered gypsum walls
 - Commercial carpeting
 - Gypsum ceiling

- ELECTRIC**
- Fluorescent ceiling lights
 - Breaker panel
- WINDOWS/DOORS**
- Large glass windows
 - recessed french door
 - Vision panel doors with standard locks

- HEATING AND COOLING**
- Central HVAC and duct heating
- EXTERIOR FINISH/FRAME**
- I-beam frame
 - 11-11 siding
 - Standard drip rail gutters





An ALGECO SCOTSMAN Company

WILLIAMS SCOTSMAN, INC
901 S Bond St, Suite 600
Baltimore, MD 21231-3357
Phone: (410)931-6000 Ext.
Fax:
Toll Free: 800-782-1500
Devlin Alexander
Sales Support Rep Lvl 2
dtafaxan@willscot.com

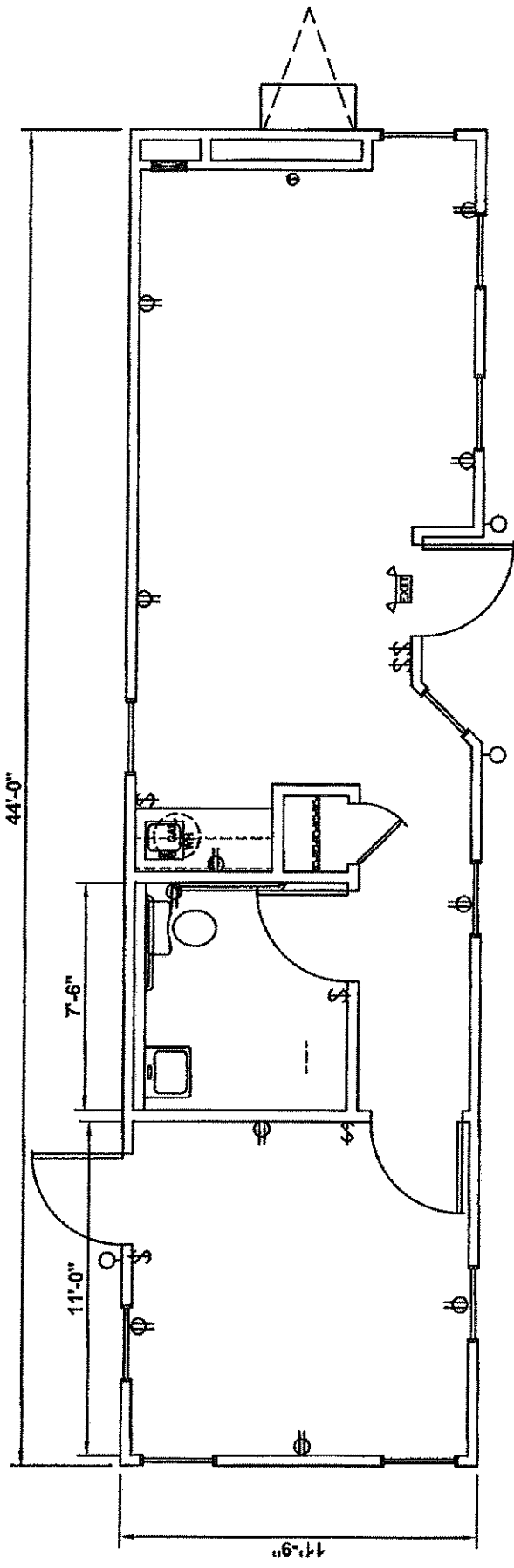
Quote Number: 439140
Date: May 02, 2014
Expiration: June 01, 2014



8211 Town Center Drive
 Baltimore, Maryland 21236-5997
800.782.1500
 WWW.WILLSCOT.COM

S04812

SALES OFFICE



Specifications

- Size**
- 48' Long (including hitch)
- 44' Box size
- 12' Wide nominal
- 8' Ceiling height nominal
- Multi-section sizes are available

- Interior Finish**
- Large display/reception area
- Carpet floors
- 2X2 grid ceiling
- Vinyl covered gyp walls
- Private office(s)

- Electric**
- Fluorescent ceiling lights
- 110/240 volt single phase electric
- 100 AMP breaker panel
- Windows/Doors**
- Vertical slider windows
- French Doors inside and out

- Exterior Finish/Frame**
- Wood vertical siding
- Mansard
- I-Beam outrigger frame
- Standard drip rail gutters
- Heating and Cooling**
- Central A/C
- Heat in A/C unit

Additional floor plans available. Floor plans and specifications may vary from those shown and are subject to in-stock availability.

DWN BY: MRW	SERIAL#:	REP:	CAD FILE:
SCALE: 3/16"=1'	DWG # A-1	DATE 01/01/10	REV# 0

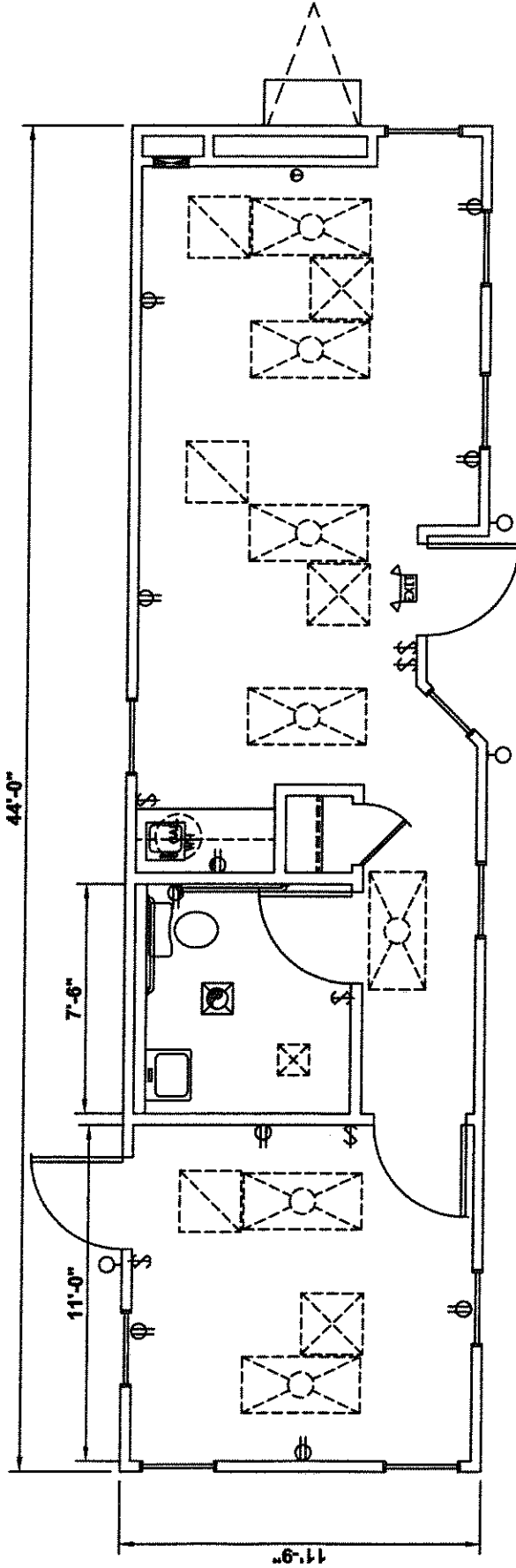
THE USE OF THIS DRAWING FOR ANY MEANS OTHER THAN INTENDED IS STRICTLY PROHIBITED WITHOUT THE PRIOR WRITTEN CONSENT OF AN AUTHORIZED WILLIAMS SCOTSMAN REPRESENTATIVE.
 © 2010 Williams Scotsman, Inc. All Rights Reserved.



8211 Town Center Drive
 Baltimore, Maryland 21236-5997
800.782.1500
 WWW.WILLISCOT.COM

S04812

SALES OFFICE



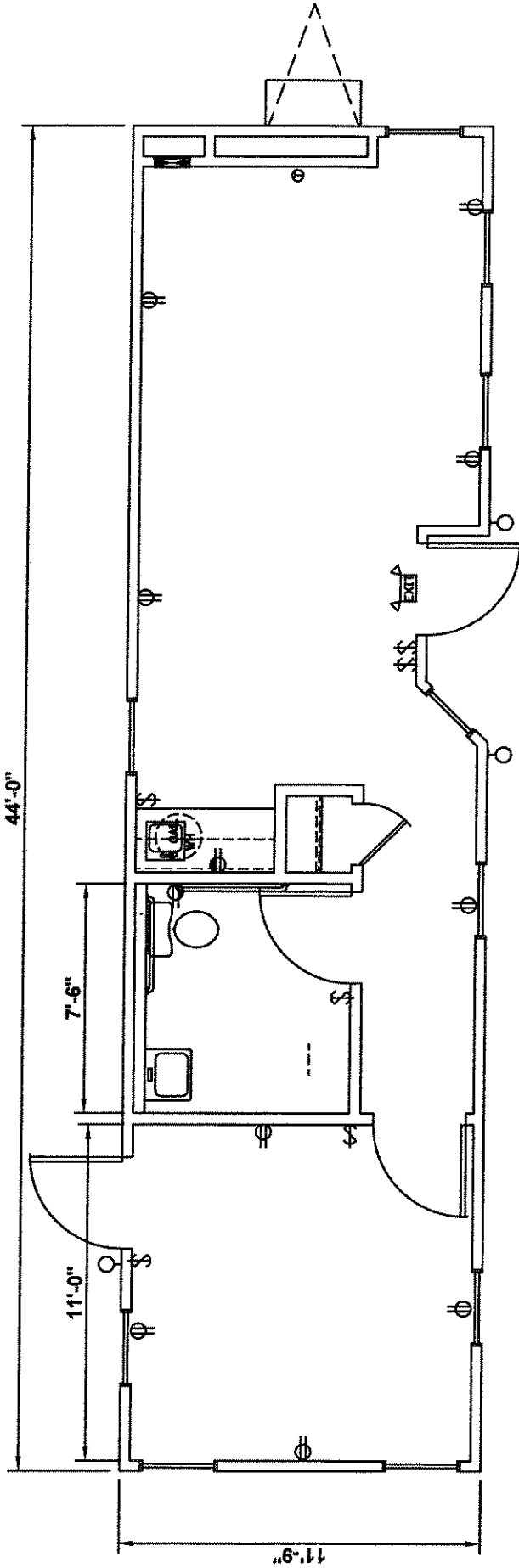
Specifications

Size	Interior Finish	Electric	Exterior Finish/Frame
• 48' Long (including hitch)	• Large display/reception area	• Fluorescent ceiling lights	• Wood vertical siding
• 44' Box size	• Carpet floors	• 110/240 volt single phase electric	• Mansard
• 12' Wide nominal	• 2X2 grid ceiling	• 100 AMP breaker panel	• I-Beam outrigger frame
• 8' Ceiling height nominal	• Vinyl covered gyp walls	Windows/Doors	• Standard drip rail gutters
• Multi-section sizes are available	• Private office(s)	• Vertical slider windows	Heating and Cooling
		• French Doors inside and out	• Central A/C
			• Heat in A/C unit

Additional floor plans available. Floor plans and specifications may vary from those shown and are subject to in-stock availability.

DWN BY: MRW	SERIAL#:	REP:	CAD FILE:
SCALE: 3/16"=1'	DWG # A-1	DATE 01/01/10	REV # 0

THE USE OF THIS DRAWING FOR ANY MEANS OTHER THAN INTENDED IS STRICTLY PROHIBITED WITHOUT THE PRIOR WRITTEN CONSENT OF AN AUTHORIZED WILLIAMS SCOTSMAN REPRESENTATIVE.
 © 2010 Williams Scotsman, Inc. All Rights Reserved.



