

FOLLETT SCOPE OF WORK SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:
2021 V1.0 (Current)	08/27/2021	Minor Update
5.7	08/27/2019	Minor update
5.5	10/01/2018	Format update, hand drawing requirements updated, Section V & VI added
5.1-5.4	NA	Skipped to bring all SOWs to same numbering

INTRODUCTION TO PROJECT:

Welcome to the Follett 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.

SURVEYOR CRITICAL PROJECT INFORMATION:			
Project Fee:	Varies by total SF surveyed + Reimbursable travel		
Turnaround/upload time frame:	24 hours from site survey completion		
FSU project contacts			
Project Manager:	Jenna Miller	Scheduling:	Scheduling Department
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com	Scheduling email:	scheduling@fsusurveyor.com
FSU project Escalation:	For onsite survey issues		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Susan Young		
3. After hours contact:	Jenna Millers Cell Phone		
Dress Code:	Shirt with a Collar and Khaki or any non-denim trousers		
Reimbursable expenses:	<ul style="list-style-type: none"> o This project has reimbursable expenses. o Reimbursable expenses are due no later than 7 days from day of survey. Any expenses submitted past 7 days will not be paid. o Surveyor will fill out the expense report though their vendor portal on Quickbase o Receipts are required for all expenses 		
Surveyor responsibilities:	<ul style="list-style-type: none"> o Thoroughly review the Scope of Work, Address any question with Project Manager prior to survey o Coordinate with FSU the feasible survey dates, then book travel o Coordinate with site contact prior to survey for site visit timing & any additional requirements o Contact Project Manager with any on-site issues or concerns o Enter 'actual survey date' in Quickbase and date surveyor deliverables in' in Quickbase o Upload all documentation/deliverables to Quickbase on time, send notification to project lead. Note: all deliverables must be completed in full prior to upload, partial deliverable uploads will not be accepted o Invoicing will be done in Quickbase and within 7 days of uploading to FSU 		

SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

Extents/Column dimension plan	<ul style="list-style-type: none"> o Sketch of layout of 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. See attached examples in section V at the end of this Scope of Work.
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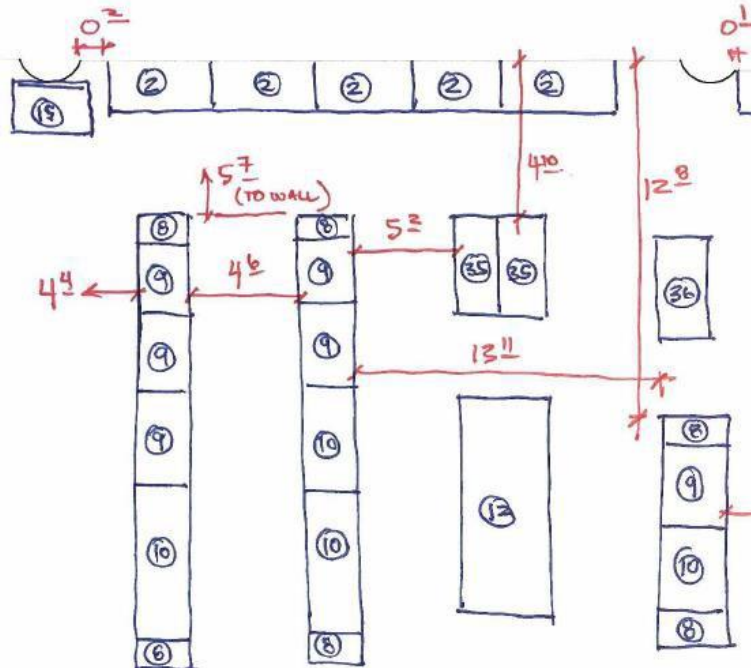
II. SURVEY INFORMATION (NON-SCAN)

