<div align="center">**Attachment 3**</div>

Concept Program

General:

Note The program information included below is for reference only and DOES NOT represent a complete list of programmatic requirements. Each facility and location shall be design specific to its use, needs and site-specific requirements. The spaces listed are included but NOT limited to.

Design professional will be responsible for design of 3000 to 5000 square foot cannabis dispensaries in New York State (All Regions), located in urban, suburban and rural settings.

The Program shall allow for the following spaces to be included, but not limited to:

Sales Areas
- **Reception Area:** enclosed or Open. Location specific
- **Check-in Area:** separate or combined with Reception, based on location.
- **Open Sales Floor and Display Area**
- **Branding Wall**
- **Sales counter and service space:** approximately 5-10 point of sale areas and/or kiosks,

Back of House – Area for staff to move, process, package and fulfill customer product and merchandise orders.
- **Product Receivables Area (Sallyport)**
- **Cannabis Processing Workroom**
- **Vault and/or Secure Storeroom Area**
- **Quarantine/Secure Waste Storeroom**
- **Office space(s) to accommodate dispensary personnel**
- **General Storage**
- **Restrooms – employees, handicapped accessible Restrooms.**
- **Janitor's Closet**
- **Electrical / Data / Security Closet**
- **Mechanical Room: if necessary**
- **Breakroom**

The cannabis retail dispensary floor plan and layout shall allow for the best disbursement and flow of clients / visitors while feeling inviting and personal. The layout of the dispensary should allow for both clear product displays and smaller areas for visitors to meet sales staff for a personalized experience. Circulation from "Back of House," areas to the sales area shall be shielded from customer view to the extent possible. The Vault door shall be shielded from customer view.

Shelving in the dispensary to clearly display products is preferred. Not only does this serve as a feature but it also functions to show the variety of items available. The floor display areas and/or Kiosks allow for visitors to view products up close and allow for a more personalized experience. Fob locks, touch pads and/or key codes should be installed on all display shelving.

Continuous counter areas running in the space allow people to spread out evenly and form a line if needed.

Security System – General Requirements:

Design and specify all products associated with a master security plan to include interior video surveillance, exterior video surveillance, interior access controls, exterior access controls and both interior and exterior intrusion systems. Provide a security floor plan for each location prior to build-out of each dispensary based on the master security plan.

All security shall be in compliance with New York State Department of Health security requirements. These items are listed below, and include but are not limited to:
1. Alarms – including a back-up alarm.
2. Motion Detectors
3. Video Cameras with 24 Hour Recording – ability to produce a still color photo at 9600dpi and date/time stamp
4. Duress/panic/holdup alarm at sales counter.
5. Glass break sensors
6. Automatic Voice Dialer or Digital Dialer
7. Failure Notification system - that provides an audible, text or visual notification of any failure in the surveillance system
8. Ability to remain operational during a power outage. Maintain all security equipment and recordings in a secure location. Restricted access to secure areas.
9. Perimeter around the facility must be illuminated.
10. Doors with pinless hinges
11. Secure network access

Cannabis Storage (Vault) – General Requirements

Storage of cannabis and ready for sale, packaged cannabis-containing products shall be stored within a secure room or approved safe in such manner as to protect against physical, chemical and microbial contamination and deterioration of the product.

> **Minimum requirements:**
> Walls and ceiling - framed with heavy gage metal studs and joists with 9-gage expanded metal mesh installed on the non-secure side of framing with tamper proof fasteners. The expanded metal mesh shall be concealed by wall and ceiling finishes.
>
> Doors assemblies – maximum duty ANSI/SDI A250.8 LEVEL4 rated assemblies with handicapped accessible, cylindrical or mortise, Security Grade 1 locksets.

Floors over occupiable space shall provide equivalent barrier as required for walls and ceilings and concealed in the floor assembly.

(Note: Vault Requirements may vary based on Local and Municipal law)
Maintain negative pressurization relative to adjacent rooms with dedicated exhaust and provide carbon filtration for odor control.

Dedicated HVAC unit for specific temperature and humidity control. System shall be capable of maintaining 70-75 F DB and 50-60% RH.

Windows – General Requirements
Exterior glazing systems shall meet all requirements of the current NYS/NYC Energy Conservation Construction Codes and include laminated glazing treated with security film that will not allow the glazing to fall out when broken. Glazing units to be set into mullion system that cannot be disassembled from the exterior. Privacy screening, roll-down security gates, and use of ballistic glass may be required (See NYC regulations). This will be determined by program and location. (See Roll-Down Gates)

Odor Mitigation
Marijuana facilities must implement and maintain appropriate ventilation and filtration systems to satisfy unwholesome or noxious odor nuisance standards that may be in place within the local jurisdiction.

Emergency Power Requirements
Facility will be outfitted with a backup system to provide continuous power for required systems, i.e.: security, others.

Parking
As applicable, consideration given to the impact on any adjacent residential properties.

Exterior Lighting
Consideration given to the impact on any adjacent residential properties.

Building Finishes
Interior & Exterior
Refer to finish options below to conform with the programmatic requirements defined herein.

