

**FOLLETT
SCOPE OF WORK
CAD DRAFTER**

REVISION LOG:

Version	Date:	Revision notes:
V5.7	8/27/2021	Minor update

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 to items that look out of the ordinary or too expensive to correct.

CAD DRAFTER CRITICAL PROJECT INFORMATION:			
Project CAD Fee:	Varies with surveyed SF, Paid when paid terms apply		
Turnaround/upload time frame:	48 Hours from site survey completion (Depending on Square Footage)		
FSU Project Contacts			
Project Manager:	Jenna Miller	CAD Scheduling:	Jenna Miller
Project manager phone:	303-355-7274	CAD Scheduling phone:	303-355-7274
Project manager email:	jmillier@fsusurveyor.com	CAD Scheduling email:	jmillier@fsusurveyor.com
FSU Project Escalation:	For missing information, documentation, Email needs to be sent to Surveyor with Project Manager CC'd on email.		
1. CAD Scheduling:	Jenna Miller		
FSU project Escalation:	For issues with CAD content/surveyor missing information		
1. Project surveyor:	Provided in the assignment email, Please copy Jenna		
2. Project Manager:	Jenna Miller		
3. CAD Scheduling:	Jenna Miller		
CAD Drafter Responsibilities:	<ul style="list-style-type: none"> o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to CAD Drafting o Download and review Surveyor CAD, Field Drawings, and Photos o Review Scope of Work thoroughly o Make sure to use the latest CAD Template, (On Quickbase) o Contact Project Manager with any on issues or concerns o 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 o Enter amount of time it took to complete CAD Drafting o Enter “date CAD Drafter deliverables in” in QuickBase upon uploading of deliverables <p>CAD is to be completed to 100%, as if the CAD was going to be sent straight to the client</p>		

CAD DRAFTER DELIVERABLES:	
CAD Template:	FLT_XXXXX_City,ST_CAD Template 2019 V1.0
Template Type:	Client Template and Layering
CAD Version:	2010
CAD Sheet Size:	24 x 36
CAD Floorplan Orientation	Main entry facing right or bottom depending on space layout
Delivery to FSU	Quickbase Vendor Portal
CAD Deliverables:	A0.0 Title Sheet A1.0 Blockout Plan (Clients Floor Plan) A1.1 Reflected Ceiling Plan A1A.0 Photo Survey (Photo Key Plan) A2.0 Existing Elevations A2.1 Existing Elevations Overflow
CAD Blocks:	CAD drafter must use only the provided blocks and symbols that are included in the template, DO NOT adjust, change or delete any blocks or symbols.
CAD Saved As:	FLT_XXXXX_CityST_CAD
Layers:	See below for layers and descriptions

Layers:	
Name	Description
0	Used to create blocks, DO NOT place anything on this layer
A-Anno-Rmnm	Room Names
A-Anno-Tags	Elevation Number and Description
A-Area	Polyline used for Follett department areas
A-Blockout-Note	Note of Existing condition for the Blockout plan
A-Ceiling	Existing Ceiling
A-Clng-Grid	Existing Ceiling Grid
A-Clng-Ovhd	Exterior Overhead Elements, Awnings
A-Clng-Soffit	Existing Soffit
A-Clng-Symb	Ceiling and Light, Ceiling Mounted: (Exit Sign, Access Panel, Smoke Detector, Sensor, Speaker, Fire Strobe, Sprinkler, TV, Camera, WIFI, Ceiling Fan Projector, Outlets, Data)
A-Clng-Text	Ceiling Annotations
A-Cols	Structural Column Locations
A-Cols-Bubble	Column Gridlines Notations
A-Cols-Grid	Column Gridlines
A-Construction-Notes	Construction Notes
A-Dims	Architectural Plan Dimensions
A-Door Exist	Existing Door
A-Door-Header	Existing Door Header
A-Elev-Note	Elevation Notes
A-Elev-Symbol	Elevation Symbols
A-Floor-Exist	Existing Floor, Materials, and Condition
A-Fixt-Exist	All existing fixtures, furniture, gondolas, checkouts, register stations, all built-in cabinets or desks, and associated text
A-Floor-Transition	Location of floor transitions
A-Floor-Vert	Vertical floor changes, stairs, ramps, platforms, and stair break lines
A-Gen-Notes	General Notes
A-Glaz-Exist	Existing Glaz
A-Glaz-Mull-Exist	Existing Window Mullions
A-Glaz-Sill-Exist	Existing Window Sills
A-Lease-Line	Existing Lease Line
A-Photo-Tag	Photo Bubbles, 360 Photos
A-Sect-Iden	Section symbol
A-Titlsht-Notes	Title Sheet Notes
A-Wall-Exist	Existing Walls
Defpoints	
E-Lite-Emer	Wall Mounted, Emergency Light Locations
E-Lite-Exist	Existing Lights