Floorplan	<ul style="list-style-type: none"> o Includes all walls, doors, windows (sill/header height), half walls, built in cabinet/millwork/furniture, stairs, ramps, columns, and bump outs o 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) o Exact location of floor material changes o Provide room materials: Floor, Walls, Ceilings o Exact location of any vertical floor changes, stairs, and/or ramps
Full MEP	<ul style="list-style-type: none"> o Mechanical: Exact placement of all mechanical elements including AFFs. <ul style="list-style-type: none"> ▪ Exact size (W x H x D, and AFF) and placement of Mechanical equipment including wall/floor mounted heaters o Electrical: Exact placement of all electrical elements including AFFs. <ul style="list-style-type: none"> ▪ Exact size (W x H x D, and AFF) and placement of all major electrical and telecom equipment located within the Follett space. ▪ Include all Electrical Panel Boxes, meters, transformers, disconnects, main distribution panels ▪ Telecom equipment including demark, tele/data boards, routers, 66 blocks, etc. if located within the store. ▪ Include all wall and floor electrical/data/telephone outlets ▪ Include all wall mounted lights/sconces, cameras, sensors, lighting control panels, alarm key pad, music controls, thermostats, fire extinguisher/hose cabinets fire alarm equipment, fire alarm pull stations, fire strobes/horns, emergency lighting and any other wall mounted items not listed. o Plumbing: Exact placement of all plumbing elements including AFFs. <ul style="list-style-type: none"> ▪ Exact placement of all plumbing elements within the surveyed space ▪ Restroom fixtures and stalls ▪ Grab bar size (length & AFF) and location ▪ Sinks, mop sinks, floor drains, and floor sinks ▪ Hot water heaters ▪ Clean-outs ▪ Exposed water lines and gas lines <p>Note: If electrical/telecom equipment that serves Follett is not located inside the store, photo documentation of the path to get to the common area electrical/mechanical room and the Follett equipment will be required.</p>
RCP	<ul style="list-style-type: none"> o Ceiling heights in all areas of the surveyed space including heights to soffits and headers. o Exact placement of visible: <ul style="list-style-type: none"> ▪ Suspended ceiling T-grid

	<ul style="list-style-type: none"> ▪ Any transition from T-grid to other ceiling material ▪ Drop soffits and headers ▪ Vents, diffusers, exhaust fans ▪ Ceiling mounted light fixtures, sprinkler heads, access panels, speakers, cameras, sensors, electrical/data/phone outlets, fans, and any other not listed ceiling mounted item ▪ Track lighting-place all track lighting with accurate lighting head count (place track even if no heads are present)
<p>Fixture and Gondola Plan</p>	<ul style="list-style-type: none"> ○ Plan showing the exact location and size (L x W x H) of all fixtures (island and wall mounted) in the space including both moving and non-moving fixtures and gondolas in the FOH including the backing material of the fixture and gondola. ○ Clarification for gondolas and shelving: <ul style="list-style-type: none"> ▪ The surveyor must collect all the components of the fixture/gondolas. ▪ Example how many 4' or 3' sections make up the fixtures/gondola ▪ Fixtures sections are measured by outside to outside of each fixture, not the shelf. ○ Example of fixture/gondola: <div data-bbox="548 758 1328 1402" data-label="Image"> </div> <ul style="list-style-type: none"> ○ Example of the incorrect presentation of fixtures/gondola: <div data-bbox="532 1465 1372 1789" data-label="Image"> </div> <ul style="list-style-type: none"> ○ Example of the correct presentation of fixture/gondola:

5-8" PLAIN	4'-1" x 1'-5" x 4'-10" TALL	4'-1" x 1'-5" x 4'-10" TALL	4'-1" x 1'-5" x 4'-10" TALL
	SLAT WALL ROLLING UNIT	SLAT WALL ROLLING UNIT	SLAT WALL ROLLING UNIT