Specifications

Size	Interior Finish	Electric	Exterior Finish/Frame
· 48' Long (including hitch)	· Large display/reception area	· Fluorescent ceiling lights	· Wood vertical siding
· 44' Box size	· Carpet floors	· 110/240 volt single phase electric	· Mansard
· 12' Wide nominal	· 2X2 grid ceiling	· 100 AMP breaker panel	· I-Beam outrigger frame
· 8' Ceiling height nominal	· Vinyl covered gyp walls	Windows/Doors	· Standard drip rail gutters
· Multi-section sizes are available	· Private office(s)	· Vertical slider windows	Heating and Cooling
		· French Doors inside and out	· Central A/C
			· Heat in A/C unit

Additional floor plans available. Floor plans and specifications may vary from those shown and are subject to in-stock availability.

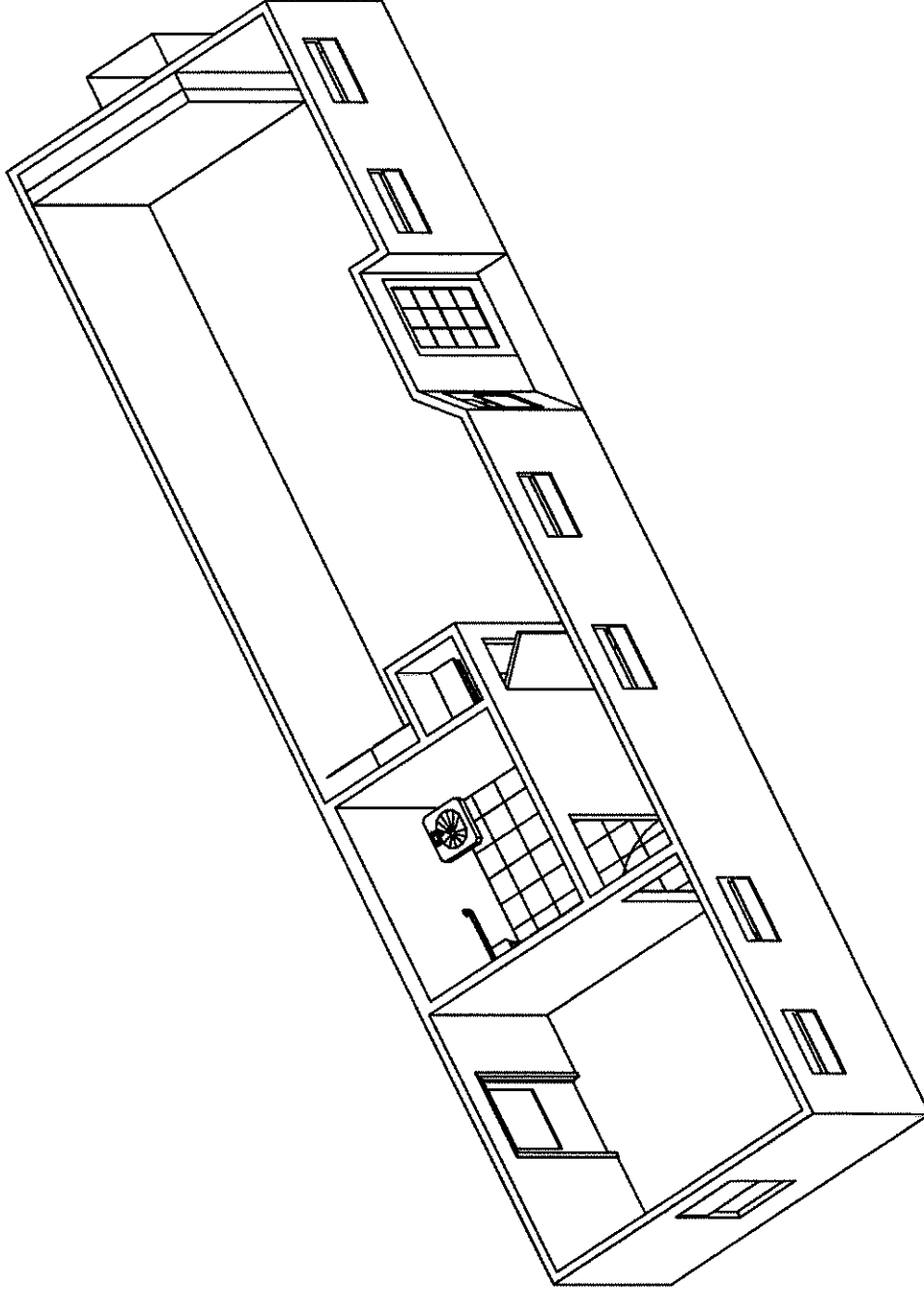
DWN BY: MRW	SERIAL#:	REP:	CAD FILE:
SCALE: 3/16"=1'	DWG # A-1	DATE 01/01/10	REV # 0

SPACE BY
WILLIAMS
SCOTSMAN

8211 Town Center Drive
 Baltimore, Maryland 21236-5997
800.782.1500
 www.willscot.com

S04812

SALES OFFICE



DWN BY: MRW	SERIAL#: .	REP: .	CAD FILE: .
SCALE: 1/8"=1'	DWG # A-1	DATE 01-01-10	REV# 0

THE USE OF THIS DRAWING FOR ANY MEANS OTHER THAN
 INTENDED IS STRICTLY PROHIBITED WITHOUT THE PRIOR
 WRITTEN CONSENT OF AN AUTHORIZED WILLIAMS
 SCOTSMAN REPRESENTATIVE.
 © 2010 Williams Scotsman, Inc. All Rights Reserved.

SPACE BY

WILLIAMS
SCOTSMAN

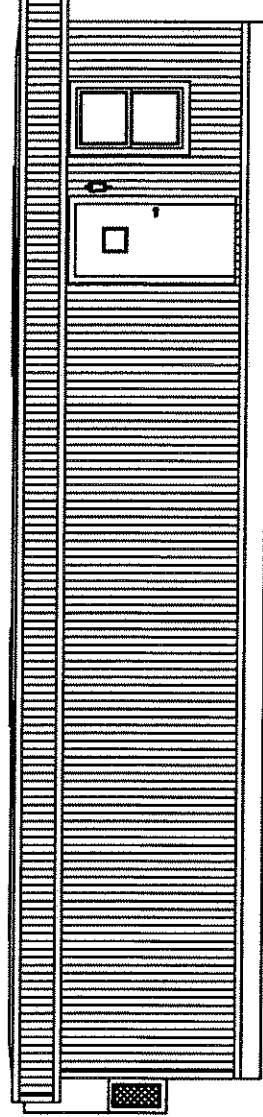
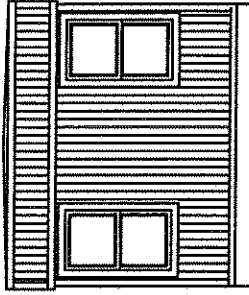
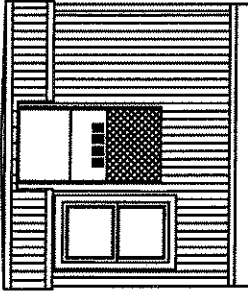
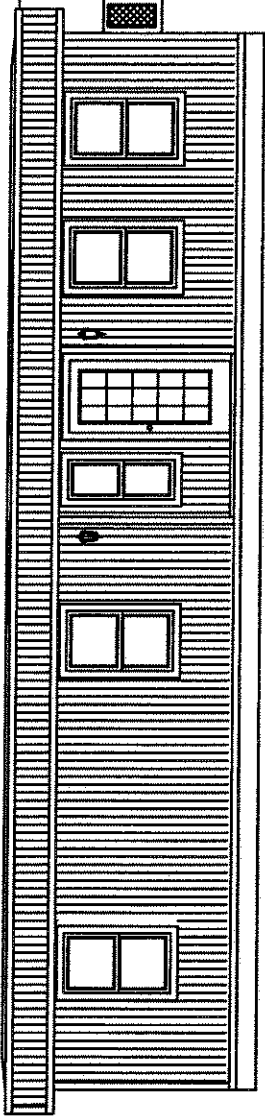
8211 Town Center Drive
Baltimore, Maryland 21236-5997

800.782.1500

www.willscot.com

S04812

SALES OFFICE EAST REGION



DWN BY:
MW

SERIAL#:

REP:

CAD FILE:

SCALE:
1/8"=1'

DWG #
A-1

DATE
01-01-10

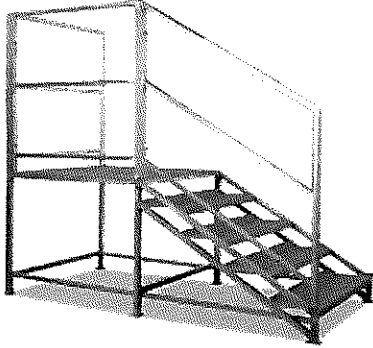
REV #
0

THE USE OF THIS DRAWING FOR ANY MEANS OTHER THAN INTENDED IS STRICTLY PROHIBITED WITHOUT THE PRIOR WRITTEN CONSENT OF AN AUTHORIZED WILLIAMS SCOTSMAN REPRESENTATIVE.
© 2010 Williams Scotsman, Inc. All Rights Reserved.

Steps and Ramps

Williams Scotsman's modular stair and ramp systems offer both ADA/IBC or OSHA compliant options that are safe, durable, and adaptable to your specific needs. Custom solutions are also available.

OSHA Compliant Models



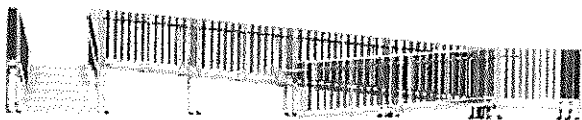
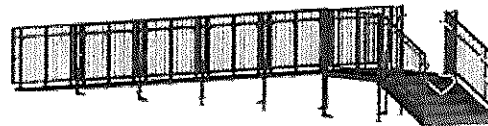
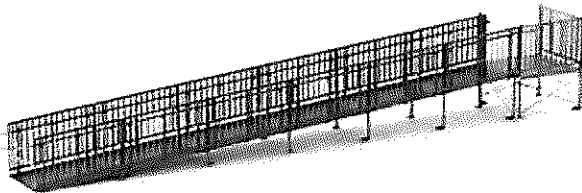
- Durable, lightweight, high quality aluminum construction
- Universal designs - left or right facing
- Fully adaptable
- Guardrails and handrails
- Fully compatible with our modular ramp solutions

ADA & IBC Compliant Models

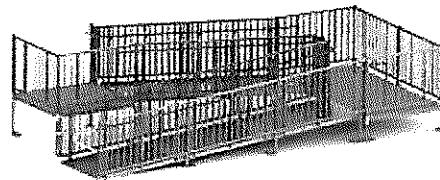


- Aluminum construction
- Closed risers, fully picketed rails, and internal handrails
- Safe, durable, skid-resistant surface
- Universal designs - left or right facing
- Fully compatible with our modular ramp solutions

Ramps



- ADA/IBC compliant
- Aluminum and galvanized aluminum construction
- Light weight, strong and durable
- Non-skid



- Universal configurations - left or right facing
- Aesthetically designed
- Continuous decking - no gaps or raised connections
- Guardrails and handrails



NCR SelfServ™ 38 ATM

Site Preparation

B006-6592-D000
0909

EMC COMPLIANCE

Federal Communications Commission (FCC) Radio Frequency Interference Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canadian Class A Device Declaration

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

EU EMC Directive 2004/108EC

This equipment has been found to comply with the essential requirements of EMC Directive 2004/108EC, by testing to harmonized standard, EN55022 and EN55024. The equipment complies with the limits for a Class A digital device, pursuant to EN55022.

