

# AFFORDABLE CARE SCOPE OF WORK CAD DRAFTER

## VERSION LOG:

Version	Date:	Revision notes:
1.1	5/21/25	Update formatting. Update objective.

## INTRODUCTION TO PROJECT:

Welcome to the Affordable Care Project with FSU!

Our goals for this project are to collect all the information needed for our client to design new stores. FSU will be acting as the client’s eyes and ears on site. Please pay attention for items that look out of the ordinary or expensive to correct. These will be new Affordable Cares and are typically vacant spaces.

CAD DRAFTER CRITICAL PROJECT INFORMATION:			
<b>Project Fee:</b>	Fee on Quickbase		
<b>Turnaround/Upload Time Frame:</b>	48 hours from Site Survey Completion		
FSU Project Contacts			
<b>Project Manager:</b>	Project Manager	<b>Project Coordination:</b>	Project Coordinator
<b>Project Manager Phone:</b>	303-355-7274	<b>Project Coordination Phone:</b>	303-355-7274
<b>Project Manager Email:</b>	Project Manager’s Email	<b>Project Coordination Email:</b>	scheduling@fsusurveyor.com
<b>FSU Project Escalation:</b>	Items from Scope of Work missing from Surveyor, Surveyor Uploads incomplete, or Surveyor Deliverables are late.		
<b>1. Project Manager:</b>	Project Manager		
<b>2. Vice President of Operations:</b>	VP of Operations		
<b>3. After Hours Contact:</b>	Project Manager’s Cell Phone		
<b>CAD Drafter Responsibilities:</b>	<ul style="list-style-type: none"> <li>○ Thoroughly review the Scope of Work and address any questions with the Project Manager prior to CAD Drafting</li> <li>○ Download and review Surveyor CAD, Field Drawings, and Photos</li> <li>○ Review Scope of Work thoroughly</li> <li>○ Make sure to use the latest CAD Template, (On Quickbase)</li> <li>○ Contact Project Manager with any issues or concerns</li> <li>○ Upload all documentation/deliverables to QuickBase within the required timeframe, send notification to Project Manager. Note: all deliverables must be completed in full prior to upload, partial deliverable uploads will not be accepted</li> <li>○ Enter amount of time it took to complete CAD Drafting</li> <li>○ Enter “date CAD Drafter deliverables in” in QuickBase upon uploading of deliverables</li> <li>○ CAD is to be completed to 100%, as if the CAD was going to be sent straight to the client</li> </ul>		

## CAD DRAFTER DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

### I. HAND DRAWINGS/FIELD DRAWINGS

<b>Extents/Column Dimension Plan</b> (CAD Drafter will use this information to complete CAD)	<ul style="list-style-type: none"> <li>○ Sketch of layout of the space with overall dimensions front to back and side to side noted. If columns exist within space, Full placement, size, and spacing dimensions will be required as part of this drawing or as a separate drawing if necessary. Photos of the overall dimensions as shown on the laser are required for this plan. Information included in these field drawings is listed below.</li> </ul>
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### II. CAD DRAFTER INFORMATION