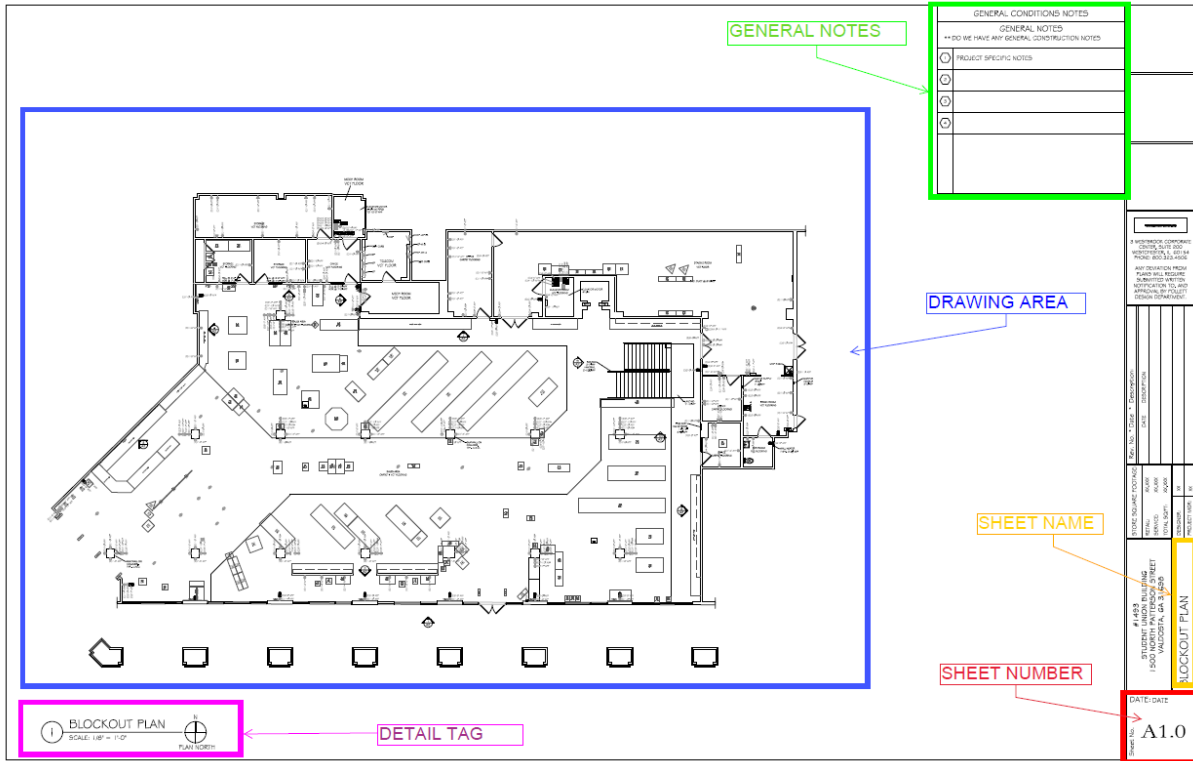
E-Lite-Note	Wall Mounted Lighting Notes
E-Power-Exist	Existing Power Locations, Wall Mounted: Outlet, Switches, Data, Tele, Conduit, Blank Plate, Junction Box, Sensor, Loud Speaker, Electrical Panel, Timer, Transformer, Disconnect Switch, Wall Mounted Camera, Wall Mounted TV, Security Mirror, Speaker, Wall Sconce, Light, Elevator Button, Projector Badge/Card Reader, Power Pole
E-Power-Exist-Note	All Notes for Existing Power, Annotation for E-Power-Exist
E-Sert-Eqpm	Security Equipment, Alarm Control Panel, Alarm Keypad
F-Prot-Exist	Fire Protections Ceiling Mounted Sprinklers
G-Anno-Titlsht	Title Sheet Annotations
G-Titlsht	Title sheet
G-Titlesht-Line1	Title sheet
G-Titlesht-Line2	Title sheet
Life Safety	Life safety Wall Mounted:(Fire Extinguisher, Fire Alarm Pull, Fire Alarm Strobe, Fire Alarm Horn, Ansul Pull, Smoke Detector, Fire Alarm Control Panel, Wall Sprinkler)
M-Mech-Exist	Existing HVAC, Wall Mounted: (Gas Meter, Thermostat, Remote Temp Sensor, Wall Diffuser, HVAC, Floor Vent)
M-Mech-Note	Mechanical Notes
M-Mech-Symbol	Mechanical Symbols, Supply Diffuser, Return, Exhaust Fan
P	Plumbing Accessories, Grab Bar, Clean Out, Floor Drain, Hose Bib, Stub Out, Wall Mounted Faucet
P-Eqpm	Plumbing Equipment, Toilets, Sinks, Fountains
T-Wifi	Ceiling Mounted, Wifi Router
Viewport	Viewports, Paper Space