- o Example of a key plan for fixtures/gondolas

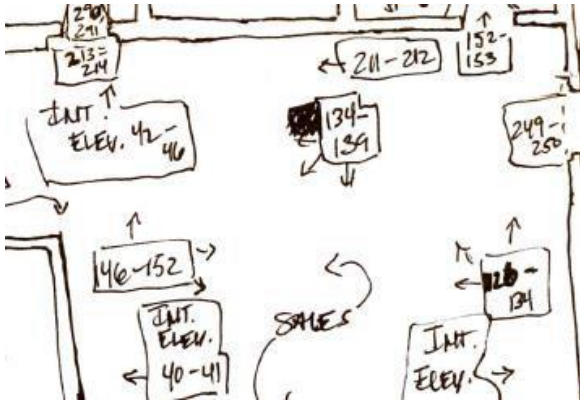
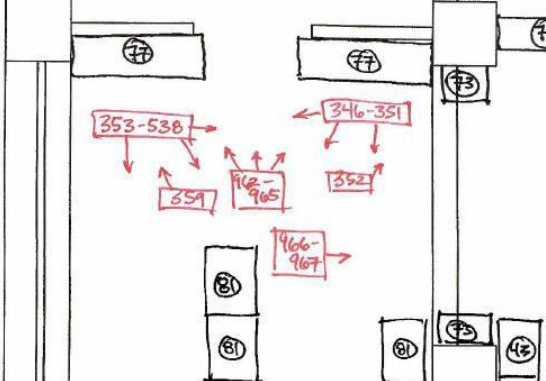


- o Example of a key plan description sheet

#	NAME	W	D	H	NOTES
64	T-SHIRT RACK	26	26	59	
65	CARDS	20	-	56	
66	CHIPS	16	-	50	
67	STUFFED ANIMALS	16	-	50	

Building elevations

- o Exterior elevation(s) of side(s) of the building where Follett will be placing signage, typically where Follett has an exterior entrance directly into their space and/or an entrance from a shared public interior space. If both exist then 2 exterior elevations are required.
 - Provide all elements on the exterior of the building including awnings, electrical equipment, life safety equipment, plumbing, signage, and any other items on the elevation of the building/space.
- o Interior elevations of all walls in FOH (Book sales only)
 - Interior demising and partition walls, half walls
 - Finished floor to ceiling or deck
 - Windows and doors
 - Wall mounted fixtures and counters

	<ul style="list-style-type: none"> Wall mounted electrical, plumbing, and mechanical equipment
Photo key	<ul style="list-style-type: none"> Floor plan with group bubbles Photo key must be provided with fixtures/gondolas showing Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. General room photos are not accepted for this project. Example of incorrect photo key presentation:  <ul style="list-style-type: none"> Example of correct photo key presentation: 
Field Drawings saved as	<i>o FLT_XXXX_CityST_FieldDrawings</i>

III. PHOTOS

Standard photos	<ul style="list-style-type: none"> Exterior photos ARE NOT to be taken at night Photos to include exterior of the building, any visible meters, parking lot, accessible parking, ramps, path of travel to Follett space, all areas of the surveyed space including in suite restrooms Photo resolution: 1024 x 768 minimum Photos to be taken in landscape format only Photo sequence order: regardless of the order of the photos taken, the surveyor will reorder the photos to this sequence: <ul style="list-style-type: none"> Exterior (front then rear) Interior Extra space (remote power or phone room) Photo naming protocol: FLT_5 digit site number_### Include any equipment outside of the space, MPOE, Dmark, and panels. Include detail photos of any equipment inside the space Include detail photos of any electrical panels that serve the space (detail photos of panels not within the space are still required) Interior elevation photos taken every 10'-15' along the perimeter wall of the sales floor/FOH area
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	<ul style="list-style-type: none"> ▪ Photos to include floor to ceiling elevation of the wall with overlap from photos ▪ Photos to be taken starting at the main entry door working clockwise around the sales floor. o Close-up photos of: <ul style="list-style-type: none"> ▪ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire, as well as individual circuits on the box). ▪ Meters. ▪ MPOE and demarks. ▪ Utilities that service the space. ▪ Roof equipment o Path of travel photos: <ul style="list-style-type: none"> ▪ Loading dock or delivery area to the Follett receiving room/area. ▪ Shared interior lobby to Follett space ▪ Follett space to public restrooms (if no restrooms in space)
Photos Saved as	<ul style="list-style-type: none"> o <i>Still Photos</i> <ul style="list-style-type: none"> o Folder 1: <i>FLT_XXXX_CityST_Photos</i> o Photo Naming Protocol: <i>FLT_XXXX(5 Digit Site Number)_###</i> o <i>Laser Photos</i> <ul style="list-style-type: none"> o Folder 2: <i>FLT_XXXX_CityST_PhotoLaser</i> o Photo Naming Protocol: <i>FLT_XXXX(5 Digit Site Number)_###</i>