<b>Floor Plan</b>	<ul style="list-style-type: none"> <li>○ Includes <u>ALL</u> walls, doors, windows (sill/header height), half walls, built-in cabinet/millwork/furniture, stairs, ramps, columns, and bump outs</li> <li>○ Must show demising wall and exterior wall thickness (if the exact thickness of the demising walls cannot be determined, draw them with an estimated thickness and note that it is an “assumed thickness”)</li> <li>○ Exact location of all material changes (floors, walls, and ceilings)</li> <li>○ Location of actual columns</li> <li>○ Exact location of any vertical floor changes, stairs, and/or ramps</li> <li>○ Ceiling heights annotation in <u>ALL</u> areas of the surveyed space including heights to soffits and headers.</li> <li>○ Exact placement if visible:             <ul style="list-style-type: none"> <li>▪ Ceiling type transitions</li> </ul> </li> <li>○ Soffit and Header locations with AFFs</li> <li>○ Photo Keys will show on this layout</li> </ul>
<b>Major Mechanical, Electrical, &amp; Plumbing (MEP)</b>	<ul style="list-style-type: none"> <li>○ Mechanical: Exact placement of <u>ALL Major</u> mechanical elements including AFFs.             <ul style="list-style-type: none"> <li>▪ Gas meter, thermostat, remote temp sensor, HVAC Unit</li> </ul> </li> <li>○ Electrical: Exact placement of <u>ALL Major</u> electrical elements including AFFs.             <ul style="list-style-type: none"> <li>▪ Exact size (W x H x D, and AFF) and placement of all major electrical and telecom equipment located within the Affordable Care space</li> <li>▪ Include <u>ALL</u> Electrical Panel Boxes, meters, transformers, disconnects, main distribution panels</li> <li>▪ Telecom equipment including demarc, tele/data boards, routers, 66 blocks, etc. (if located within the store)</li> </ul> </li> <li>○ Plumbing: Exact placement of <u>ALL Major</u> plumbing elements including AFFs.             <ul style="list-style-type: none"> <li>▪ Restroom fixtures and stalls</li> <li>▪ Grab bar size (length &amp; AFF) and location</li> <li>▪ Sinks, mop sinks, floor drains, and floor sinks</li> <li>▪ Hot water heaters</li> <li>▪ Clean-outs</li> <li>▪ Exposed water lines and gas lines</li> </ul> </li> </ul>
<b>Above Ceiling/Structure Plan</b>	<ul style="list-style-type: none"> <li>○ Exact placement of <u>ALL</u> structural elements including type, sizes (LXWxH), AFFs, and placement             <ul style="list-style-type: none"> <li>▪ Exact placement of all beams, joists, and any other structural elements</li> </ul> </li> <li>○ Deck and joist height annotation in the front, middle, and rear of the space</li> <li>○ Height annotation of <u>ALL</u> piping greater than 1” diameter in front, middle, and rear of space:             <ul style="list-style-type: none"> <li>▪ Sprinkler lines (main and branch)</li> <li>▪ Water lines</li> <li>▪ Gas lines</li> <li>▪ Sewer and plumbing</li> </ul> </li> <li>○ Placement, dimensions, AFF of the following:             <ul style="list-style-type: none"> <li>▪ RTU penetration drops and HVAC unit</li> </ul> </li> </ul>

<b>Site Plan</b>	<ul style="list-style-type: none"> <li>○ Google earth markup showing all utilities on the building, electrical room locations, HC parking locations, Ramp locations and dumpster locations.</li> </ul>
<b>Roof Plan</b>	<ul style="list-style-type: none"> <li>○ Plan showing exact placement of: <ul style="list-style-type: none"> <li>▪ All RTU and/or HVAC equipment</li> <li>▪ Exhaust fans, vents, and any other roof penetrations over surveyed space</li> <li>▪ <b>Collect RTU curb and RTU sizes</b></li> <li>▪ Areas of congestion and pipes over the surveyed space</li> </ul> </li> </ul>
<b>Photo Key</b>	<ul style="list-style-type: none"> <li>○ Floor plan with photos grouped by area or room</li> <li>○ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location.</li> <li>○ Above grid plan with group bubbles <ul style="list-style-type: none"> <li>▪ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. <b><i>General room photos are NOT accepted for this project</i></b></li> </ul> </li> </ul>

<b>III. PHOTOS</b>	
<b>Photos</b>	<ul style="list-style-type: none"> <li>○ Exterior photos <b>ARE NOT</b> to be taken at night</li> <li>○ Photos to include exterior of the building, any visible meters, parking lot, accessible parking, ramps, path of travel to building, all areas of the surveyed space including in suite restrooms. <ul style="list-style-type: none"> <li>▪ All meters must have a context/location photo and close-up of all plates or labels</li> </ul> </li> <li>○ Photo resolution: 1280 x 960 minimum</li> <li>○ Photos to be taken in landscape format only</li> <li>○ Photo sequence order: regardless of the order of the photos taken, the surveyor will reorder the photos to this sequence: <ol style="list-style-type: none"> <li>1. Exterior (front then rear)</li> <li>2. Interior</li> <li>3. Above ceiling</li> <li>4. Roof</li> <li>5. Extra space (remote power or phone room)</li> </ol> </li> <li>○ Interior photos: <ul style="list-style-type: none"> <li>▪ Complete store front photos</li> <li>▪ Corner photos facing into the space (each corner, 2 photos with your back in the corner facing the opposite corner. 1 eye level photo, 1 ceiling photo)</li> <li>▪ Architectural details such as millwork, wainscoting, structural relationships</li> <li>▪ Utility equipment (HVAC units, filter systems, water heaters, electrical, water, gas...etc.</li> <li>▪ Above ceiling photos: limited amount. Take several photos to document the duct placements and structure type.</li> </ul> </li> <li>○ Photo Folder naming protocol: <i>ACI_XXXXX_(5 digit site number)_Photos</i></li> <li>○ Photo naming protocol: <i>ACI_XXXXX_(5 digit site number)_###</i></li> <li>○ Any equipment outside of the space, MPOE, Dmarc, and panels.</li> <li>○ Detailed photos of any electrical panels that serve the space (detail photos of panels not within the space are still required) if equipment is not in the space please take a path of travel from the space to the equipment location.</li> <li>○ Close-up photos of: <ul style="list-style-type: none"> <li>▪ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire, as well as individual circuits on the box).</li> <li>▪ Meters.</li> <li>▪ MPOE and demarks.</li> <li>▪ Utilities that service the space</li> <li>▪ Rear door hardware from inside and outside of the space</li> <li>▪ Roof Equipment</li> </ul> </li> </ul>

