

**Hartsfield-Jackson Atlanta International Airport**

**City of Atlanta**

**Department of Aviation**

**Office of Infrastructure Planning & Development**

**Concessions**

**New Construction and  
Modifications**

*Design Standards*

**Temporary Kiosks**

**Table of Contents**

<b>Section</b>	<b>Page</b>
<b>1.0 Purpose .....</b>	<b>3</b>
<b>2.0 Scope .....</b>	<b>3</b>
<b>3.0 Responsibilities .....</b>	<b>3</b>
<b>4.0 Technical Requirements .....</b>	<b>3</b>
A. Architectural .....	3
B. Signage .....	4
C. Electrical.....	4
D. Plumbing and Fire Protection.....	4
<b>5.0 Building Permit .....</b>	<b>5</b>
<b>6.0 Construction .....</b>	<b>5</b>

## 1.0 Purpose

- A. The purpose of these design standards is to provide Concessionaires/Designers of Record with the Department of Aviation (DOA), Planning & Development Bureau (P&D) minimum technical requirements for submitting a Temporary Kiosk project for review and approval.

## 2.0 Scope

- A. These design guidelines apply to all Concessionaires and their Designers of Record including Vendors, Contractors and Sub-Contractors.

## 3.0 General Requirements

- A. Temporary Kiosks are permitted for a period of Six (6) months maximum. Requests for extensions shall be submitted for review and approval.
- B. Temporary Kiosks shall be in an area that can be recessed and shall not encroach into the public circulation corridors. Recess shall include a minimum of 3 ft. for queuing.
- C. Submit the required documentation for the proposed Kiosk per the P&D Project Submittal & Review Standards (Section 1 of this Manual)
- D. Comply with the technical requirements of these standards.
- E. Construct/install the project in accordance with the P&D stamped/accepted drawings.
- F. Submit all revisions or modifications to the P&D stamped/accepted drawings for P&D review and approval.
- G. Obtain required building permits before start of any construction/installation work.

## 4.0 Technical Requirements

### A. Architectural

The kiosk design, even though is temporary, should provide a sense of belonging within its surrounding environment.

1. Overall kiosk measurements shall not exceed 9'-0" in height by 3'-6" wide.
2. Materials for construction and finishes shall be selected based on their durability, low maintenance requirements, hazard free, and energy efficient.
3. Hinges are to be fully concealed from view when door is closed and shall permit 120- or 170-degree door swing. Hinge crank shall be heavy steel with a concealed, integral self-closing spring mechanism.
4. Concealed storage for personal items shall be provided.
5. DOA Concessions and P&D shall review and approve the kiosk concept design
6. Kiosk design shall comply with all ADA and Building Code Requirements.

### B. Signage

1. Kiosk signage shall be integral to the unit.
2. Kiosks shall not have blade type signage.

3. Surface mounted box or cabinet type signs are permitted as part of the kiosk design.
  4. Signs shall be limited to trade name and logo/symbol only.
  5. Size of letters, logos and graphics shall be proportionate to the Kiosk design.
  6. Materials
    - a. Signs engraved or sandblasted in granite, marble or other stone are acceptable.
    - b. Sandblasted or etched signs on glass are acceptable.
    - c. Pin mounted letters shall not stand away from the background plane of the signage band more than two inches (2").
    - d. Formed plastic or injection molded signs, or vacuum formed letter signs are not permitted.
    - e. Signs fabricated from simulated materials such as plastic laminates are not permitted.
    - f. Hand lettered signs of any type are expressly prohibited.
  7. Lighting
    - a. No exposed raceways, ballast, transformers, or readily visible sign company names or labels are permitted.
    - b. Neon-formed letter tubing and/or neon tenant logos shall not be used.
    - c. Back lit, halo lit, front lit, rear-lit channel or halo-reverse-lit channel letters illuminated with neon with the rear face of each letter shall be no more than two inches (2") away from the background plane of the signage band.
    - d. Light sources shall be recessed or concealed.
    - e. All signs must be Underwriter Laboratory approved.
- C. Electrical
1. Provide One Line Diagram containing all electrical distribution equipment starting from the 480V Concessions Switchboard down to the 208/120V distribution panel powering the kiosk.
  2. Provide 208/120V panel schedule with load tabulation.
  3. Wiring
    - a. All wiring shall be in electrical metallic tubing, wire ways, approved raceways or cable trays. EMT may be used for concealed installations, but GRS should be used for exposed conduit. Only cast metal boxes should be used for exposed installation. EMT with compression fittings can be used in lieu of GRS with prior DOA approval and where the circuit is not subject to any mechanical damage. EMT with set screws is not allowed.