SHEET A0.0 COVER SHEET

<table border="1"> <tr> <td>TITLE</td> <td>NAME</td> <td>EMAIL</td> <td>XXX-XXX-XXXX</td> </tr> <tr> <td>TITLE</td> <td>NAME</td> <td>EMAIL</td> <td>XXX-XXX-XXXX</td> </tr> <tr> <td>TITLE</td> <td>NAME</td> <td>EMAIL</td> <td>XXX-XXX-XXXX</td> </tr> </table>				TITLE	NAME	EMAIL	XXX-XXX-XXXX	TITLE	NAME	EMAIL	XXX-XXX-XXXX	TITLE	NAME	EMAIL	XXX-XXX-XXXX	PROJECT CONTACTS																																																																																																																
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Title Block	<ul style="list-style-type: none"> Fill in all title block information Site Name Address, City, St, Zip Code Update the total SF in the title block Sheet number: A0.0 Sheet name: Cover Sheet
Site Map	<ul style="list-style-type: none"> Use a google maps screenshot. Make sure that the image is not x-refed but embedded into the CAD file using "special paste" Show the entire school and the surrounding roads
Drawing index	<ul style="list-style-type: none"> Update this table every project to reflect sheets used on the site Confirm sheet A2.1 Existing Elevations Continued... is used or not used
Project contacts	<ul style="list-style-type: none"> Update the site number and school name only
Scope of Work	<ul style="list-style-type: none"> Not in scope, Do not change anything in this area
Project Address	<ul style="list-style-type: none"> Fill in the Follett site number, site name, and address Fill in this information in 2 areas, the sheet and the title block

SHEET A1.0 BLOCKOUT PLAN




Title Block	<ul style="list-style-type: none"> ○ Fill in all title block information ○ Update the total SF in the title block ○ Sheet number: A1.0 ○ Sheet name: Blockout Plan
Detail Tag	<ul style="list-style-type: none"> ○ Listed scale will match the viewport scale ○ Adjust north arrow to correct position
Drawing area	<ul style="list-style-type: none"> ○ Viewport: 1/4"=1'-0" if possible, 1/8" = 1'-0" is the smallest. If the drawing will not fit on 1/8" = 1'-0" then a key plan and blowup areas are required at 1/4"=1'-0"
General notes	<ul style="list-style-type: none"> ○ Not in Scope, Do not change anything in this area
Floorplan	<ul style="list-style-type: none"> ○ All doors, walls, windows, half walls, built ins ○ Indicate demising wall thickness, ○ Indicate exterior wall thickness at front and rear of space, or all walls that are exposed to the exterior. ○ Window sill and header heights ○ Show all soffits and ceiling type/height changes ○ Note all floor and wall finishes ○ Elevation markers for exterior storefront and interior elevations ○ All section and elevation callouts must match their corresponding detail location
All MEP (to be shown on Floorplan)	<ul style="list-style-type: none"> ○ 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 ○ 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.


	<ul style="list-style-type: none"> ▪ 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. <ul style="list-style-type: none"> ○ 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
--	--

SHEET A1.0-SHEET ELEMENTS: WALLS	
Layer	<ul style="list-style-type: none"> ○ A-Wall-Exist <ul style="list-style-type: none"> ▪ Existing walls, half walls
General information	<ul style="list-style-type: none"> ○ All walls must be snapped closed ○ No overlapping lines ○ Walls must be drawn in a continues line, not segmented ○ All demising walls around the space must show a depth ○ Drawing orientation should be with the main entry pointing down or to the right

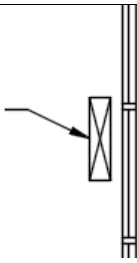

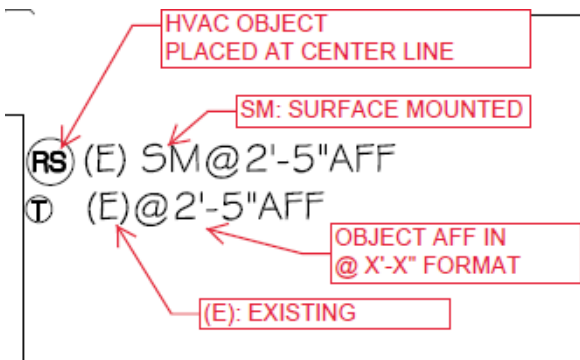
SHEET A1.0-SHEET ELEMENTS: DOORS	
Layer	<ul style="list-style-type: none"> ○ A-Door-Exist <ul style="list-style-type: none"> ▪ Existing doors and door jams ○ A-Door-Header <ul style="list-style-type: none"> ▪ Existing Door Headers
General information	<ul style="list-style-type: none"> ○ Must use client provided door blocks ○ Existing doors must be shown at 45 degrees open ○ All walls must be cut for doors ○ All doors must have header if they exist on site ○ All doors must show correct swing

SHEET A1.0-SHEET ELEMENTS: WINDOWS	
Layer	<ul style="list-style-type: none"> ○ A-Glaz-Exist <ul style="list-style-type: none"> ▪ Existing window glazing ○ A-Glaz-Mull-Exist <ul style="list-style-type: none"> ▪ Existing window mullions ○ A-Glaz-Sill-Exist <ul style="list-style-type: none"> ▪ Existing window sill ○ A-Blockout-Note <ul style="list-style-type: none"> ▪ Existing window sill and head height callout
General information	<ul style="list-style-type: none"> ○ Must show mullions and glazing ○ Must call out window sill and head height