<b>Roof Photos</b>	<ul style="list-style-type: none"> <li>○ Photos completely documenting the roof conditions</li> <li>○ Photos of all roof mounted equipment and their information plates/tags</li> </ul>
<b>Laser Photos</b>	<ul style="list-style-type: none"> <li>○ Folder Naming Protocol: <i>ACI_XXXXX_(5 digit site number)_Laser</i></li> <li>○ Photo Naming Protocol: <i>ACI_XXXXX_(5 digit site number)_###</i></li> </ul>

<b>IV. CAD Drafter CAD</b>	
<b>CAD</b>	<ul style="list-style-type: none"> <li>○ CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout</li> <li>○ Surveyor must provide a base CAD (<b>Completed on Site</b>) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, and soffits</li> <li>○ CAD must be saved in AutoCAD compatible format saved to version 2013</li> <li>○ Object snaps must be used</li> <li>○ CAD Drafter must use the correct project template and layers</li> <li>○ Door openings must be cut into walls</li> <li>○ CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed)</li> <li>○ CAD Drafter requested to annotate the title block with the following: CAD Drafter Name</li> </ul>
<b>CAD Saved As:</b>	<ul style="list-style-type: none"> <li>○ <i>ACI_XXXXX_CityST_CAD</i></li> </ul>

<b>V. TABLE SUMMARY</b>	
<b>Summary Table</b>	<ul style="list-style-type: none"> <li>○ The following SOW tables define required elements and placements in greater detail.</li> </ul>

	MAJOR FLOOR PLAN ELEMENTS: (REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
<b>FSU Default</b>	<b>Exterior Walls</b>	✓		✓	✓				<b>Include wall thicknesses</b>
	<b>Interior Walls, Partitions, Partial-Ht. Walls</b>	✓		✓	✓	✓			<b>Include wall thicknesses</b>
	<b>Bump-outs, Recesses, Niches</b>	✓		✓	✓	✓		✓	
	<b>Wall openings/Pass-Through</b>	✓		✓	✓	✓		✓	<b>Header/Soffit Call Out</b>
	<b>Columns, Embedded Columns</b>	✓		✓	✓	✓	✓		
	<b>Doors</b>	✓			✓	✓			
	<b>Windows</b>	✓		✓	✓	✓		✓	<b>-Include Mullion Detail -Include Sill Height -Include Header Height</b>
	<b>Vestibules</b>	✓		✓	✓	✓			

	MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
<b>FSU Default</b>	<b>Built-in cabinetry, countertops</b>	✓		✓	✓	✓		✓	
	<b>Built-in shelving</b>	✓		✓	✓			✓	
	<b>Built-in Furniture</b>	✓		✓	✓				
	<b>Built-up window display boxes</b>	✓			✓	✓			
	<b>Handrails (interior only)</b>	✓		✓				✓	
	<b>Floor hatches (access panels)</b>	✓		✓	✓				
	<b>Built-in Display Platforms</b>	✓		✓	✓	✓			
	<b>Steps, Ramps, Changes in Level</b>	✓		✓	✓	✓			<b>Include # and height of risers</b>
	<b>Escalators</b>	✓		✓	✓				
	<b>Elevator Shafts</b>	✓		✓	✓				
	<b>Restroom Partitions</b>	✓		✓	✓	✓			

	MECHANICAL ELEMENTS:	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	HVAC units	✓		✓	✓	✓		✓	
	Compressors	✓		✓	✓	✓			
	Evaporative coolers	✓		✓	✓	✓			
	Gas meters		✓					✓	
	Thermostats	✓						✓	
	Roof Deck Penetrations	✓		✓	✓	✓			

