

## **Design Guidelines**

### **New York City Transit Authority Concessions**

Concession areas must meet a variety of site selection criteria to ensure that concessions are totally integrated into the station layout and will be positive additions to the transit environment. To reinforce these goals, the following design guidelines are provided to assist tenants in planning physical improvements and to ensure that the standards of the Metropolitan Transportation Authority (MTA) and the New York City Transit Authority (NYCTA) are met. Some prototypical designs are provided in the attached sketches.

Before construction can begin, licensees must submit plans prepared by a licensed architect or engineer to the MTA's Real Estate Department for NYCTA's approval. A close working relationship between the licensee, the architect or engineer, and MTA and NYCTA is encouraged during the development of plans for new construction or rehabilitation.

#### **1. General Guidelines**

- (a) The concession design must be totally compatible with its surroundings. Designers must look beyond the concession area for continuity of architectural expression.
- (b) Unique architectural features in the station such as mosaic friezes, marble bases, structural grids in ceiling slabs, materials, colors, and building alignments must be recognized and included in the proposed design.
- (c) Specific design guidelines as well as a selection of localized materials and colors will be assigned to individual sites. Designers are advised to communicate with the MTA's Real Estate Department before proceeding with design work.
- (d) All concessions must be fully enclosed. No selling activity will be permitted outside of designated concession spaces unless specifically approved in writing.
- (e) When a concession is situated between a free zone and a fare zone, separate customer areas are required so that customers cannot evade paying a fare via such concessions. Doors with access to both free and fare zones from selling areas should also be avoided.
- (f) Only custom-made trade fixtures of high quality are to be used in concessions. No promotional racks or shelves of inconsistent sizes or materials, or fixtures carrying commercial messages are permitted.
- (g) Air conditioning must be by means of self-contained units. No hot air may be exhausted into public station areas.

#### **2. Storefronts**

- (a) The horizontal alignments of storefront elements must be followed by all stores. Interfaces between stores should look continuous. Filler pieces must be used for gaps where required.
- (b) Concessions must be designed to be as transparent as possible throughout. Storefronts facing public passageways should be designed with the maximum feasible amount of full-length safety glass panels.

- (c) A full-height safety glass window, a glass door with a minimum height of 6'-8" and a 6" bulkhead base are required for all storefronts.
- (d) A sign band above the windows and door(s) approximately 10" high (dependent on available ceiling height and efforts to conform with adjacent established horizontal alignments) is required. The sign band must not protrude beyond the storefront line by more than 2".
- (e) Where concession walls are situated next to a stairway to the station platform level, the exterior of the walls may not be used for advertising for the concession; however, transparent storefront walls are encouraged as a replacement for existing concrete block walls in these situations.
- (f) Concealed roll-down security gates with open grille designs are preferred. The overhead gate housing must be recessed behind the storefront and sign band.
- (g) When ceiling height and structural obstructions do not permit the installation of a concealed roll-down gate, security may be achieved by using ½"-thick tempered laminated glass in doors and windows in lieu of security gates.
- (h) All framing must be made with anodized aluminum finish Kawneer permanodic #40 dark bronze or equivalent unless otherwise specified by NYCTA.
- (i) All solid parts of the storefront (except the sign band and filler pieces for ceiling vault openings) shall be surfaced with anodized "shadowform" aluminum with ½" grooves at c" on center in the same finish as the storefront framing unless otherwise specified by NYCTA.

### **3. Signage**

- (a) The sign band must be surfaced with flat bronze anodized aluminum and either furnished with stencil-cut, push-through white plastic letters or stick-on white vinyl letters not exceeding 60% of the sign band height. The sign band can also be left blank. Where low ceiling heights preclude adequate sign band heights, the sign band may be deleted and the concession identified by signage inside the store.
- (b) The wording of all exterior signs shall be limited to the announcement of store names, an NYCTA-approved logo, or a generic inscription (e.g., BOOK STORE, NEWSSTAND or the like).
- (c) The location of exterior signage shall be limited to the 10" overhead sign band, which may be back-lit, surface mounted, or blank.