This is a Class A product, in a domestic/residential environment this product may cause radio interference in which case the user may be required to take adequate measures.

Information to User

This equipment must be installed and used in strict accordance with the manufacturer's instructions. However, there is no guarantee that interference to radio communications will not occur in a particular commercial installation. If this equipment does cause interference, which can be determined by turning the equipment off and on, the user is encouraged to consult an NCR service representative immediately.

CAUTION

NCR Corporation is not responsible for any radio or television interference caused by unauthorised modifications of this equipment or the substitution or attachment of connecting cables and equipment other than those specified by NCR. Such unauthorized modifications, substitutions, or attachments may void the user's authority to operate the equipment. The correction of interference caused by such unauthorized modifications, substitutions, or attachments will be the responsibility of the user.

The ATM complies with the following Electromagnetic Compatibility (EMC) directives and standards for IT equipment:

- 2004/108/EC 'EMC Directive'
- 93/68/EEC 'CE Marking Directive'.

For further information, refer to the *Electromagnetic Compatibility (EMC) and Safety* section.

NOTICE

This is a contractual document. It contains important warnings and confers important legal rights and obligations. You are advised to read it carefully.

It is the responsibility of the customer to assure that all installation preparations are complete and in compliance with all specifications and requirements of NCR and all applicable national, state, or local codes, regulations and laws.

The product described in this book is a licensed product of NCR Corporation.

NCR Proprietary Information - not to be disclosed or reproduced without written consent.

NCR and NCR SelfServ are trademarks of NCR Corporation. Other product names mentioned in this publication may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

It is the policy of NCR Corporation (NCR) to improve products as new technology, components, software, and firmware become available. NCR, therefore, reserves the right to change specifications without prior notice.

All features, functions, and operations described herein may not be marketed by NCR in all parts of the world. In some instances, photographs are of equipment prototypes. Therefore, before using this document, consult with your NCR representative or NCR office for information that is applicable and current.

© 2007, 2008, 2009

By NCR Corporation, Dayton, Ohio U.S.A.

<http://www.ncr.com>

All Rights Reserved

NCR SelfServ 38 ATM Site Preparation

- INTRODUCTION 1
 - How to Use This Site Preparation Bookset 2
 - Purpose and Audience 2
 - Site Compliance 2
 - Customer Responsibilities 3
 - Product Identification 4
 - Base Insulation Sheet 4

- PACKAGE DIMENSIONS 5

- ATM DIMENSIONS 6
 - ATM without Air Conditioning Unit 6
 - ATM with Air Conditioning Unit 7
 - Vent Locations - Air Flow 8

- ACCESS FOR ALL 9
 - Height and Depth to Main Facia Items 9
 - Topmost Viewable Facia Item 11
 - Facia Item Locations for Voice Guidance 12
 - Task Lighting 13

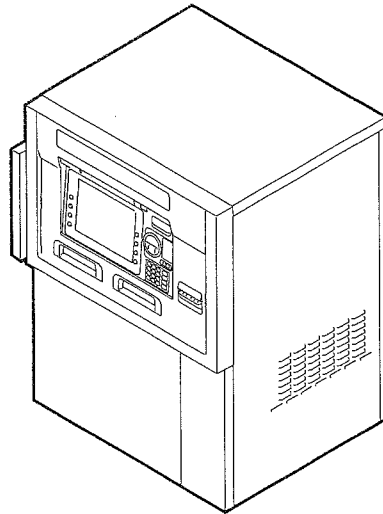
- INSTALLATION AND SERVICE CLEARANCES 14
 - Important Notice to Users 14
 - Recommended Clearance 15
 - Minimum Clearance 16
 - Facia Opening Clearance 17

- REQUIREMENTS FOR THE ISLAND 18
 - Location 18
 - Floor Loading 18
 - Island Dimensions and Bollard Locations 19
 - Cable Entry Island Conduit Hole 20
 - Cable Entry Hole Locations 21
 - Anti-theft Bollards 21
 - Bolt Hole Locations 22
 - Security Bolts 22

CAMERA	23
Ambient Lighting.....	23
Internal Space Constraint for Fitting a Third-Party Camera.....	24
DECALS.....	25
Cash Blank Window	25
Advert Window.....	26
Opaque Window	26
Clear Window.....	26
Card Orientation Window.....	26
Entry/Exit Decals.....	28
Decal Design.....	28
Decal Placement.....	29

NCR SelfServ 38 ATM Site Preparation

INTRODUCTION



The NCR SelfServ 38 Automated Teller Machine (ATM) is a drive-up ATM which can also be deployed as a walk-up ATM.

Note: All dimensions are rounded to the nearest millimetre.

How to Use This Site Preparation Bookset

The site preparation manual is part of the NCR SelfServ 38 ATM Site Preparation Bookset. It acts both as a specifications book, and also as a gateway to the other book in the bookset, which is:

- *NCR SelfServ 32, 34 and 38 Site Preparation Requirements (B006-6670)*

Purpose and Audience

This book is intended for architects and those responsible for preparing a site prior to the arrival of the ATM.

Site preparation details are given under the following main sections within this book:

Package Dimensions

ATM Dimensions

Access for All

Installation and Service Clearances

Requirements for the Island

Camera

Site Compliance

This bookset contains the information necessary for the preparation of a site conforming to NCR specifications. It is very important that the site complies with the requirements specified in this bookset, because, once the equipment has been installed, deficiencies in site preparation or the problems caused by these deficiencies are much more difficult to detect and correct. Further, failure to comply with these requirements or to take proper steps to protect equipment against risks identified in this bookset may cause serious damage to the equipment and to the customer's business.

In addition to the need to comply with the requirements specified, electrical wiring and mechanical systems must also comply with all relevant codes, laws and regulations.

It is important that the site be prepared by a customer or his agent who is fully conversant with the special requirements of electronic equipment. The responsibility for ensuring that the site is prepared in compliance with this bookset remains with the customer.

For information and guidance purposes only, a list is provided, in general terms, of those matters for which the customer is responsible. This list is not intended to be comprehensive, and in no way modifies, alters, or limits the responsibility of the customer for all aspects of adequate site preparation.

NCR staff will be available to answer questions relating to the contents of this bookset but, except where:

- a the customer has been notified that a full or partial consultancy service is available and/or that NCR will be willing to undertake a preliminary or final site survey and
- b the customer shall have entered into a formal contract with NCR for provision of the same

no comment, suggestion or advice offered or not offered about preparation of the site nor any inspection of the site whether before or after preparation is to be taken as approval of the location of the site and equipment or of its preparation and NCR will not be liable in respect of any comment, suggestion or advice given by its staff or in respect of any failure to give advice.

Finally, only the customer can know the full extent of damage which may be caused to his business by reason of failure of the equipment which is to be installed. For this reason it is the customer's responsibility to ascertain the extent of any such possible damage to his existing or planned business, and to effect, full insurance in respect of it.

Customer Responsibilities

The customer must do or provide the following:

- When required by NCR, provide the NCR customer service representative with appropriate drawings that indicate:
 - Location of the equipment
 - Site wiring (power and signal, paths and lengths)
 - Location of other equipment capable of generating electrical noise, electromagnetic interference, heat, etc.
- Make building alterations necessary to meet wiring and other site requirements.
- Provide and install all communications cables, wall jacks, special connectors, and associated hardware.
- Provide and install necessary power distribution boxes, conduits, grounds, lightning protection, and associated hardware.
- Make sure all applicable codes, regulations and laws (including, but not limited to, electrical, building, safety, and health) are met.
- Provide and install auxiliary power or other equipment as required.
- Provide storage or service areas as required.
- Make sure the environmental requirements of the system/unit are met.

NCR SelfServ 38 ATM Site Preparation

- Provide floor coverings and environmental systems that limit or control static electricity build-up and discharge.

Note: Research has shown that asphalt is not an effective method of controlling electrostatic discharge. It is recommended that local ESD (Electrostatic Discharge) professionals be consulted when determining site construction requirements.

- Install the product at a height which meets the accessibility regulations of the relevant country.

Product Identification

The product is identified by the class type number 6638, and a 4 digit model number, (normally 0100), which is printed on a label fixed inside the top cabinet of the ATM. The serial number is unique to each ATM. The tracer number is used to identify where the ATM was built. Please quote all of the serial and tracer numbers, including the prefix, when making reference to the ATM.

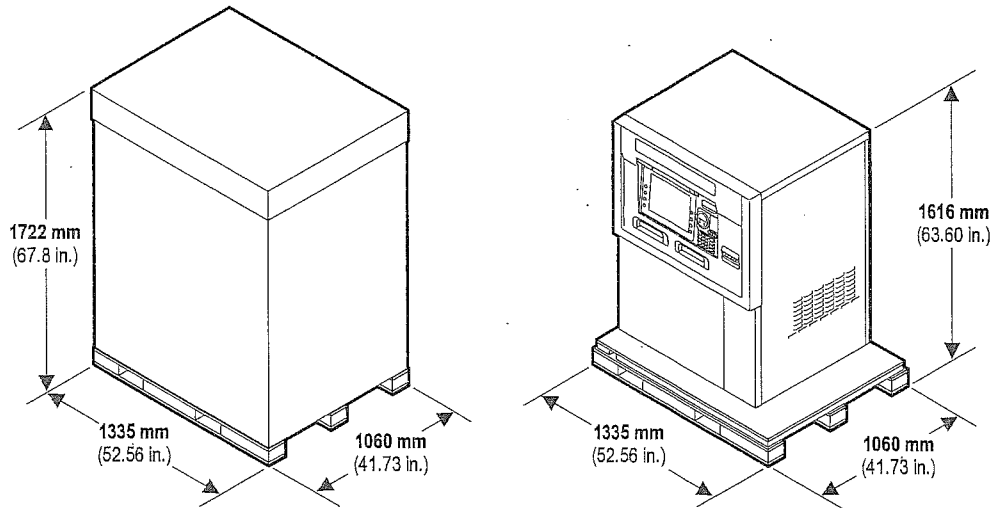
	NCR	NCR SelfServ™ XX	
NCR Global Solutions Ltd.	Class: XXXX	Model: XXXX	
Made in UK	Tracer: XX - XX	Serial: XX - XXXXXXXX	
	Văc: XXX - XXXv	Hz: 50/60	A: X.X
			
<small>CLASSIFIED BANK EQUIPMENT CLASSIFIED BY UNDERWRITERS LABORATORIES INC. AS TO ELECTRICAL FIRE, SHOCK AND CASUALTY HAZARDS ONLY. 583R</small>	LR32207	ACN 000 003 592	
Manufactured: Xxxxxx XXXX			
Electromagnetic Compatibility This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.			
<hr/> This apparatus does not exceed Class A limits for radio noise emissions set out in the Radio Interference Regulations of Canada. <hr/> Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada. <hr/>			
Complies with FDA Radiation Performance Standards, 21 CFR Subchapter J			

Base Insulation Sheet

The ATM sits on a supplied base insulation sheet which compresses to **9.0 mm** (0.35 in.) after installation.

PACKAGE DIMENSIONS

The dimensions of a packaged ATM, with and without carton, are shown in the following illustration.