Interior
1. Flooring Options:
    a. Luxury Vinyl Tile / Multilayer SPC with Acoustic Backing
       "Stone Plastic Composite" which has a solid PVC core
    b. Porcelain Floor Tiles – Through Body Color Must meet ADA guidelines for coefficient of friction

   c. Walk-Off Mats/ System - Commercial entrance mats are a highly-effective tool to trap dirt, moisture and debris from entering a facility, capturing particulates in the entryway and lobby, improving indoor air quality and reducing liability for slip and fall accidents.

   d. Carpet Tiles– Office areas only. Solution Dyed 6,6 Nylon.

   e. Polished Concrete – Stained

2. Wall Finish Options:

   a. General walls will be GWB over metal studs. (Also see Vault Section)

    i. Finishes for walls

     1. Paint - Benjamin Moore

      a. Acrylic Metal Primer V110 Series

      b. Eco Spec Interior Latex - Eggshell

      c. Advance Waterborne Interior Alkyd Semi-Gloss

     2. Vinyl Wall Covering – Contract Grade Type II

     3. Wall Protection for delivery areas – Acrovyn

3. Wall Base

   Thermoset Rubber Wall Base:

    a. 4" Straight or Toe

    b. Profiled/ Sculptured Wall Base System (Front of House)

4. Millwork and Display

   Follow AWI Standards for construction [Material | Architectural Woodwork Institute (awinet.org)](http://awinet.org)

5. Ceilings – Does not include Vault or secured areas.

   a. GWB soffits

   b. Acoustical Ceiling Tiles - USG, Armstrong

   c. Clouds and Canopies – USG, Armstrong

   d. Exposed Ceilings

   e. 3 Form – Light Box Wall –to-Ceiling

Branding Wall

Provide a branding wall to be completed by others.

Dedicated Wall Space (Branding Wall) in a prominent interior location: May include but is not limited to: Incorporating Themes via paint, wall covering and/or decorative feature wall.

Examples:

Wood, Sculptured Wall Panels, Back- Lit Glass and Resins (3 Form).Vinyl Graphics, Vinyl Wall Covering, Signage, Lighting

Furnishings, Fixtures, and Equipment
Including but not limited to:

> **Sales floor:** illuminated and/or non-illuminated display cases, custom millwork and countertops.
>
> **Employee break area**: microwave, refrigerator, lockers, shelving, markerboard, tackboard, automatic paper towel dispenser, waste receptacle, automatic soap dispenser.
>
> **Toilet rooms:** typical accessories including toilet tissue (roll) dispenser, automatic paper towel dispenser and/or electric hand drier, waste receptacle, automatic soap dispenser, countertop or mirror shelf, grab bars, napkin disposal unit, purse hook, and mirror unit.
>
> **General storage room**: metal storage shelving units.
>
> **Cannabis processing work room**: stainless steel cutting tables, UL certified scales and label printers.
>
> **Furnishings:** horizontal blinds or roller shades, waste/recycling receptacles, interior and exterior planters, wall-mounted hand sanitizer dispenser(s).
>
> **Furniture:** sales floor counter-height stools, consultation room table and chairs, break room tables and chairs.
>
> **Fixtures:** as required.

ATM Machines
TBD per Site Location

Security/Cameras Section
In addition to the standard equipment implied here (door contacts, holdup/panic button, cameras)- cameras typically connect to an onsite NVR (Network Video Recorder) contained within a small locking metal cage, which is the simplest method of restricting access and protecting this essential security equipment if the site is not equipped with a dedicated IT room for the licensee.

Point of Sale system/equipment
Point of Sale system software such as Leaf Logix. Hardware such as computers/iPads and scanners required as part of the system and must be compatible with the point-of-sale software Scanners compatible with Leaf Logix. May also need cash registers or cash drawers to connect as well.

Network infrastructure
In addition to the internet needs for POS system and regulatory reporting needs, the internet wiring and/or WIFI connection equipment must be adequate for the security cameras, unless these are hardwired or cellular only.

Roll Down Gate
Site specific but could be important for some areas as an added security measure for glass storefronts.

Exterior lighting
Landlord supplied exterior fixture may be inadequate for exterior camera function and may need to be supplemented (unless infrared cameras are required for the security system).

HVAC
Provide general building conditioning tied to Building Management System. Provide humidification for the vault, capable of maintaining 70-75 F DB, 50-60% RH. If the NVR equipment is located in a small, enclosed room, this room should be served by a separate hvac system (eg. split system) connected to the generator. Likewise, consideration should be given to the vault room, which will house products needing protection from extreme temperatures, and should potentially also be served by a separate HVAC system (eg. split system) connected to the generator. (Also, see Cannabis Storage (Vault) – General Requirements for additional requirements.)

Battery-back up / Generator
Project Specific requirement for Back-up Generators or Battery Back-up. The following systems should remain operational during a power outage:
Required:
- Access control for secure doors
- 24/7 remote alarm interface with security service or police force monitoring
- Camera surveillance system
- Camera recording equipment

Preferred:
- HVAC conditioning for IT/Data Room and Vault
- POS stations

Fire Protection System
Requirements per building code for retail business according to the construction classification of the building.

Building Signage
Interior and exterior building signage may include post and panel signage, panel signage, room identification panel signage, and dimensional letter signage. Signage packages will include foundations and power for post and panel signage, and power and attachment design for lighted dimensional letter signage. **Building signage will be tied to retail branding.**

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- END -