IV. SURVEYOR CAD	
Surveyor CAD	<ul style="list-style-type: none"> o Surveyor must provide a base CAD (completed on site) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, soffits, and t-grid starts o Surveyor must guarantee the accuracy of their CAD to ¼ inch o Completed surveyor CAD must be saved in AutoCAD compatible format saved to version 2010 o Object snaps must be used o Surveyor must use the correct project template o Door openings must be cut into walls o Surveyor CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness even if it is assumed)
CAD Saved as	o <i>FLT_XXXX_CityST_SurvCAD</i>

V. REQUIRED HAND DRAWING EXAMPLES

Extents dimension
Plan

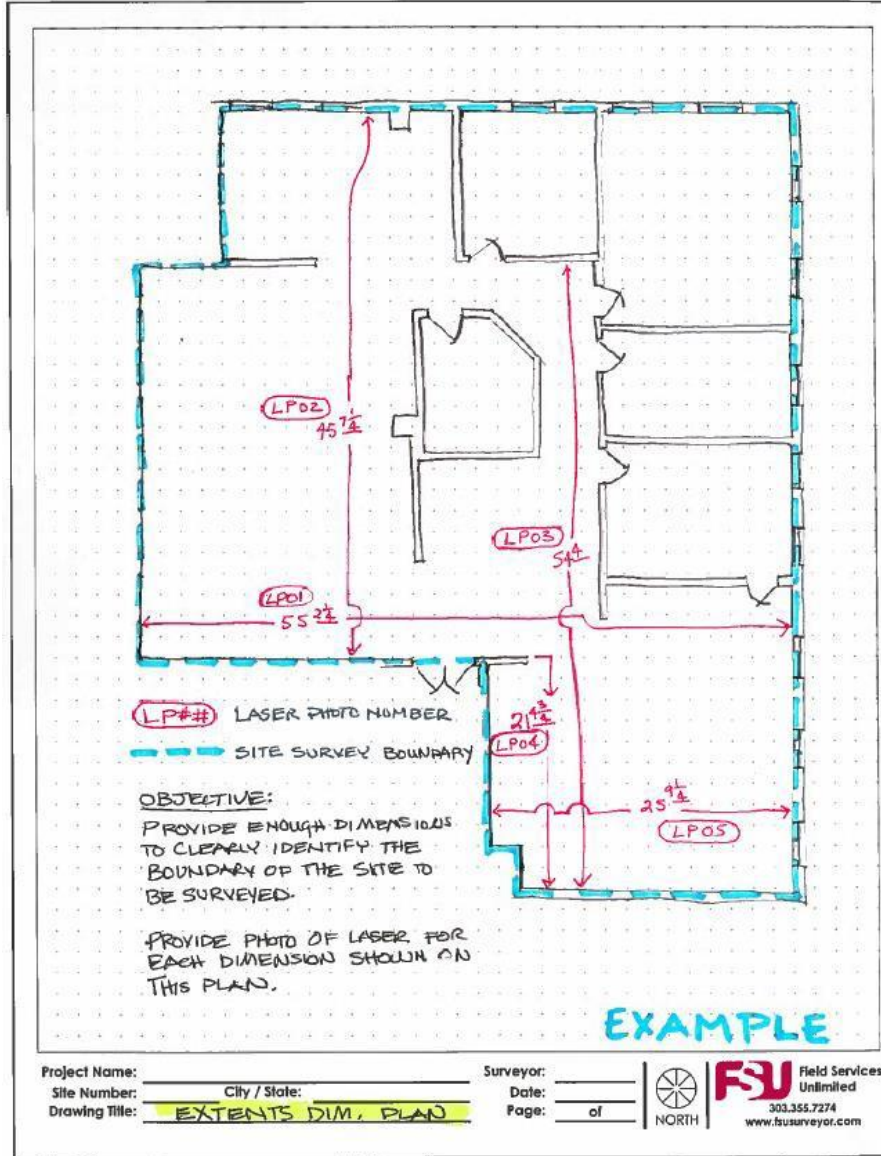
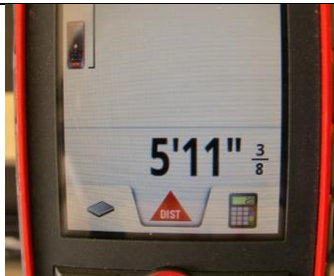
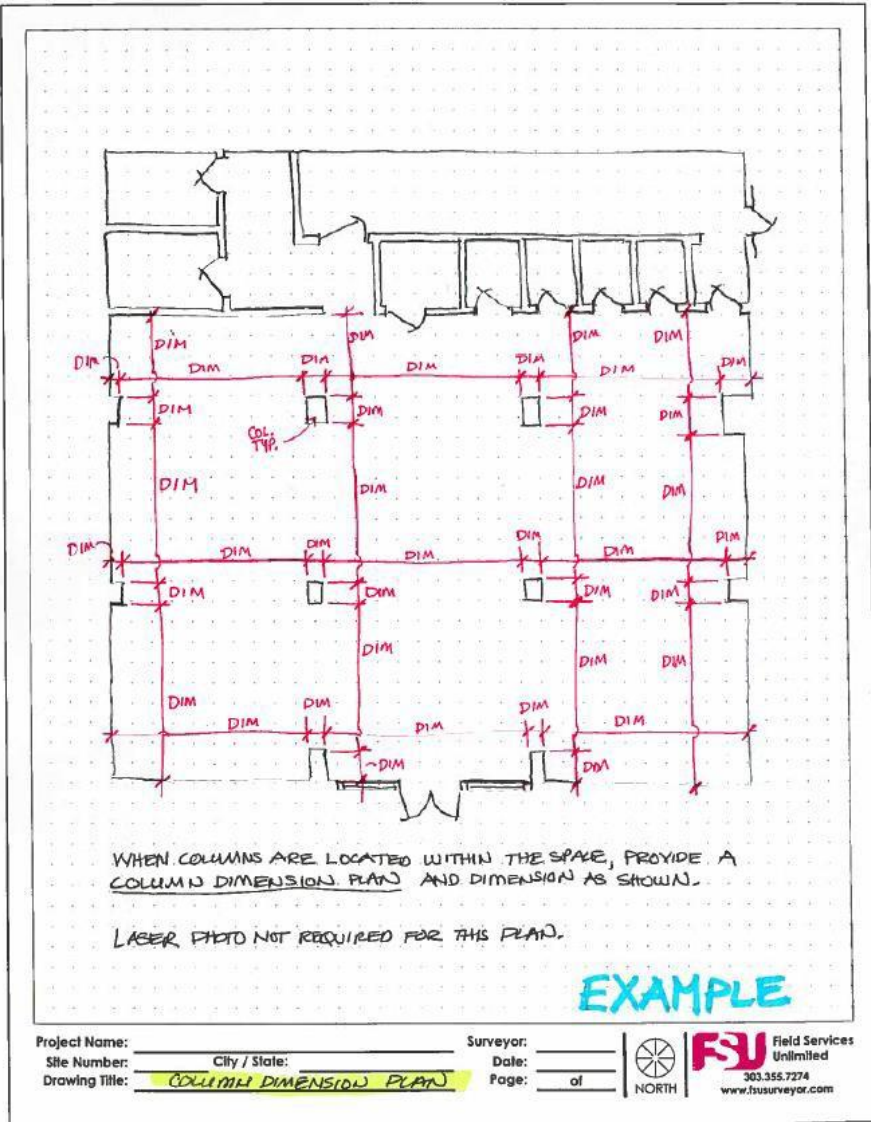