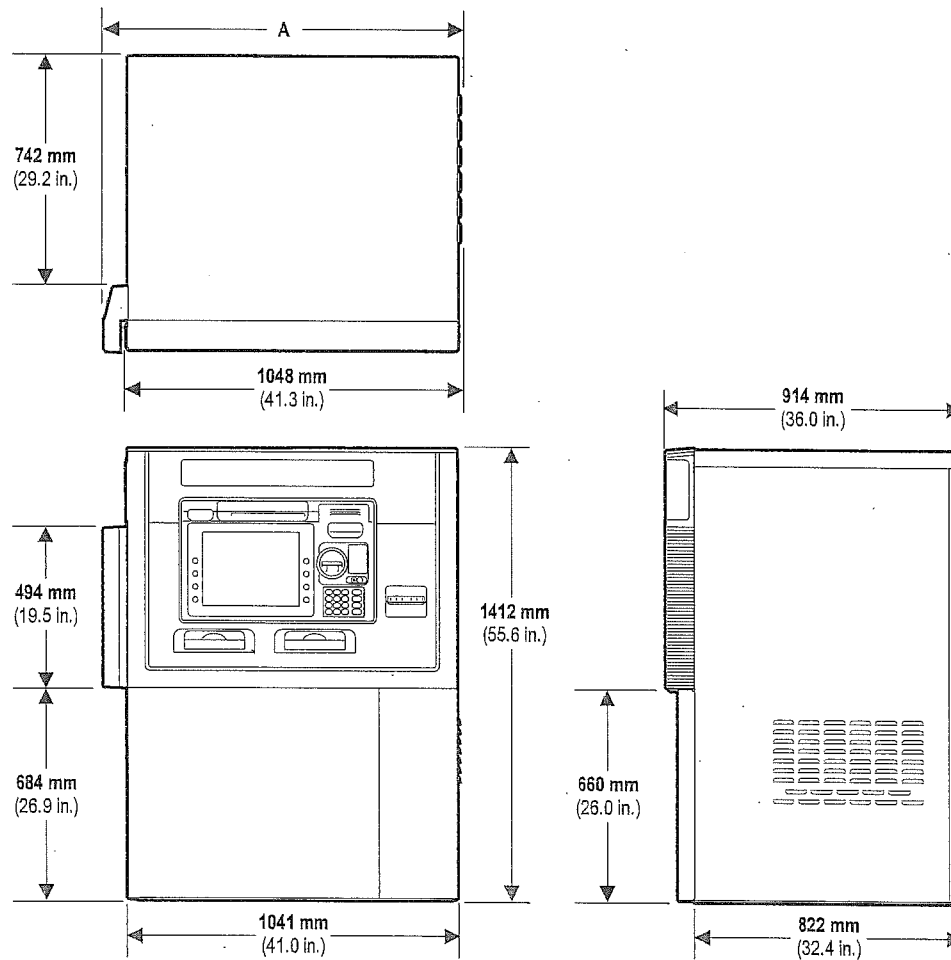
ATM DIMENSIONS

ATM without Air Conditioning Unit

The illustration below shows the dimensions for an ATM without the optional air conditioning unit.

Note 1: All height dimensions include the compressed base insulation sheet (9.0 mm (0.35 in.)).

Note 2: Overall width dimensions include air vents and fascia.

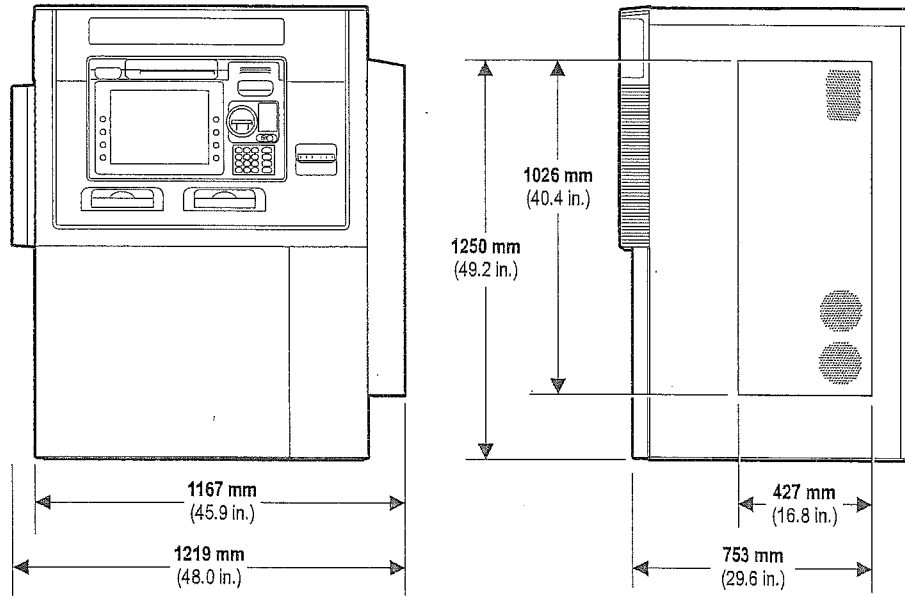


	UL	CEN Grade L
A	1100 mm (43.3 in.)	1106 mm (43.5 in.)

ATM with Air Conditioning Unit

The illustration below shows the dimensions of the ATM with the optional air conditioning unit.

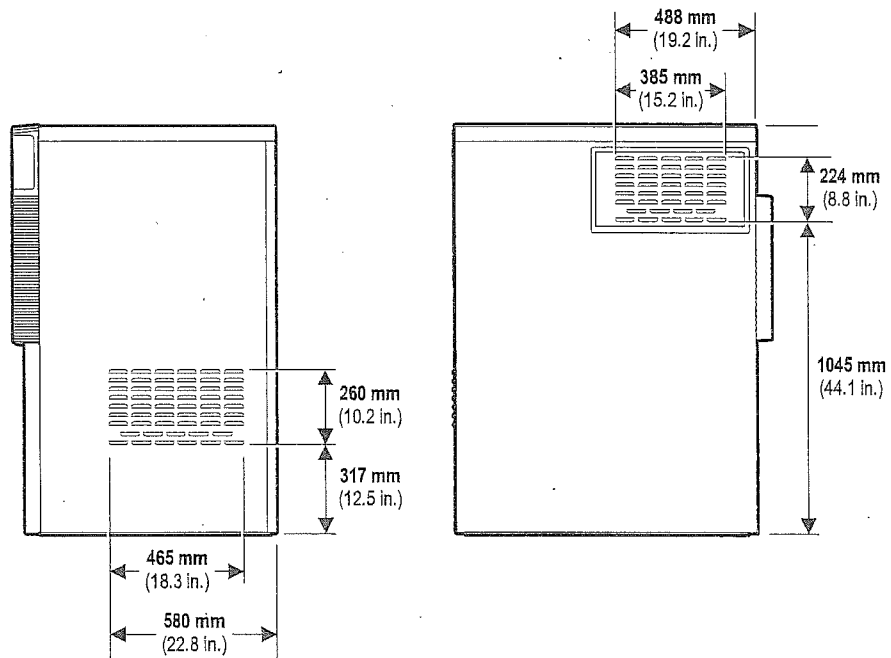
Note: All height dimensions include the compressed base insulation sheet (9.0 mm (0.35 in.)).



Vent Locations - Air Flow

Unrestricted air flow is required on the right hand side and at the rear of the ATM. There must be no obstruction of the vents at any time. If a third-party surround/topper is fitted then equivalent venting, or a hot air extraction system installed within the surround, is mandatory.

Note: All height dimensions include the compressed base insulation sheet (9.0 mm (0.35 in.)).














ACCESS FOR ALL






The ATM has been designed to comply with accessibility guidelines and legislation relevant to drive-up ATMs. In addition, the interface depth on this product has been minimised to improve reach for all users. Accessibility features offered by this product include personal audio with tactile identifier and separate volume control and audio voice guidance (speech output).

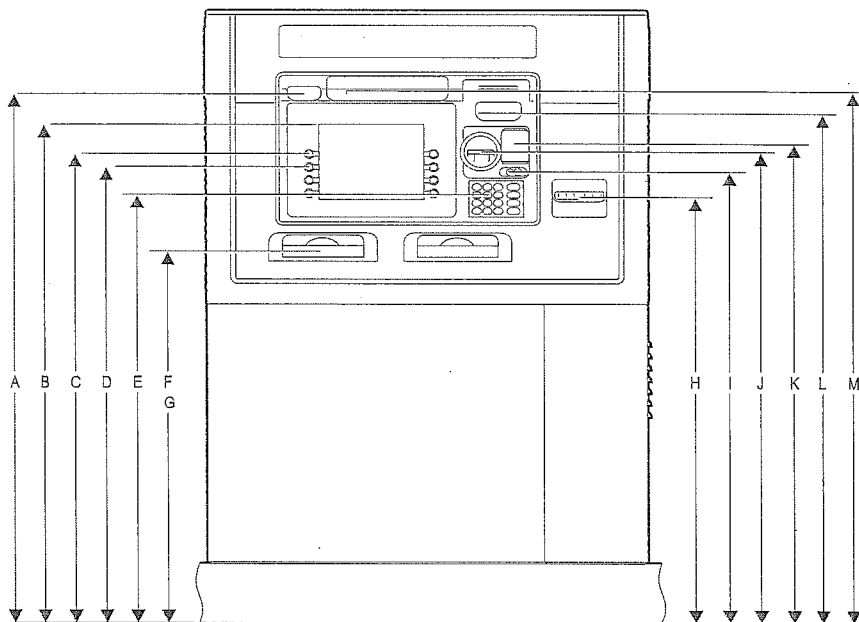
Height and Depth to Main Facia Items

The following table gives the height and depth to the main facia items located on the facia. All the height dimensions are calculated from the road surface, are based on an island height of **152 mm** (6.0 in.) and include the compressed base insulation sheet (**9.0 mm** (0.35 in.)).

	Facia Item	Height (from road level)	Depth (from front of facia)
A	 Camera	1366 mm (53.8 in.)	32 mm (1.2 in.)
B	 381 mm (15.0 in.) Touchscreen Display	1305 mm (51.4 in.)	51 mm (2.0 in.)
	 307 mm (12.1 in.) Touchscreen Display	1279 mm (50.4 in.)	49 mm (1.9 in.)
C	 381 mm (15.0 in.) Display - 1st FDK	1216 mm (47.9 in.)	33 mm (1.3 in.)
	 307 mm (12.1 in.) Display - 1st FDK	1204 mm (47.4 in.)	33 mm (1.3 in.)
D	 381 mm (15.0 in.) Display - 2nd FDK	1176 mm (46.3 in.)	29 mm (1.2 in.)
	 307 mm (12.1 in.) Display - 2nd FDK	1170 mm (46.1 in.)	29 mm (1.2 in.)
E	 No. 5 Key	1099 mm (43.3 in.)	25 mm (1.0 in.)
F	 Cash Exit or Entry	955 mm (37.6 in.)	32 mm (1.3 in.)
G	 Envelope Exit or Entry	955 mm (37.6 in.)	32 mm (1.3 in.)
H	 Cheque Entry	1090 mm (42.9 in.)	32 mm (1.3 in.)