- b. Branch circuit conductors shall be minimum 12 AWG and shall be copper, type THHN/THWN unless otherwise noted. Minimum conduit size shall be  $\frac{3}{4}$ ".
- c. No reduced sized neutrals will be allowed. Each single pole over current device shall have its own separate neutral conductor.
- d. Neutral conductor sizes shall not be less than the respective feeder or phase conductor sizes.
- e. Power conductors shall be routed separately from all other conductor types.
- f. Include equipment grounding conductors sized per NEC with all power circuits
- g. Ensure feeders have amperage adequate for the loads to be served. Demand Factors are allowed in accordance with NEC

#### 4. Circuiting

- a. Home runs for receptacle, power, and lighting shall be indicated with an arrowhead, panel/terminal cabinet number, and circuit/terminal block number
- b. Identify the conduit size and then number and type of conductors it contains.
- c. For typical circuits, this information may be listed by general note. For example, "All conductors are 12 AWG THHN/THWN in  $\frac{3}{4}$  -inch conduit unless otherwise noted"
- d. Avoid shared neutral circuiting
- e. Group circuit homeruns where feasible and derate as required per NEC Table 310.15(B)(2)(a)
- f. Branch circuit design for general use power outlets shall be limited to no more than six receptacles per circuit. General use power outlets shall be NEMA 5-20R
- g. Except for life safety requirements, circuits shall not be connected to the emergency power
- h. Dedicated circuits shall be marked accordingly in the panel directory distinguishing them from the other circuits
- i. If any circuits from an existing panel are demolished first use these spare circuits for any new work before using existing spaces or spare circuit breakers.
- j. Include notes on the drawings to instruct the contractor to efficiently use wall space or electrical room space when installing new electrical equipment in order to maintain space for future work
- k. Provide list of demolished circuits and update circuit directories

#### A. Plumbing & Fire Protection

- 1. Concession/Designer/Contractor shall review existing sprinklers for clearance. If sprinkler heads are blocked, Concessionaire/Designer shall be responsible for relocating or adding new sprinkler heads per fire marshal standards. Drawings showing design intent shall be required.

2. If drainage is required, Concession/Designer/Contractor shall be responsible for routing waste to a DOA approved location. City of Atlanta Department of Watershed Management shall review and approve Grease Trap requirements. Any preparation or production sink shall require point of use Grease Trap with calculations.
3. If water is required for fire protection or domestic, Concession/Designer/Contractor shall be responsible for connecting to a DOA approved water line. An isolation valve for the concession that is accessible from the finish floor shall be required.
4. Concession/Designer/Contractor shall be responsible for replacing and/or repairing any surface/material that is affected/damaged by the Concession/Designer/Contractor's work.

## 5.0 Building Permit

- A. Concessionaire/Designer of Record shall submit the P&D/Atlanta Fire Department (AFD) stamped/accepted construction set of documents to the City of Atlanta, Office of Buildings (OOB) for review and issuance of a construction building permit.

OOB shall not review any submittal without the P&D/AFD seal of acceptance.

## 6.0 Construction

- A. All Concession projects shall be constructed in accordance with the P&D stamped/accepted documents.
- B. Any revisions or modifications to the Concessions P&D stamped/accepted documents shall be submitted to P&D for review and approval.
- C. Concessionaire/Designer/contractor shall be responsible for addressing/completing all "Conditionally Closed" comments as part of the construction work.