Photo of laser



Column dimension
Plan



VI. TABLE SUMMARY

Summary Table The following SOW tables define required elements and placements in greater detail.

	MAJOR FLOOR PLAN ELEMENTS: (REQUIRED IN SURVEYOR CAD)	Placement		Required measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Exterior walls	✓		✓	✓				Include wall thicknesses
	Interior walls, partitions, partial-ht. walls	✓		✓	✓	✓			Include wall thicknesses
		✓		✓	✓	✓		✓	
		✓		✓	✓	✓		✓	
	Columns, embedded columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
	Windows	✓		✓	✓	✓		✓	-Include mullion detail -Include sill hts.
	Storefront assemblies	✓		✓	✓	✓			Include mullion detail
Vestibules	✓		✓	✓	✓				

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

	MECHANICAL ELEMENTS:	Placement		Required measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	HVAC units	✓		✓	✓	✓		✓	
	Compressors	✓		✓	✓	✓			
	Evaporative coolers	✓		✓	✓	✓			
	Gas meters		✓					✓	
	Thermostats	✓						✓	
	Wall-mounted HVAC registers	✓			✓	✓		✓	
	Ductwork		✓	✓	✓	✓	✓	✓	Only needed if ceiling is open to deck
	Roof Deck Penetrations								NOT NEEDED
	HVAC (Registers, Grill, Diffusers)	✓		✓	✓	✓		✓	

	ELECTRICAL 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	✓		✓	✓	✓		✓	
	Key pads	✓		✓	✓	✓		✓	
	Transformers	✓		✓	✓	✓		✓	
	Server Equipment	✓		✓	✓	✓		✓	
	D-Marc	✓		✓	✓	✓		✓	

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

	FIRE PROTECTION and LIFE SAFETY ELEMENTS:	Placement		Required measurements						
		Exact	General	L	W	H	DIA	AFF	Notes	
FSU Default	Fire extinguishers		✓					✓		
	Fire alarm pulls	✓		✓	✓	✓		✓		
	Fire pin (ansul) pull panel	✓		✓	✓	✓		✓		
	Fire alarm control panels	✓		✓	✓	✓		✓		
	Sprinkler system equipment	✓		✓	✓	✓		✓		
	Sprinkler Main lines	✓						✓	✓	-AFF to bottom of line -Placement to closest wall -only needed if ceiling is open to deck
	Sprinkler Branch lines									NOT NEEDED
Sprinkler Heads									NOT NEEDED	

	FIRE PROTECTION and LIFE SAFETY ELEMENTS:	Placement		Required measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Fire alarm pulls	✓						✓	
	Fire strobes	✓						✓	
	Fire alarm control panels	✓						✓	
	Exit signs	✓						✓	
	Emergency Lights	✓						✓	

	SURFACE FINISH ELEMENTS:	Placement		Required measurements						
		Exact	General	L	W	H	DIA	AFF	Notes	
FSU Default	Floor finishes (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.)	✓								-Indicate finish in ALL rooms -Indicate loc. of material changes
	Baseboards									NOT NEEDED
	Chair Rails / wainscot / slat walls	✓		✓	✓	✓	✓	✓		-Indicate ALL locations
	Crown Molding		✓		✓	✓			✓	-Indicate ALL locations