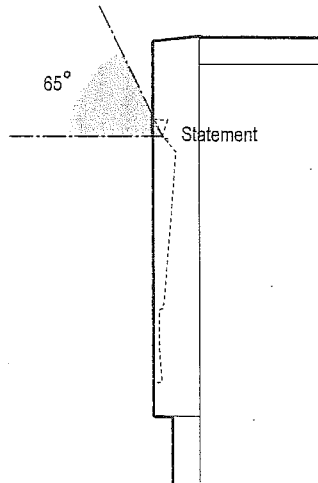
NCR SelfServ 38 ATIM Site Preparation

I		Audio Jack Plug	1158 mm (45.6 in.)	36 mm (1.4 in.)
J		Card Reader	1209 mm (47.6 in.)	31 mm (1.2 in.)
K		Contactless Card Reader	1228 mm (48.3 in.)	22 mm (0.9 in.)
L		Receipt	1307 mm (51.5 in.)	31 mm (1.2 in.)
M		Statement Exit	1363 mm (53.7 in.)	22 mm (0.9 in.)

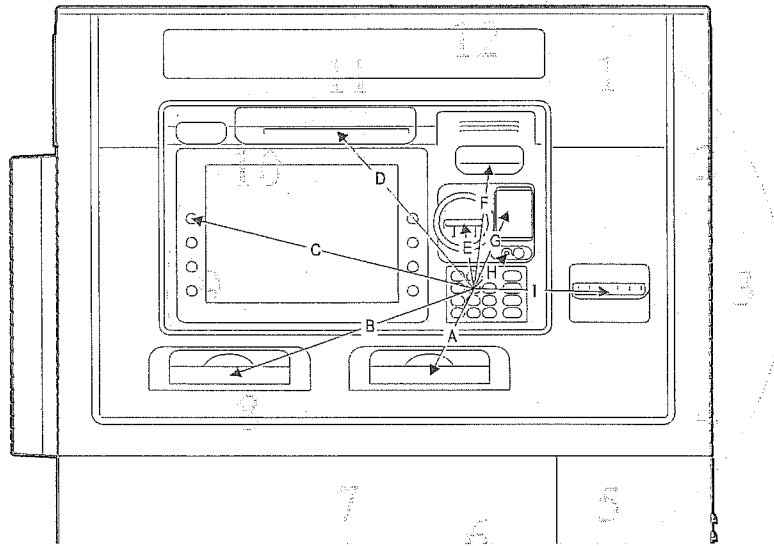


Topmost Viewable Facia Item

The following illustration shows the projected angle from the front of the ATM facia to the topmost viewable facia item.



Facia Item Locations for Voice Guidance



Facia Item	Distance from No. 5 Key	Clock Face Position	
A	Cash Exit and/or Entry or Envelope Exit and/or Entry	162 mm (6.4 in.)	7
B	Cash Exit and/or Entry or Envelope Exit and/or Entry	418 mm (16.5 in.)	8
C	381 mm (15.0 in.) Display - Top left-hand FDK	466 mm (18.3 in.)	9
	307 mm (12.1 in.) Display - Top left-hand FDK	435 mm (17.1 in.)	9
D	Statement Exit	343 mm (13.5 in.)	11
E	Card Reader	111 mm (4.4 in.)	12
F	Receipt Exit	209 mm (8.2 in.)	12
G	Contactless Card Reader	141 mm (5.5 in.)	1
H	Audio Jack Plug	79 mm (3.1 in.)	1
I	Cheque Entry	217 mm (8.5 in.)	3

Task Lighting

A minimum of 200 LUX is required for task lighting.

INSTALLATION AND SERVICE CLEARANCES

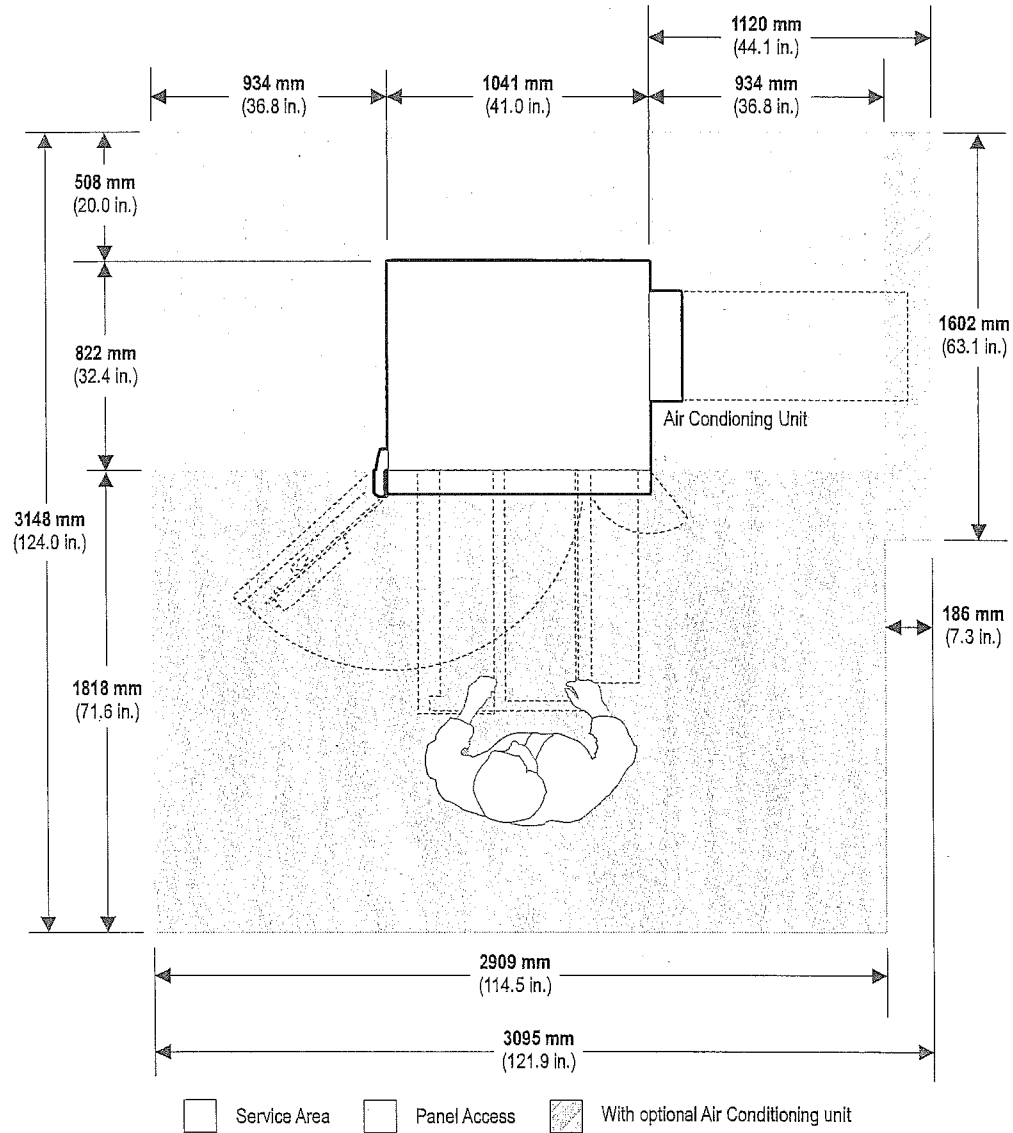
The illustrations in this section show the **optimum** and **minimum** areas required for installing and servicing the ATM.

Important Notice to Users

If it is likely that the ATM will be upgraded with new modules as they become available, you should use the optimum clearances.

Recommended Clearance

The illustration below shows the **optimum** clearance dimensions.



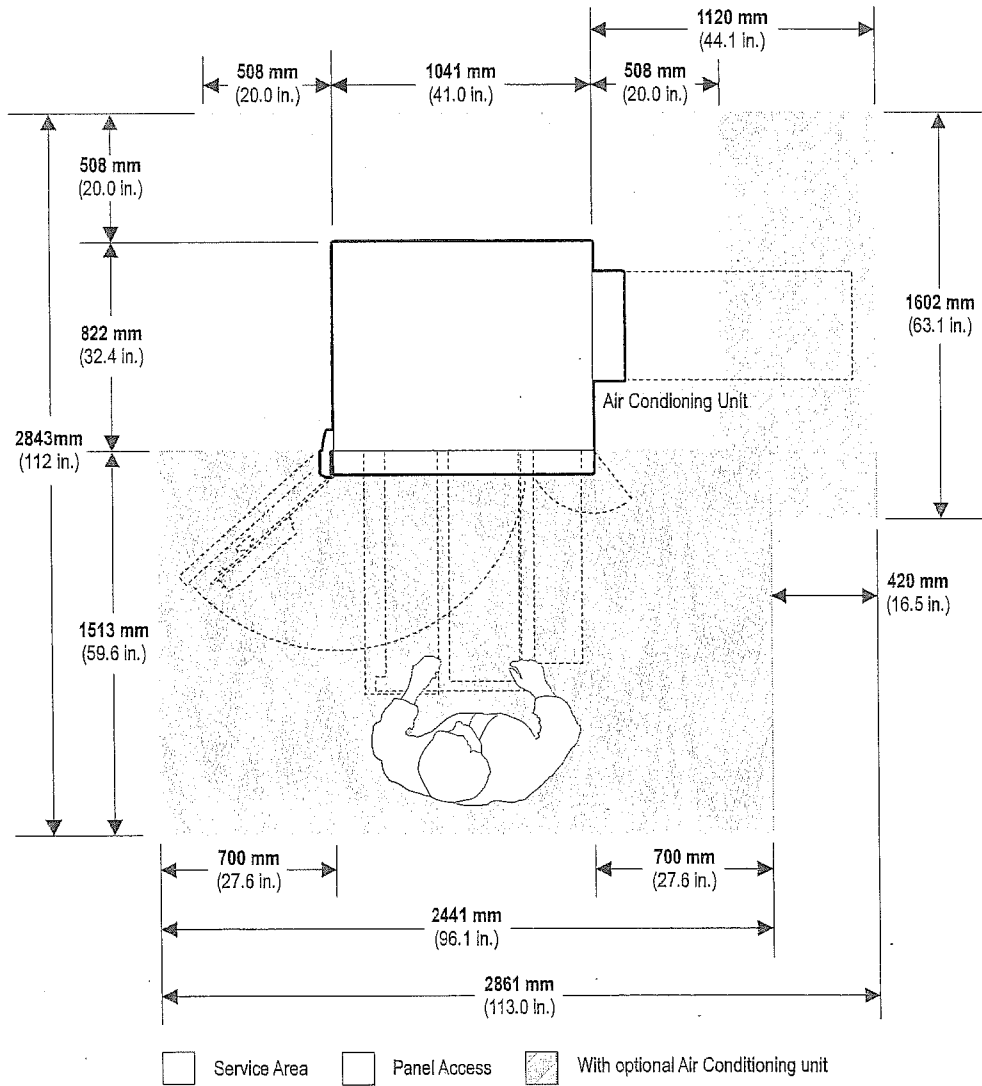
Note 1: If anti-theft bollards are to be fitted there must be a minimum gap of **60 mm** (2.36 in.) between the ATM and the bollard for panel access.

Note 2: Do not obstruct access to the air conditioning unit (if fitted).

Minimum Clearance

The illustration below shows the **minimum** clearance dimensions.

Note: The minimum clearance is not the preferred NCR service clearance. Installing with minimum clearance will impact the ability to perform the published service, and upgrading tasks, in the expected time.