	MAJOR ELECTRICAL ELEMENTS: (All Elec. Elements)	Placement		Required measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Tel./Data boards	✓			✓	✓		✓	
	Electrical panels	✓			✓	✓		✓	
	Electrical meters	✓						✓	
	Timers	✓						✓	
	Disconnect switches	✓						✓	
	Control panels	✓						✓	
	Keypads	✓						✓	
	Transformers	✓		✓	✓	✓		✓	
	Server Equipment	✓		✓	✓	✓		✓	
	D-Marc	✓						✓	

	PLUMBING ELEMENTS:	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Toilets	✓						✓	<i>Provide CL dim to closest wall</i>
	Urinals	✓						✓	<i>Provide CL dim to closest wall</i>
	Hand sinks	✓						✓	<i>Provide CL dim to closest wall</i>
	Utility sinks, mop sinks	✓		✓	✓			✓	
	3-comp/2-comp sinks	✓		✓	✓			✓	
	Drinking fountains	✓		✓	✓		✓	✓	
	Floor drains, floor sinks	✓		✓	✓		✓	✓	
	Grab bars	✓		✓				✓	<i>Place to center of attachment</i>
	Clean-outs	✓					✓	✓	<i>-Indicate floor and wall clean outs -Provide AFF if wall clean out</i>
	Exposed plumbing (stub-outs, shut-offs)	✓					✓	✓	
	Water heaters/Insta-Hots	✓					✓	✓	
	Water meters		✓						
	Shower stalls	✓		✓	✓	✓			
	Visible Piping (hot water, Cold water, Vent, Sanitary, etc.)	✓		✓	✓		✓	✓	<i>-Provide AFF to bottom of pipe -Provide placement dim to closest wall</i>
	Restroom Accessories (Soap disp., TP, paper towels, etc.)								<b>NOT NEEDED</b>

	FIRE PROTECTION and LIFE SAFETY ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Fire Extinguishers								NOT NEEDED
	Fire Alarm Pulls								NOT NEEDED
	Fire pin (Ansul) Pull Panel								NOT NEEDED
	Fire alarm Control Panels								NOT NEEDED
	Sprinkler system equipment								NOT NEEDED
	Sprinkler Main lines							✓	-AFF to bottom of line, Front, Middle, and Rear of space
	Sprinkler Branch lines							✓	-AFF to bottom of line, Front, Middle, and Rear of space
	Sprinkler Heads							✓	-AFF to bottom of item, Front, Middle, and Rear of space

	ROOF PLAN ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Access Hatches	✓		✓	✓				
	Parapet Walls	✓		✓	✓	✓			
	Steps/changes in level	✓		✓	✓	✓			
	Drainage lines		✓	✓	✓				
	Direction of roof slope	✓							-Show with Arrow
	Roof Vents	✓		✓	✓	✓	✓		
	Exhaust fans	✓		✓	✓	✓			
	RTUs	✓		✓	✓	✓			
	RTU Curbs	✓		✓	✓				
	Condensers	✓		✓	✓	✓			
	Satellites	✓					✓		
	Roof Drains	✓		✓	✓		✓		
	Piping (Gas, Electrical, Conduit)	✓		✓	✓		✓	✓	
	Areas of Congestion		✓	✓	✓				
Penetrations	✓		✓	✓		✓			

	STRUCTURE PLAN / Above Ceiling ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Structural Beams	✓		✓	✓	✓		✓	Specify Type of Beams (Front, Middle, Rear of Space)
	Columns	✓		✓	✓	✓	✓		
	Joists	✓		✓	✓	✓		✓	Indicate Joist Spacing (Front, Middle, Rear of Space)
	Roof Deck	✓						✓	AFF In 3 Locations on the plan (Front, Middle, Rear of Space)
	Roof Penetrations	✓		✓	✓	✓		✓	
	Duct work/HVAC drops	✓		✓	✓	✓		✓	Show with 2" accuracy

	SURFACE FINISH ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Floor Finishes (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.)		✓						-Indicate finish in ALL rooms -Indicate location of material changes
	Baseboards		✓						-Indicate ALL locations
	Chair Rails / Wainscot / Slat Walls	✓		✓	✓	✓	✓	✓	-Indicate ALL locations
	Crown Molding		✓		✓	✓		✓	-Indicate ALL locations