### **4. Safety**

- (a) Concession doors should swing outward into the common space. A setback should be provided so that doors do not encroach more than 18" into the common area. Under no circumstances may a door serving a place of assembly (as defined by the New York State Building Code) swing into the concession space or against the direction of traffic.
- (b) Concession enclosures may not interfere with existing drains or manholes on the site.
- (c) The use of PVC and asbestos is prohibited. The use of other plastics is discouraged.
- (d) All materials used in concessions must be non-combustible.

- (e) Any plywood, lumber, or other combustible materials used in construction must be treated with a fire retardant and labeled as such by the manufacturer.
- (f) Party walls between licensed spaces are the responsibility of the respective licensee(s) and shall be concrete block with a minimum 2-hour fire resistance in accordance with the New York State Building Code.
- (g) There must be no penetrations in the concession party walls. If absolutely necessary, penetrations in party walls must be filled with a listed intumescent material that will not degrade the fire resistance of the wall.
- (h) The intended method of connection of sprinklers and other concession plumbing to the station's water and drain lines must be shown in detail and conform to the requirements of NYCTA.
- (i) If a sprinkler alarm is required for the concession, a combination strobe light and horn shall be used, mounted on a cast iron box on the outside of the concession, properly labeled with a permanently mounted sign.
- (j) All sprinkler alarm circuits shall be in a separate cutout fuse box, painted red, labeled, and locked. The sprinkler alarm feed shall be tied into the line side of the main breaker.

## **5. Electrical – General**

- (a) All utility lines are to be furnished and maintained at the sole cost of the licensee. Utilities may be tapped from and meters installed only in locations designated by NYCTA. A separate electric service is required for each concession.
- (b) All detailed electrical requirements shall be given in contract drawings or specifications, including specific catalog cuts for all lighting fixtures and electrical devices such as heaters, air conditioners, fans, etc. All applicable codes and NYCTA rules must be incorporated into all designs.
- (c) Electrical workmanship, equipment, and material shall be only that suitable for a rapid transit environment of the highest class and shall be applied in the best manner and according to the optimum rules and usages of electrical railroad work. Where no specific requirements are given, work and materials shall conform to the latest applicable standards of the New York State and National Electrical Codes.
- (d) All work done shall be subject to inspection by the MTA's Real Estate Department and NYCTA's Division of Infrastructure.
- (e) A Con Edison layout must be issued prior to starting any electrical work, unless the electrical service is to be provided by NYCTA.
- (f) All persons are prohibited from entering Electrical Distribution Rooms without proper authorization from and prior notification to NYCTA.
- (g) During concession rehabilitation, the licensee's contractor is to remove all existing concession electrical equipment with an NYCTA option for salvage.
- (h) Relocation of existing NYCTA light fixtures required by construction of the concession shall be incorporated in the concession design submittal, and the licensee shall incur all expenses for such removal.

- (i) All existing NYCTA electrical junction boxes that are enclosed within a concession space shall be made accessible to NYCTA personnel on demand. An approved sign shall be permanently mounted to the outside wall of the concession indicating the location of the existing NYCTA junction boxes within.
- (j) Any deviation from the specifications or approved drawings, including materials used, additional work orders, and change orders, must receive prior approval from NYCTA's Division of Infrastructure.