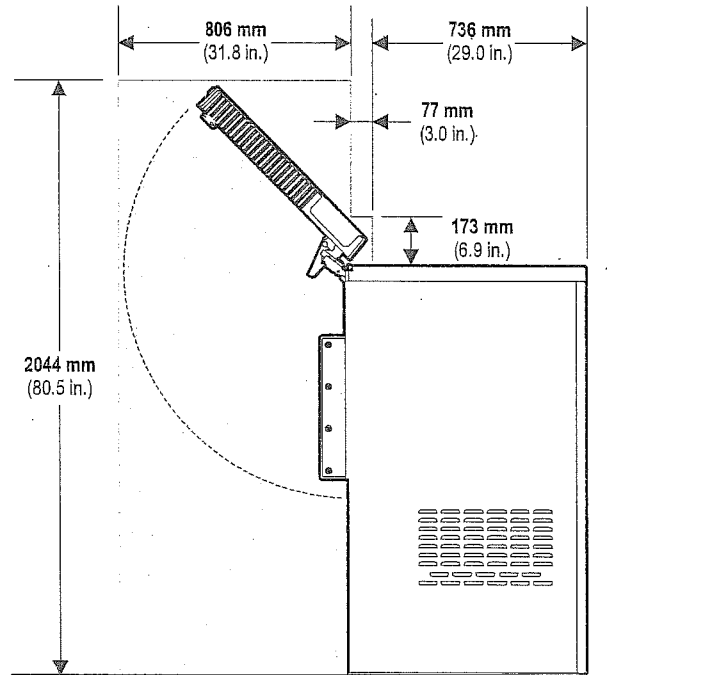


Note 1: If anti-theft bollards are to be fitted there must be a minimum gap of **60 mm** (2.36 in.) between the ATM and the bollard for panel access.

Note 2: Do not obstruct access to the air conditioning unit (if fitted).

Facia Opening Clearance

The illustration below shows the clearance required to open the facia.



REQUIREMENTS FOR THE ISLAND

The ATM is designed for installation on a concrete island. It can be installed onto an existing NCR or non-NCR island with no reworking of the island required. The island should be level and even.

Location

The ATM should not be located in a position where bright sunlight would fall directly on the ATM display.

CAUTION

The ATM is designed to withstand exposure to rainfall. However it must not be located where it may be exposed to water spray, for example, from vehicles driving through puddles.

Floor Loading

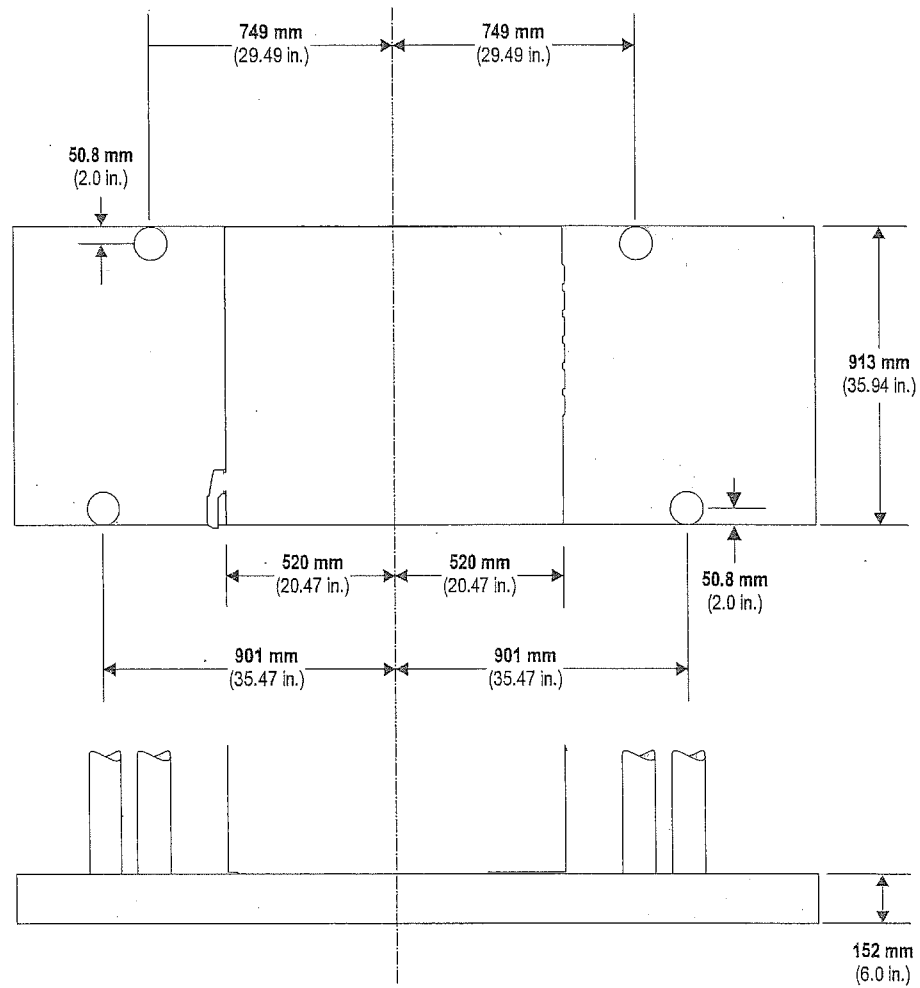
The ATM must be installed on an island, or base, capable of supporting the maximum weight. Only the maximum weight should be considered as additional options may be added after installation.

Note: The floor loading is calculated by dividing the maximum weight of the ATM by the surface area of the ATM base in contact with the floor.

	UL	CEN Grade I
Maximum weight	990 kg (2183 lb.)	1075 kg (2371 lb.)
Floor loading	1268 kg/m ² (260 lb./ft ²)	1377 kg/m ² (282 lb./ft ²)

Island Dimensions and Bollard Locations

The illustration below shows the dimensions for the minimum island size. The front of the facia is aligned to the front of the island.



When fitting bollards, it is recommended that the rear bollards are **102 mm** (4.0 in.) in diameter, and positioned in line with the rear of the ATM. It is also recommended that the front bollards are **102 mm** (4.0 in.) in diameter and positioned as near to the curb as possible without overhanging the edge.

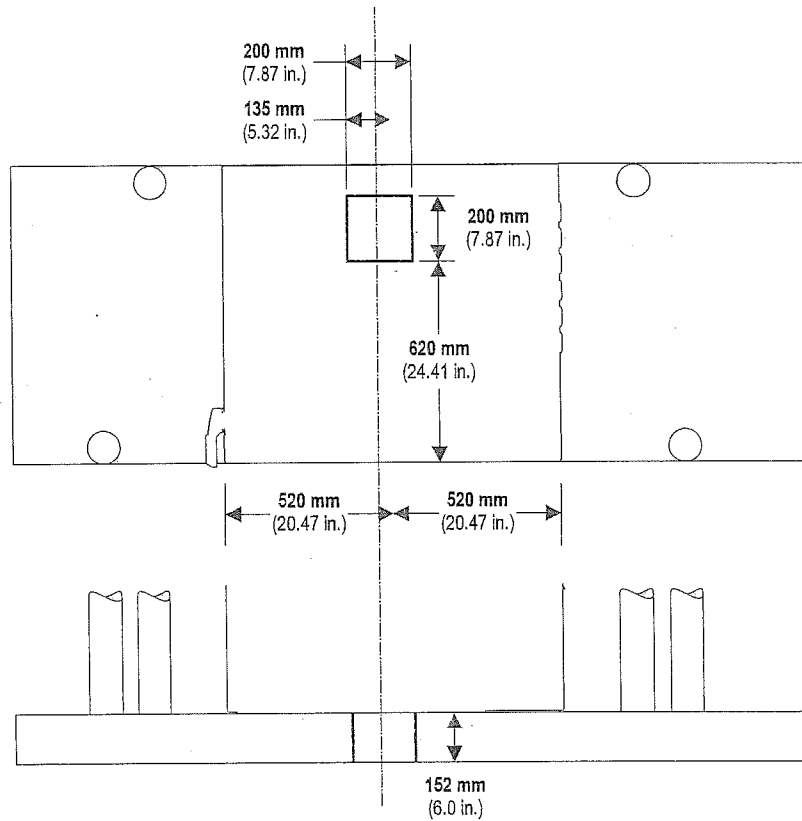
Note: When locating the bollards allow sufficient working space for servicing the air conditioning unit (if fitted).

Cable Entry Island Conduit Hole

Cables enter the ATM through a hole in the base of the security enclosure. There should be a conduit hole in the island of sufficient size to allow the cables to be coiled ready to be brought into the security enclosure.

Make sure that the island conduit hole is free from any material that may impede the cables. The hole should not be sealed or filled with concrete.

The illustration below shows the minimum recommended dimensions of the island conduit hole.

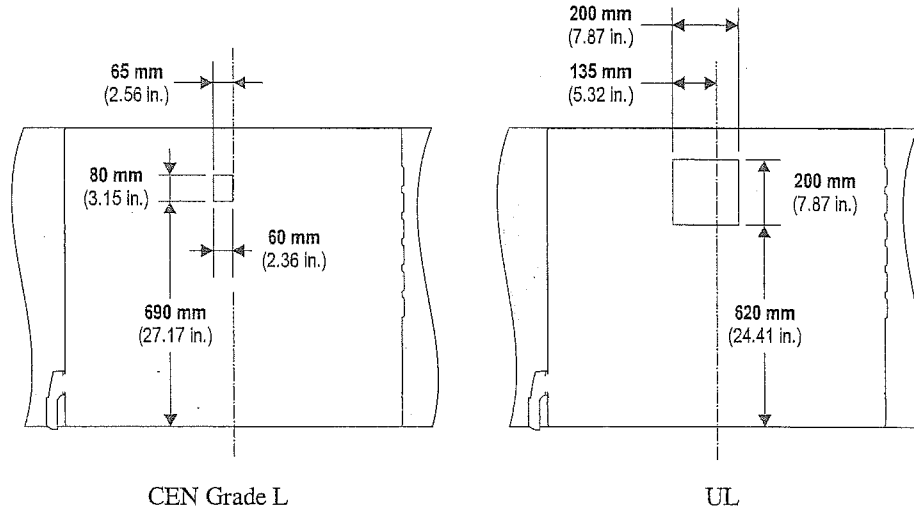


Note 1: The actual conduit hole may be larger than the that shown depending on the installation. Refer to "Cable Entry Hole Locations" on page 21 if specifying a larger hole.

Note 2: Distribution boxes and any power and wiring conduits must not protrude above the surface of the island.

Cable Entry Hole Locations

The illustration below shows the size and location of the cable entry holes in the base of the security enclosure.

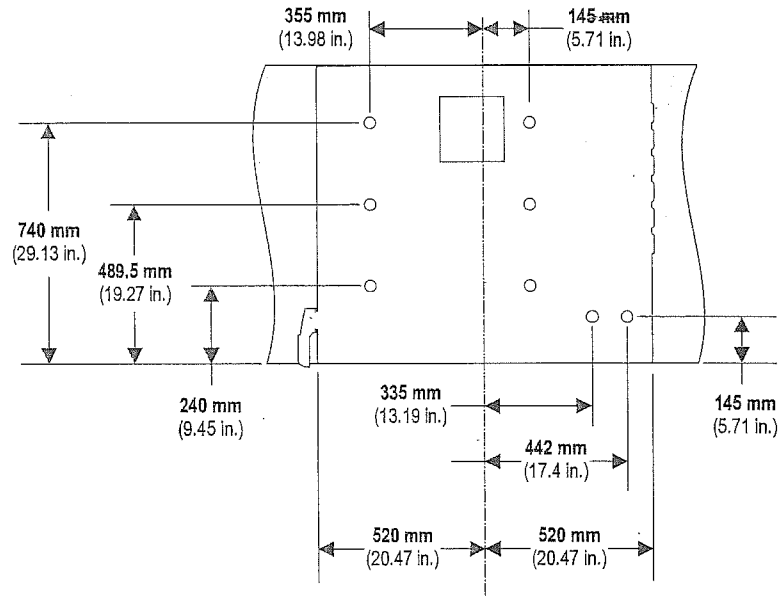


Anti-theft Bollards

If anti-theft bollards (also known as anti lassoing bollards) are to be fitted there must be a minimum gap of 60 mm (2.36 in.) between the ATM and the bollard for panel access.

