

Store Opening Manual

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Design Development Phase

- **Interior** – complete interior design, kitchen design, reflected ceiling plan and complete elevations of all interior walls.
- **Exterior** – complete exterior design including building elevations, lighting signage plan and patio layout.

After review, **Company X** will approve in writing or provide written direction for the corrections and additional information required. Allow **X** weeks for each submittal for review. If corrections or additional information is required, this process will be repeated until “*final written approval*” is given. After final approval the Working Drawing phase can begin.

Working Drawing Phase

- **Interior and Exterior** – complete working drawings with all details and construction information including finish schedule, door schedule, bathroom accessories schedule, lighting schedule, kitchen equipment elevations and details.
- **Submittal Package** – a complete submittal package (it is recommended you have this package completed for all items used in order to ensure compliance with specifications, it is only required to submit for items that are not specified or proposed substitutions or alternates) of manufacturers catalog sheets including all equipment, all lighting, all finishes, all door hardware, bathroom accessories and other items as requested by **Company X**.

After review, **Company X** will approve in writing or provide written direction for the corrections and additional information required. Allow for each submittal 3 weeks for review. If corrections or additional information is required, this process will be repeated.

Note: *All changes must be noted and identified, plans must be dated with revision or correction dates. After review of working drawings, franchisee may submit concurrently to the city/county for permit and to **Company X** for final approval.*

Construction Process

Initial Construction Phase

- Construction Timeline and Milestone Schedule – with submission of final construction documents, franchisee must submit the original schedule. After final plan approval the Construction Process can begin.
- The following must be submitted to **Company X** for approval prior to start of construction:
 - The names of the Kitchen Equipment and General Contractors

MILESTONE 1 CHECKLIST				
<i>Check off each task and the appropriate contact initials when completed.</i>				
Franchisee Responsibility	Date	Comments	Franchisee	Contact
<input type="checkbox"/> Franchise architect submits architectural plans				
<input type="checkbox"/> General Contractor submits plans for permit				
<input type="checkbox"/> Utilities, telephone & postal service ordered				
<input type="checkbox"/> POS vendor chosen				
<input type="checkbox"/> List your tasks here				
<input type="checkbox"/> List your tasks here				
<input type="checkbox"/> List your tasks here				
<input type="checkbox"/> List your tasks here				
<input type="checkbox"/> List your tasks here				
<input type="checkbox"/> List your tasks here				
Company X Responsibility	Date	Comments	Franchisee	Contact
<input type="checkbox"/> Design information communicated				
<input type="checkbox"/> Development specifications provided				
<input type="checkbox"/> Equipment specifications provided				
<input type="checkbox"/> Sample detail and drawings provided				
<input type="checkbox"/> Architectural plans approved				
<input type="checkbox"/> Pre-construction mtg. With general contractor and Company X				
<input type="checkbox"/>				
All of the above tasks have been completed to Company X's guidelines.				
_____ Franchisee Signature			_____ Franchisor Signature	
20 Weeks to Opening				



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DIVISION XV: MECHANICAL

Examples: HVAC, plumbing, fire sprinklers, gas piping

HVAC Ceiling Registers

Insert your company-specific information here.

Plumbing Specifications

Restroom

Lavatory Faucet	
Manufacturer	Insert your company-specific information here.
Model	Insert your company-specific information here.
Finish	Insert your company-specific information here.
Lavatory	
Manufacturer	Insert your company-specific information here.
Model	Insert your company-specific information here.
Color	
Size	Insert your company-specific information here.
Men's Urinal	
Manufacturer	Insert your company-specific information here.
Model	Insert your company-specific information here.
Name	Insert your company-specific information here.
Valve	Insert your company-specific information here.
Color	Insert your company-specific information here.
Water Closets	
Manufacturer	Insert your company-specific information here.
Model	Insert your company-specific information here.
ADA Compliant	Insert your company-specific information here.
Color	Insert your company-specific information here.
Insert your company-specific information here.	
Manufacturer	Insert your company-specific information here.
Model	Insert your company-specific information here.
Name	Insert your company-specific information here.
Valve	Insert your company-specific information here.
Color	Insert your company-specific information here.



Summary Timeline Pre-Construction

Franchisee Responsibility			
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Architect hired <input checked="" type="checkbox"/> Preliminary design layout prepared 	<ul style="list-style-type: none"> <input type="checkbox"/> Architectural plans submitted <input checked="" type="checkbox"/> Begin sourcing broad line distributor 	<ul style="list-style-type: none"> <input type="checkbox"/> Kitchen equipment design/plans submitted <input type="checkbox"/> FF&E design plans submitted Pre-construction meeting scheduled <input checked="" type="checkbox"/> General contractor selected - award bids <input type="checkbox"/> Submit plans for permit 	<ul style="list-style-type: none"> Arrange for all utilities, telephone & postal service Order phones Pre-construction meeting <input checked="" type="checkbox"/> Choose POS vendor

Company X Responsibility			
<ul style="list-style-type: none"> Design development information communicated Icons recommended Development specs Equipment specs Sample detail and shop drawings <input checked="" type="checkbox"/> Purchasing provides product specs 		<ul style="list-style-type: none"> Architectural plans approved Pre-construction meeting scheduled 	<ul style="list-style-type: none"> Kitchen plans approved FF&E plans approved Pre-construction meeting held



Milestone I

Weeks to Opening