## **6. Electrical – Grounding**

- (a) All neutrals, including utility neutrals, shall be isolated from ground. All electrical services from the street shall have an insulating coupling installed between Con Edison and NYCTA property.
- (b) All conduit runs and their connections to electrical equipment shall be installed in such a manner as to ensure a continuous ground. All conduits connected to service equipment, meter pans, and disconnect switches shall be secured with locknuts and insulated ground bushings. An insulated (THHN) green ground wire no smaller than #8 copper shall be used to bond and ground all of the conduits and service equipment to the nearest NYCTA steel structure. The steel structure shall be drilled and tapped for a 3" x 20 machine screw. The ground wire shall also be fastened to all service equipment boxes by means of a 3" x 20 nut and bolt and an approved lug. The ground wire shall be attached to all insulated ground bushings in the box. All electrical equipment in the service area shall be grounded in this manner. The ground conductor may be enclosed in the same conduit with other conductors to prevent theft.

## **7. Electrical – Service Equipment**

- (a) All main disconnect switches for concessions shall be NEMA 12 100-amp frame, 60-amp fuse. No wire handle disconnect switches shall be used. Circuit breaker disconnect switches shall not be permitted. Meter pans shall be of the watertight type; knockouts shall not be permitted.
- (b) Switches and meter pans are to be properly labeled with a permanently mounted sign. Stenciling is prohibited.
- (c) All conduits connected to meter pans, disconnect switches, and end boxes shall be secured by means of an approved weather tight threaded hub.
- (d) Cast iron electrical junction boxes are not to contain knockouts.
- (e) All electrical boxes and condulets are to have neoprene gasket seals for covers.
- (f) All conduits are to have metallic locknuts and bushings at points of entry to boxes or panels. No PVC bushings are allowed. Electrical services, including all feeds to the concession, shall be installed in rigid galvanized conduit. No threadless fittings or aluminum pipes are permitted.
- (g) Conduit expansion fittings are to be installed with bonding jumpers at each location along the structure where an expansion joint exists or in conduit runs that are over 400' in length.

- (h) All conduits shall be mounted with approved straps and back spacers every 7' and every 5' adjacent to or across tracks.
- (i) The minimum size conduit to be used for the concession service is 1". The minimum size feed wire to be used for the concession service is #6 copper THHN or THWN.
- (j) The conduits of all feeders shall be properly identified at all switches and other equipment by an approved round orange plastic tag 1" in diameter.
- (k) All fastening devices shall be NYCTA approved. Plastic or lead anchors shall not be used. No shooting of studs and no drilling of steel beams are to take place without NYCTA approval. Bolts and machine screws shall not be less than 5/16" in diameter.
- (l) All conduit joints shall be protected by applying an approved compound to the threads before the conduits are screwed together.
- (m) All conduits shall be painted with two coats of paint: a primer and a second coat of paint to match the color of the surrounding structure. No spray painting is allowed.
- (n) There shall be no distance greater than 80' between pull boxes or condulets on any conduit run.
- (o) Inside the concession, all wires shall be copper, THHN or THWN, and no smaller than #12 wire.
- (p) The electrical panel located in the concession space shall have a main circuit breaker.
- (q) All equipment shall be mounted on spacers, kindorff, pads, etc. and shall not be mounted directly to floors, walls, or ceilings.
- (r) E.M.T. and NEMA Type 1 boxes are allowed inside the concession area only. B.X. is not allowed. One-half inch sealtight may be used in concealed locations. A separate ground wire must be used in all sealtight runs.
- (s) All electrical work done for NYCTA storage rooms designed and built by the licensee's contractor shall be done in 3/4" rigid conduit; all boxes shall be cast iron with no knockouts.
- (t) All fluorescent lighting fixtures within the concession space shall be installed with diffusers.
- (u) All elements of a concession's electric service, including remote meters, service switches and connecting lines, must be shown in detail and in scale on the site plan and other drawings.
- (v) A fused service switch must be provided between the meter and the distribution panel.
- (w) Electrical plans must indicate the route of the rigid conduit, the conduit size, the fastening method, the number of wires and the wire sizes.
- (x) Electrical plans must show distribution panels with each circuit specified.
- (y) Electrical plans must lie out and describe all lighting fixtures, outlets, and electrical equipment, as well as circuit distribution, conduit, and wire sizes for the same.