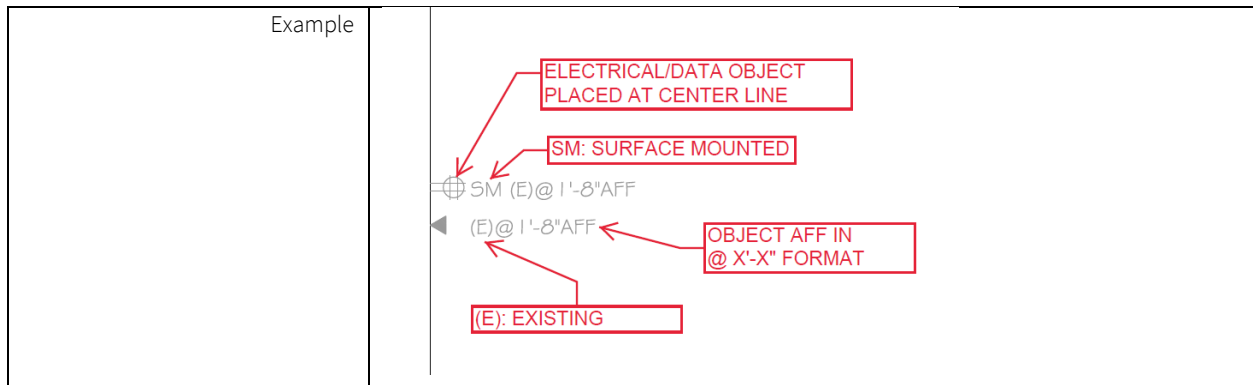
SHEETA1.0-SHEET ELEMENTS: ROOM CALLOUTS	
Layer	<ul style="list-style-type: none"> ○ A-Anno-Rmnm <ul style="list-style-type: none"> ▪ Room name ○ A-Floor-Exist <ul style="list-style-type: none"> ▪ Existing flooring ○ A-Blockout-Note <ul style="list-style-type: none"> ▪ Existing ceiling AFF
General information	<ul style="list-style-type: none"> ○ Every room must have a room tag
Example	

SHEETA1.0-SHEET ELEMENTS: FLOORING CHANGES	
Layer	<ul style="list-style-type: none"> ○ A-Floor-Transition <ul style="list-style-type: none"> ▪ Location of flooring changes and text
General information	<ul style="list-style-type: none"> ○ Show every flooring type transition ○ Do not use if a room has a different flooring ○ Apply text to each side of the transition to show material change
Example	

SHEETA1.0-SHEET ELEMENTS: MECHANICAL OBJECTS	
General Layer	<ul style="list-style-type: none"> ○ M-Mech-Exist <ul style="list-style-type: none"> ▪ Existing HVAC objects ○ M-Mech-Notes <ul style="list-style-type: none"> ▪ Existing HVAC notes
General information	<ul style="list-style-type: none"> ○ Examples of common HVAC objects (non-RCP objects) ○ All HVAC / mechanical objects must have a callout: (E)@X'-X" AFF ○ If wall mounted vent / diffuser call out L x W and AFF
Floor mounted diffuser Example	<ul style="list-style-type: none"> ○ M-Mech-Exising <ul style="list-style-type: none"> ▪ Existing floor mounted diffuser ○ E- M-Mech-Notes <ul style="list-style-type: none"> ▪ Callout

	<p>FLOOR MOUNTED HVAC VENT</p> 
<p>Wall mounted diffuser example</p>	<ul style="list-style-type: none"> o M-Mech-Exising <ul style="list-style-type: none"> ▪ Existing wall mounted diffuser o M-Mech-Notes <ul style="list-style-type: none"> ▪ Callout  <p>WALL MOUNTED HVAC VENT 8" X 10" @7'-11" AFF</p>
<p>HVAC controls and miscellaneous</p>	<ul style="list-style-type: none"> o M-Mech-Exising <ul style="list-style-type: none"> ▪ Existing HVAC controls o E- Power-Exist-Notes <ul style="list-style-type: none"> ▪ Callout  <p>RS (E) SM@2'-5"AFF T (E)@2'-5"AFF</p>