Bolt Hole Locations

The illustration below shows the location of the security enclosure bolt holes.



Security Bolts

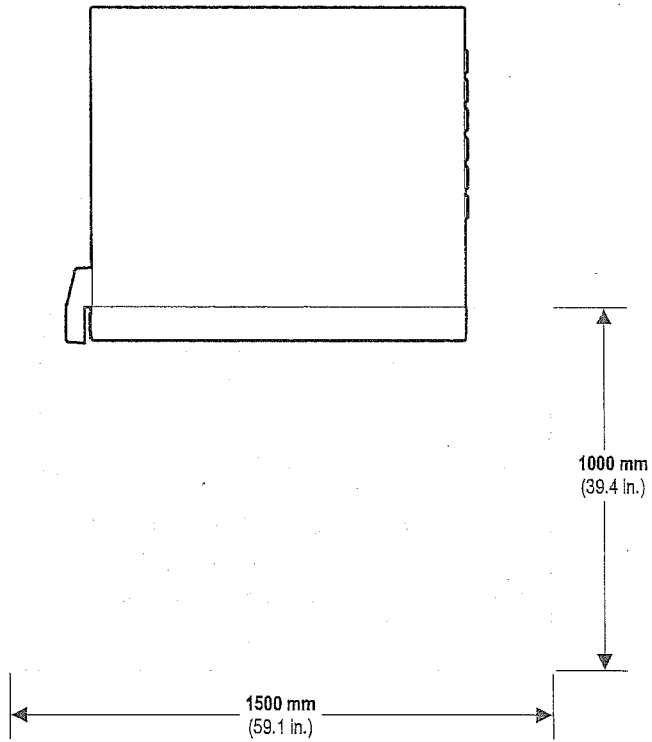
To meet security standards the ATM must be bolted to the island, or base, using eight bolts with anchor washers as specified below. The floor must be capable of withstanding the loading imposed by the anchor points for the bolts. Bolts and anchor washers are to be supplied by the owning organisation.

The minimum specification for bolts to secure the ATM to a concrete island, or base, and meet security standards, is high tensile **M16** (5/8 in.) bolts with appropriate anchor washers of **6 mm** (0.2 in.) minimum thickness. Bolts should be a minimum depth of **150 mm** (5.9 in.) and either resin anchor bolts or shield anchor type bolts.

CAMERA

Ambient Lighting

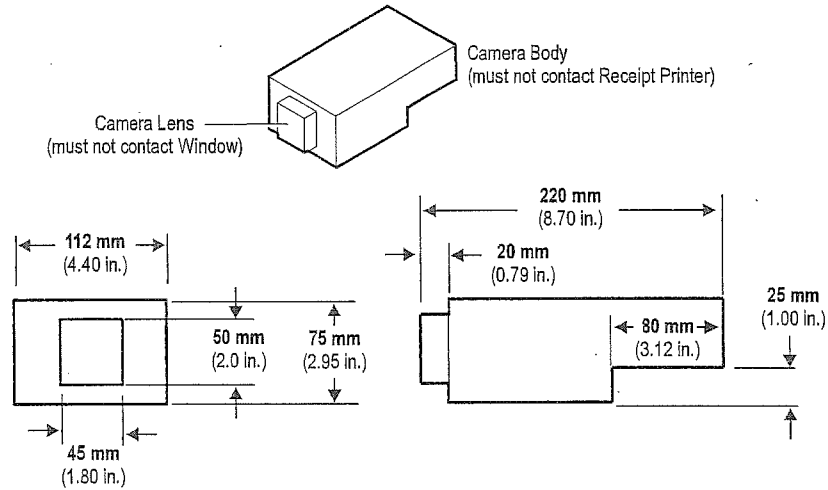
If the ATM is fitted with a camera, it is strongly recommended that there is a minimum of 50 LUX lighting at floor level within the area illustrated below.



Internal Space Constraint for Fitting a Third-Party Camera

If a third-party camera is to be installed, there is a space constraint to consider. The following illustration shows the space constraint dimensions.

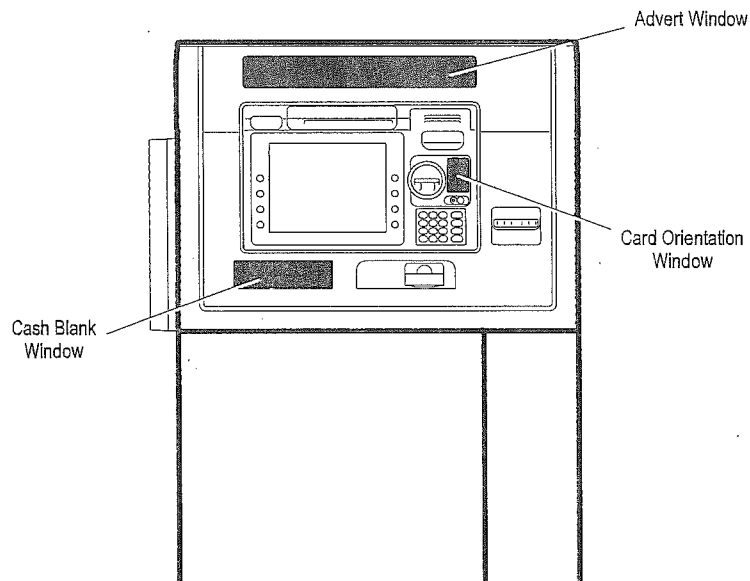
A list of cameras that will fit within this space constraint can be found in the *ATMs Feature Descriptions* (B006-6584) book.



Note: When installing the camera cables, follow the same route as the main harness. Ensure there are no loose cables and that all modules are free to rack in and out. Secure the camera cables with cable ties - Do NOT over tighten.

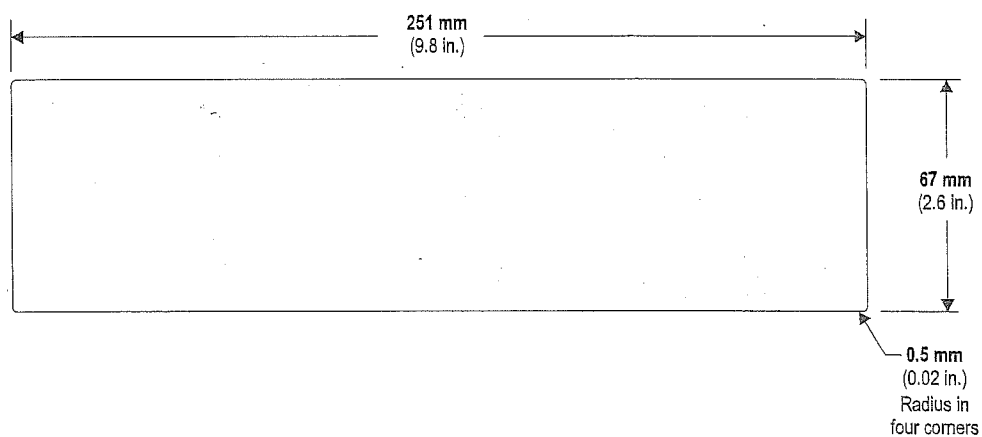
DECALS

Decals can be fitted to the advert window, card orientation window and the entry/exit slots using the following specifications.



Cash Blank Window

A cash exit blank is available and a decal, of the following dimensions, can be placed behind it.

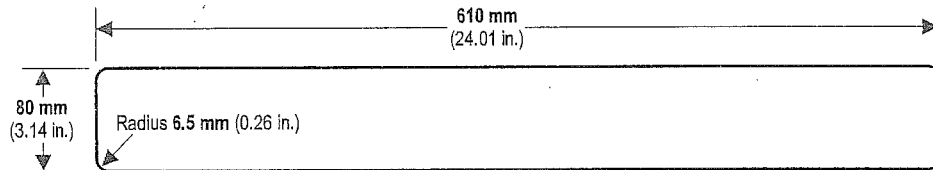


The card/decal should be a maximum of **0.75 mm** (0.029 in.) thick.

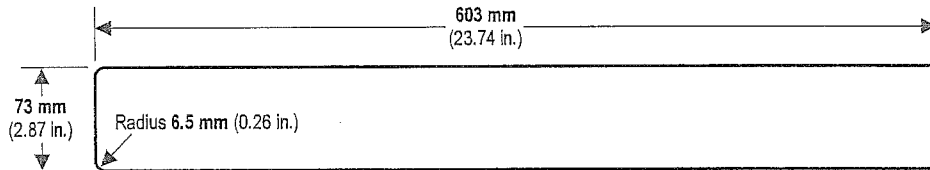
Advert Window

The following illustrations show dimensions for an advert decal that can be placed on the front or the inside of the window, depending on whether the window is opaque or clear.

Opaque Window



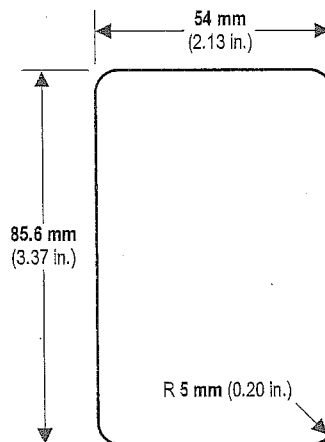
Clear Window



Note: This advert decal window can be illuminated from behind.

Card Orientation Window

If the window next to the Card Reader entry/exit slot is to be customised to indicate card orientation, the card/decal to be inserted into the window should be of the following dimensions.



The card/decal should be a maximum of **0.75 mm** (0.029 in.) thick.

NCR SelfServ 38 ATM Site Preparation

Note 1: An industry standard credit card can be placed behind the card orientation window.

Note 2: Not suitable for use with the contactless card reader.

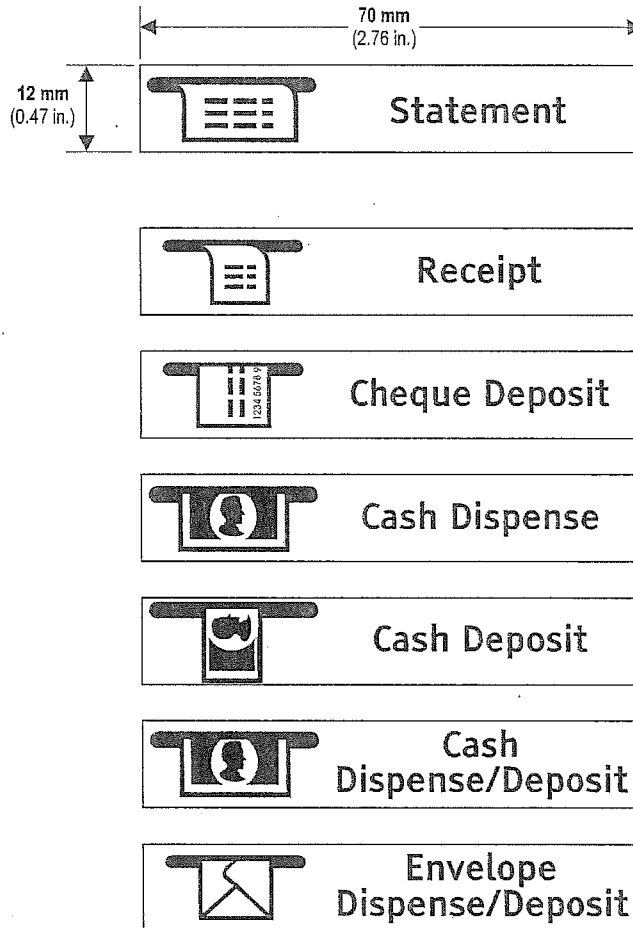
Entry/Exit Decals

Decal Design

The decals should be a maximum of **0.5 mm** (0.02 in.) thick and it is recommended that they be made from textured polycarbonate with 3M 467 High Performance MP adhesive.