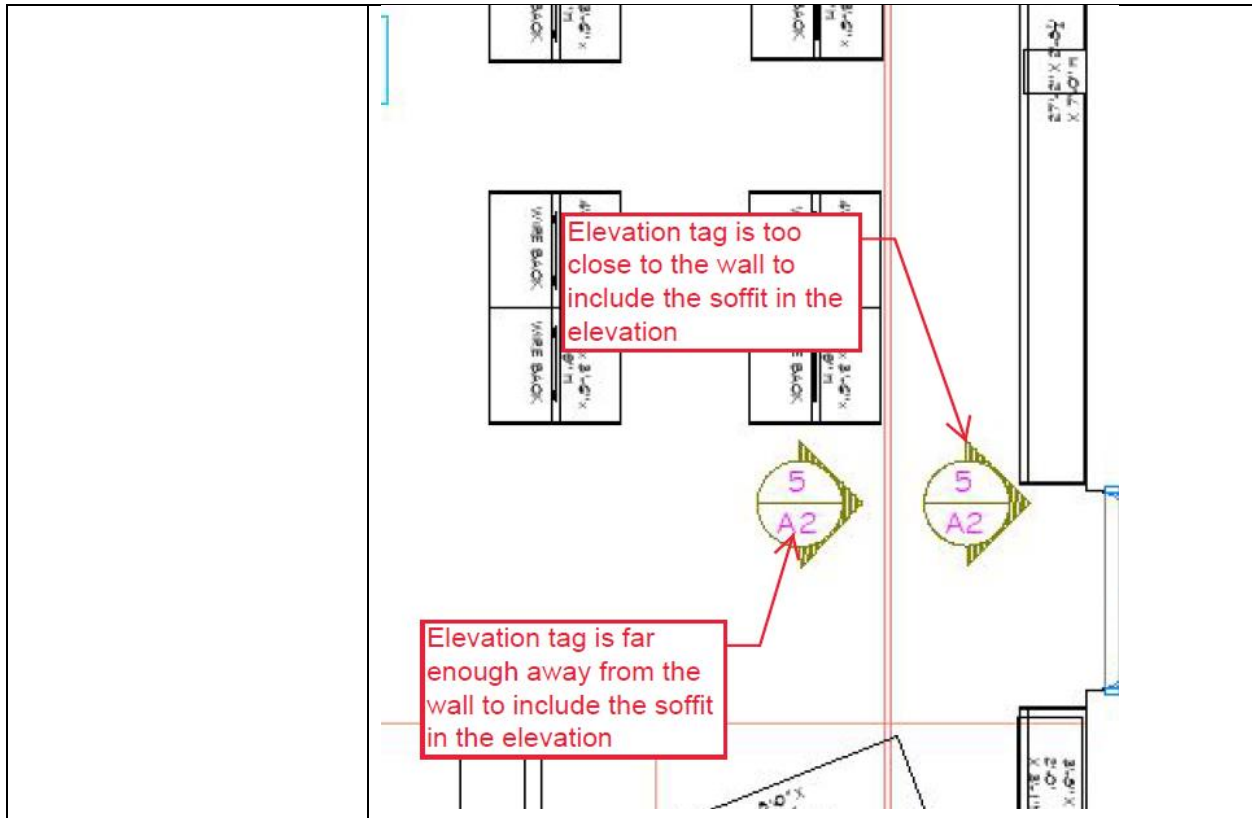
SHEETA1.0-SHEET ELEMENTS: ELECTRICAL OBJECTS	
<p>Layer</p>	<ul style="list-style-type: none"> o E-Power-Exist <ul style="list-style-type: none"> ▪ Existing electrical objects o E- Power-Exist-Notes <ul style="list-style-type: none"> ▪ Existing electrical objects notes
<p>General information</p>	<ul style="list-style-type: none"> o Placed by centerline of the object o MEP items will be placed exactly per the provided information from the surveyor. o Outlets, switches, data jacks, blanks, junction boxes, and any other non-life safety objects o All Electrical /data objects must have a callout: (E)@X'-X" AFF o For existing Follett sites, please place the server located in the BOH



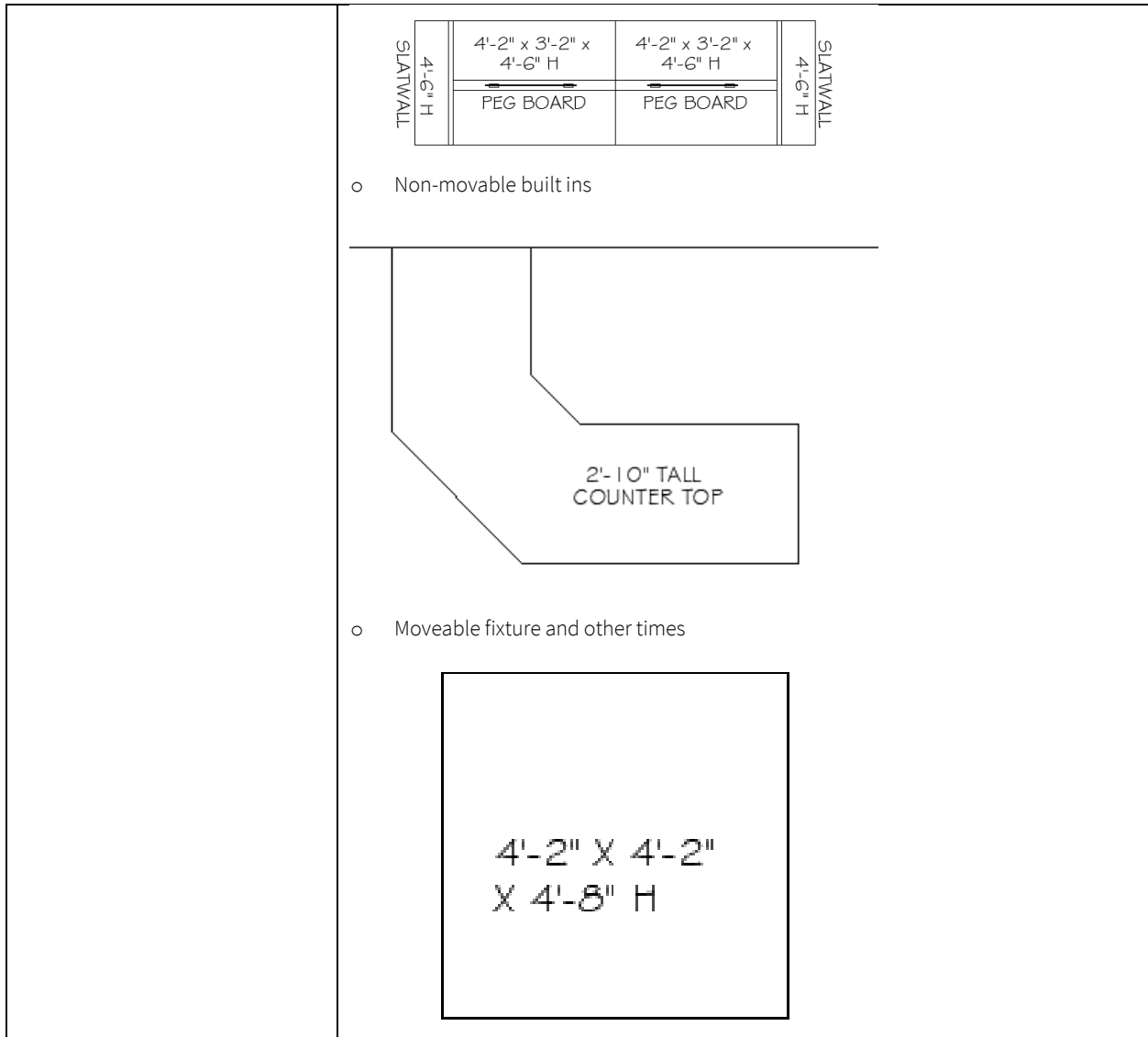
SHEETA1.0-SHEET ELEMENTS: PLUMBING OBJECTS	
Layer	<ul style="list-style-type: none"> o p <ul style="list-style-type: none"> ▪ Existing plumbing objects o P-Eqpm <ul style="list-style-type: none"> ▪ Existing plumbing fixtures o A-Blockout-Note <ul style="list-style-type: none"> ▪ Existing plumbing notes
General information	<ul style="list-style-type: none"> o All plumbing object wall or floor mounted o All wall mounted plumbing objects must have a callout: (E)@X'-X" AFF o Restroom grab bars o Toilets and sinks place by centerline
examples	

SHEETA1.0-SHEET ELEMENTS: LIFE SAFETY	
Layer	<ul style="list-style-type: none"> o Life Safety <ul style="list-style-type: none"> ▪ Existing life safety (fire strobes, fire pull, extinguishers, etc.) o E-Power-Exist-Notes <ul style="list-style-type: none"> ▪ Existing life safety notes

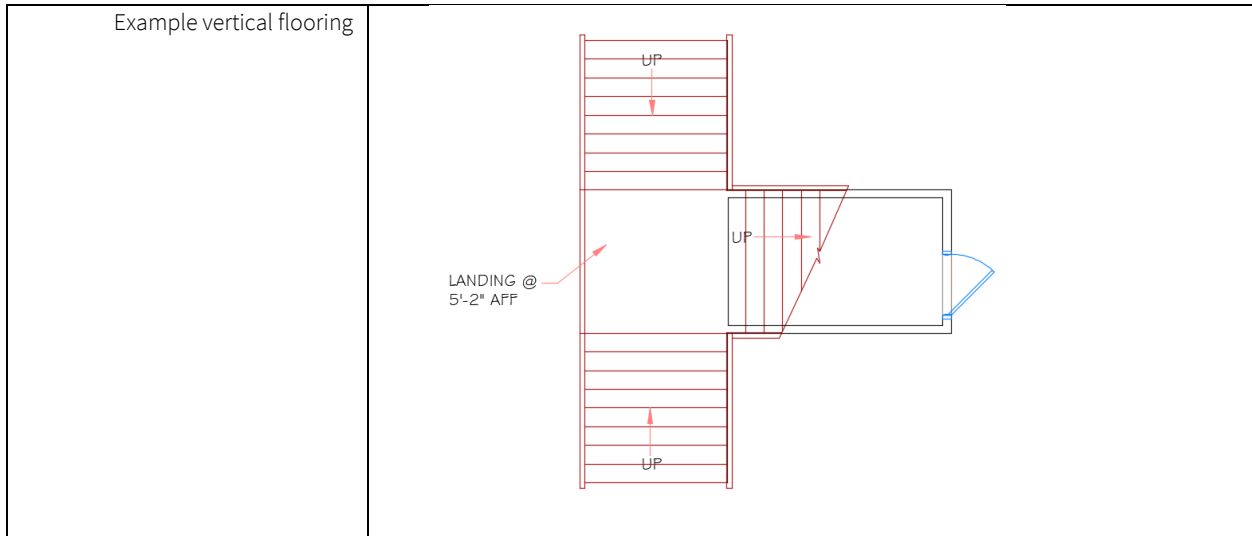
SHEETA1.0-SHEET ELEMENTS: GENERAL CALLOUTS AND NOTES	
Layer	<ul style="list-style-type: none"> o A-Elev-Symbol <ul style="list-style-type: none"> ▪ Elevations symbols o A-Blockout-Note <ul style="list-style-type: none"> ▪ Existing item notes
General information	<ul style="list-style-type: none"> o General notes for the blockout plan o Confirm elevation callouts match elevations o The first elevations must be the exterior elevations, then moving inside the sales floor counter clockwise around the space o No callouts or notes should overlap on the same sheet
examples	<ul style="list-style-type: none"> o Incorrect callout and note placement <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> o Correct callout and note placement <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> o Example of elevation call out locations