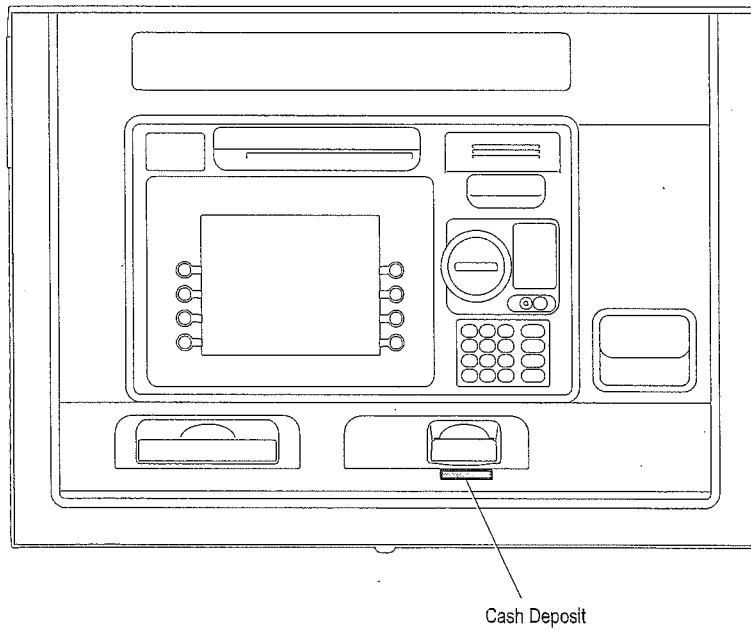
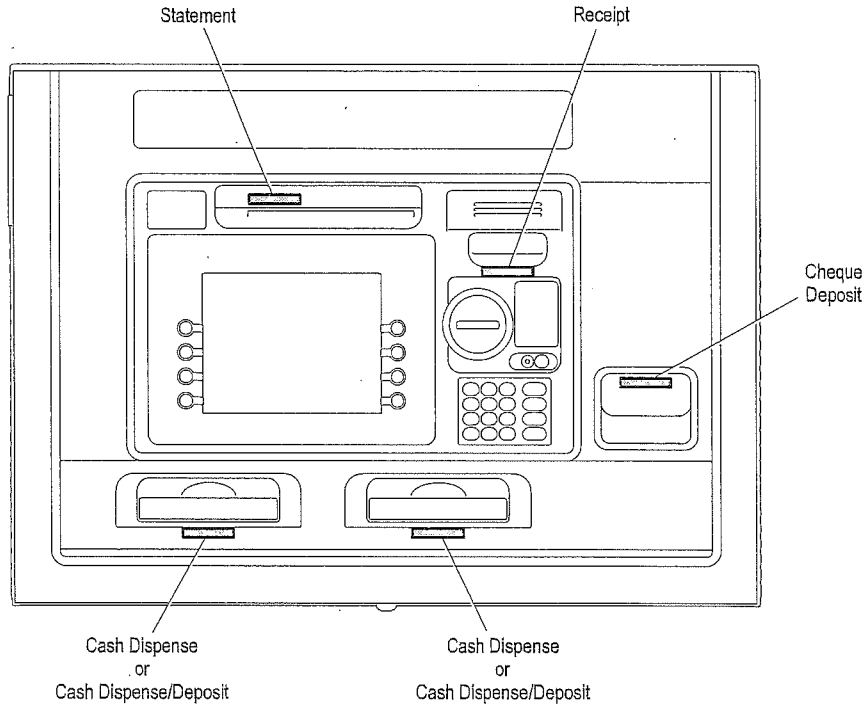
Decals should provide good contrast of at least 70% between foreground (text/icon) and background. A sans serif typeface should be used (Tiresias is recommended). The text size should be at least 14 point, and larger where possible. Where tactile decals are required they should be designed in line with specific country requirements.

Suggested icon designs and wording are illustrated below:



Decal Placement

The recommended placement of the decals is above or below the entry/exit slots, determined by the space available near the slot.



NCR SelfServ 38 ATM Site Preparation

To help NCR maintain the quality of their publications, send comments on the accuracy, clarity, usability, navigation, organization, and value of this book.

Address correspondence to:

Surface mail address:

NCR Financial Solutions Group Ltd
Information Solutions
Kingsway West
Dundee
Scotland
DD2 3XX

Email address:

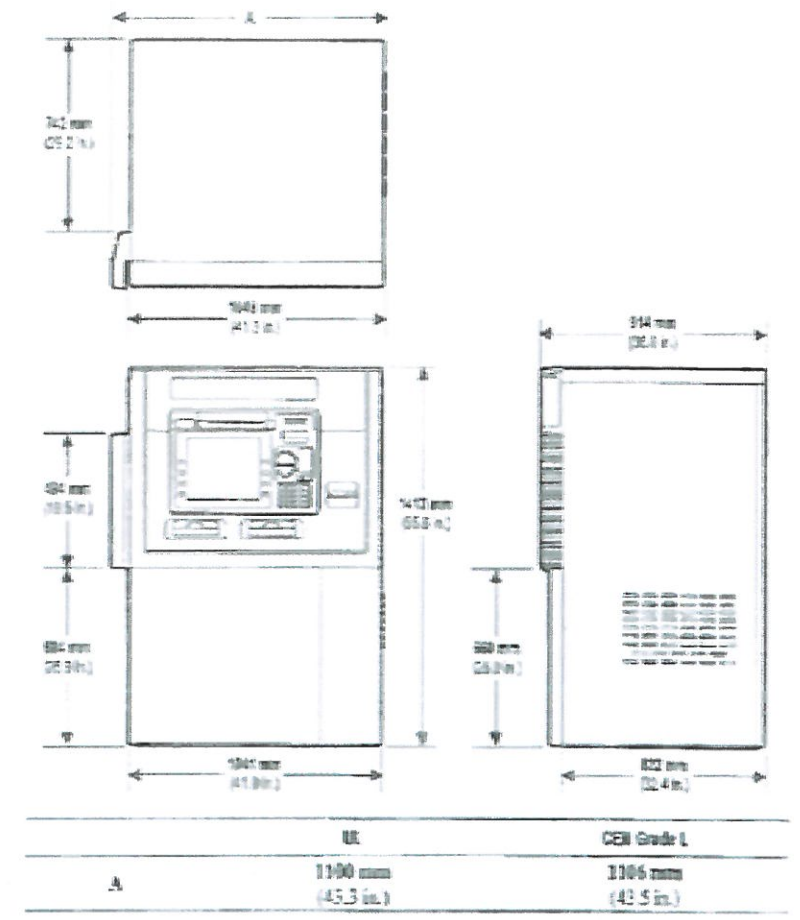
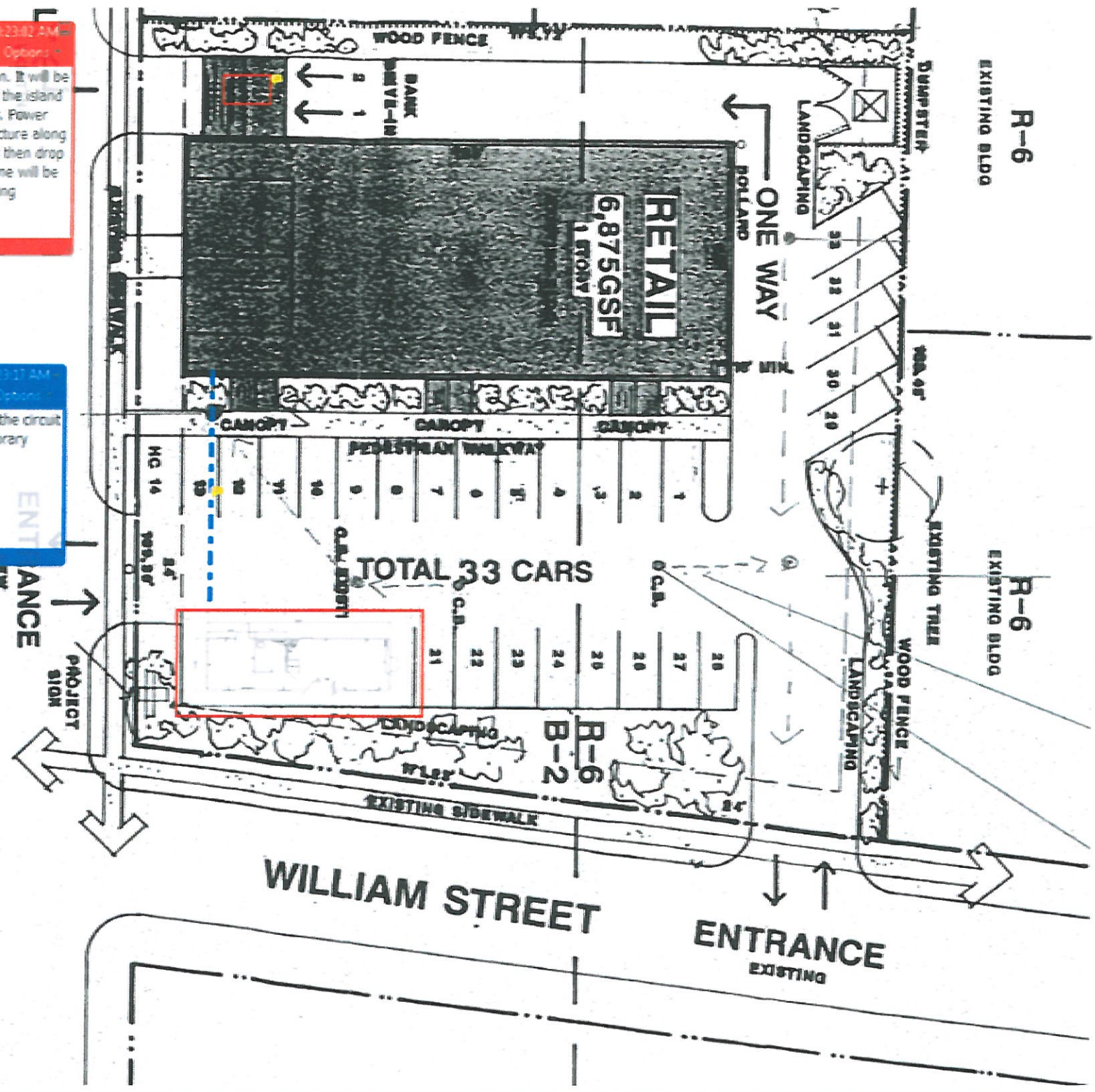
userfeedback@exchange.scotland.ncr.com

Temporary ATM 5/6/2014 10:23:42 AM
 DMH Option: 1

Temporary ATM Machine Location. It will be completely within the confines of the island located between Drive-thru lanes. Power will be run from the existing structure along the existing ceiling, exposed, and then drop down to the machine. The machine will be pinned and anchored to the existing concrete island.

Underground Elec 5/6/2014 10:23:17 AM
 DMH Option: 1

Underground Electric running from the circuit in the existing building to the temporary office trailer.



446 Forest Avenue, Portland, ME
 Temporary Structure Locations