SHEETA1.0-SHEET ELEMENTS: FIXTURES, FUNITURE, AND GONDOLAS					
Layer	<ul style="list-style-type: none"> o A-Fixt-Existing <ul style="list-style-type: none"> ▪ All existing fixtures, furniture, gondolas, built in case work (including checkouts) pegboard/slat wall o A-Fixt-Existing <ul style="list-style-type: none"> ▪ All existing fixtures, furniture, gondolas, and built ins text 				
General information	<ul style="list-style-type: none"> o All wall mounted fixtures, gondolas, and furniture around the perimeter of book sales area, with size (W x D x H) and back panel type. (smooth, slat wall, peg board) o Gondolas must show panel sections and endcaps o All non-movable fixtures, gondolas, and furniture though the book sales area, with size (W x D x H) 				
examples	<ul style="list-style-type: none"> o Wall mounted fixtures/gondolas <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;">4'-0" X 1'-8" X 7'-2"H SLAT WALL</td> <td style="text-align: center;">4'-0" X 1'-8" X 7'-2"H SLAT WALL</td> </tr> </table> o Wall mounted panels <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;">4'-0" X 1" X 7'-0"H SLAT WALL</td> <td style="text-align: center;">4'-0" X 1" X 7'-0"H PEG BOARD</td> </tr> </table> o Non-moveable fixture/gondola 	4'-0" X 1'-8" X 7'-2"H SLAT WALL	4'-0" X 1'-8" X 7'-2"H SLAT WALL	4'-0" X 1" X 7'-0"H SLAT WALL	4'-0" X 1" X 7'-0"H PEG BOARD
4'-0" X 1'-8" X 7'-2"H SLAT WALL	4'-0" X 1'-8" X 7'-2"H SLAT WALL				
4'-0" X 1" X 7'-0"H SLAT WALL	4'-0" X 1" X 7'-0"H PEG BOARD				

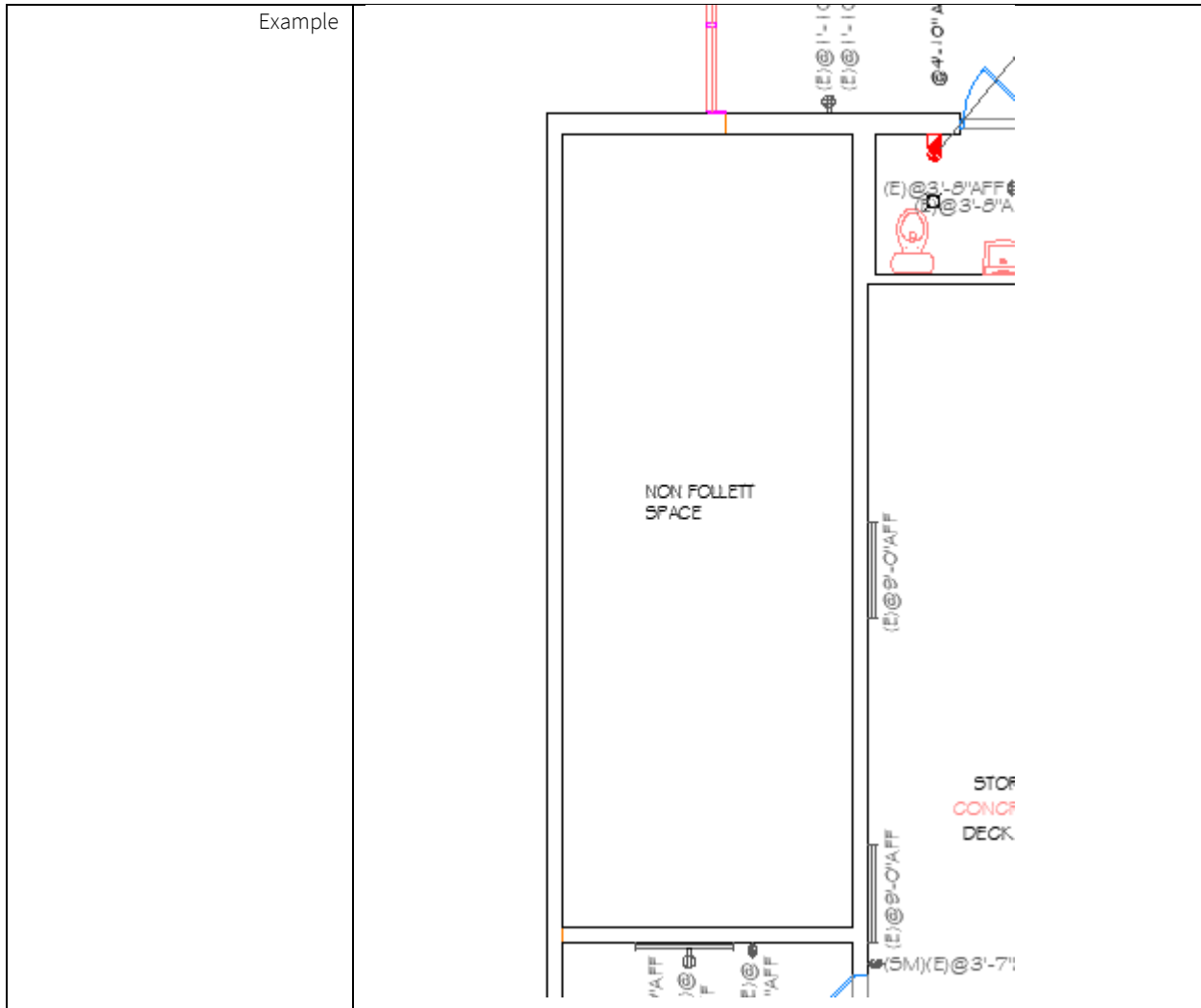


SHEETA1.0-SHEET ELEMENTS: VERTICAL FLOOR ITEMS	
Layer	<ul style="list-style-type: none"> o A-Floor-Ver <ul style="list-style-type: none"> ▪ Vertical floor changes, stairs, and stair break lines o A-Blockout-Note <ul style="list-style-type: none"> ▪ Vertical floor change notes
General information	<ul style="list-style-type: none"> o Show the exact location of all vertical floor changes, stairs, and use stair break lines.



SHEETA1.0-SHEET ELEMENTS: ELEVATORS	
<p>Layer</p>	<ul style="list-style-type: none"> ○ A-Wall-Exist <ul style="list-style-type: none"> ▪ Existing walls around elevator ○ A-Blockout-Note <ul style="list-style-type: none"> ▪ Elevator notes ○ A-Door <ul style="list-style-type: none"> ▪ Elevator doors ○ A-Door-Header <ul style="list-style-type: none"> ▪ Elevator door header
<p>General information</p>	<ul style="list-style-type: none"> ○ Show elevators with "X"
<p>Example</p>	

SHEETA1.0-SHEET ELEMENTS: NO ACCESS/NON-FOLLETT AREAS	
<p>Layer</p>	<ul style="list-style-type: none"> ○ A-Anno-Rmnm <ul style="list-style-type: none"> ▪ Room names
<p>General information</p>	<ul style="list-style-type: none"> ○ Use a callout to identify areas of no or limited access ○ Use a callout to identify areas that are not Follett's



SHEET A1.1 REFLECTED CEILING PLAN

GENERAL NOTES

GENERAL CONDITIONS NOTES

GENERAL NOTES

**DO WE HAVE ANY GENERAL CONSTRUCTION NOTES

PROJECT SPECIFIC NOTES

DRAWING AREA

SHEET NAME

SHEET NUMBER

REFLECTED CEILING PLAN

SCALE: 1/8" = 1'-0"

DETAIL TAG

A1.2

DATE/DATE

SCF PLAN

PROJECT: STUDENT UNION BUILDING
LOCATION: VANDERBILT, VA 30408
DATE: 10/15/2014
DRAWN BY: [Name]
CHECKED BY: [Name]
DATE: 10/15/2014

Title Block	<ul style="list-style-type: none"> o Fill in all title block information o Update the total SF in the title block o Sheet number: A1.1 o Sheet name: Reflected Ceiling Plan
Detail Tag	<ul style="list-style-type: none"> o Listed scale will match the viewport scale o Adjust north arrow to correct position
Drawing area	<ul style="list-style-type: none"> o Viewport: 1/4"=1'-0" if possible, 1/8" = 1'-0" is the smallest. If the drawing will not fit on 1/8" = 1'-0" then a key plan and blowup areas are required at 1/4"=1'-0"

SHEET A1.1-SHEET ELEMENTS: CEILING GRIDS & SOFFITS

Layer	<ul style="list-style-type: none"> o A-Clng-Grid <ul style="list-style-type: none"> ▪ Existing ceiling grid o A-Clng-Ovhd <ul style="list-style-type: none"> ▪ Existing overhead elements (bulkheads, beams, etc.) o A-Clng-Soffit <ul style="list-style-type: none"> ▪ Existing ceiling soffits o A-Clng-Symb <ul style="list-style-type: none"> ▪ All existing ceiling mounted items o A-Clng-Text <ul style="list-style-type: none"> ▪ Existing ceiling notes
General information	<ul style="list-style-type: none"> o All ceiling grids must be cut at walls and soffits o No overlapping lines

SHEETA1.1-SHEET ELEMENTS: CEILING HVAC OBJECTS	
Layer	<ul style="list-style-type: none"> ○ M-Mech-Existing <ul style="list-style-type: none"> ▪ Existing ceiling HVAC
General information	<ul style="list-style-type: none"> ○ All HVAC objects must be snapped to the grid (if applicable) ○ Use only blocks and symbols provided in the CAD template ○ No overlapping lines

SHEETA1.1-SHEET ELEMENTS: LIGHTING AND OTHER OBJECTS	
Layer	<ul style="list-style-type: none"> ○ Life safety <ul style="list-style-type: none"> ▪ Life safety items ○ A-Cng-Symb <ul style="list-style-type: none"> ▪ Ceiling mounted objects ○ T-Wifi <ul style="list-style-type: none"> ▪ Wifi routers and extenders ○ E-Lite-Exist <ul style="list-style-type: none"> ▪ All existing lights
General information	<ul style="list-style-type: none"> ○ Use only blocks and symbols provided in the CAD template ○ No overlapping lines

SHEET A1A.0 PHOTO SURVEY

DRAWING AREA

SHEET NAME

SHEET NUMBER

#1493 Valdosta GA
PHOTO SURVEY PLAN
SCALE: 1/8" = 1'-0"

SCHOOL NAME

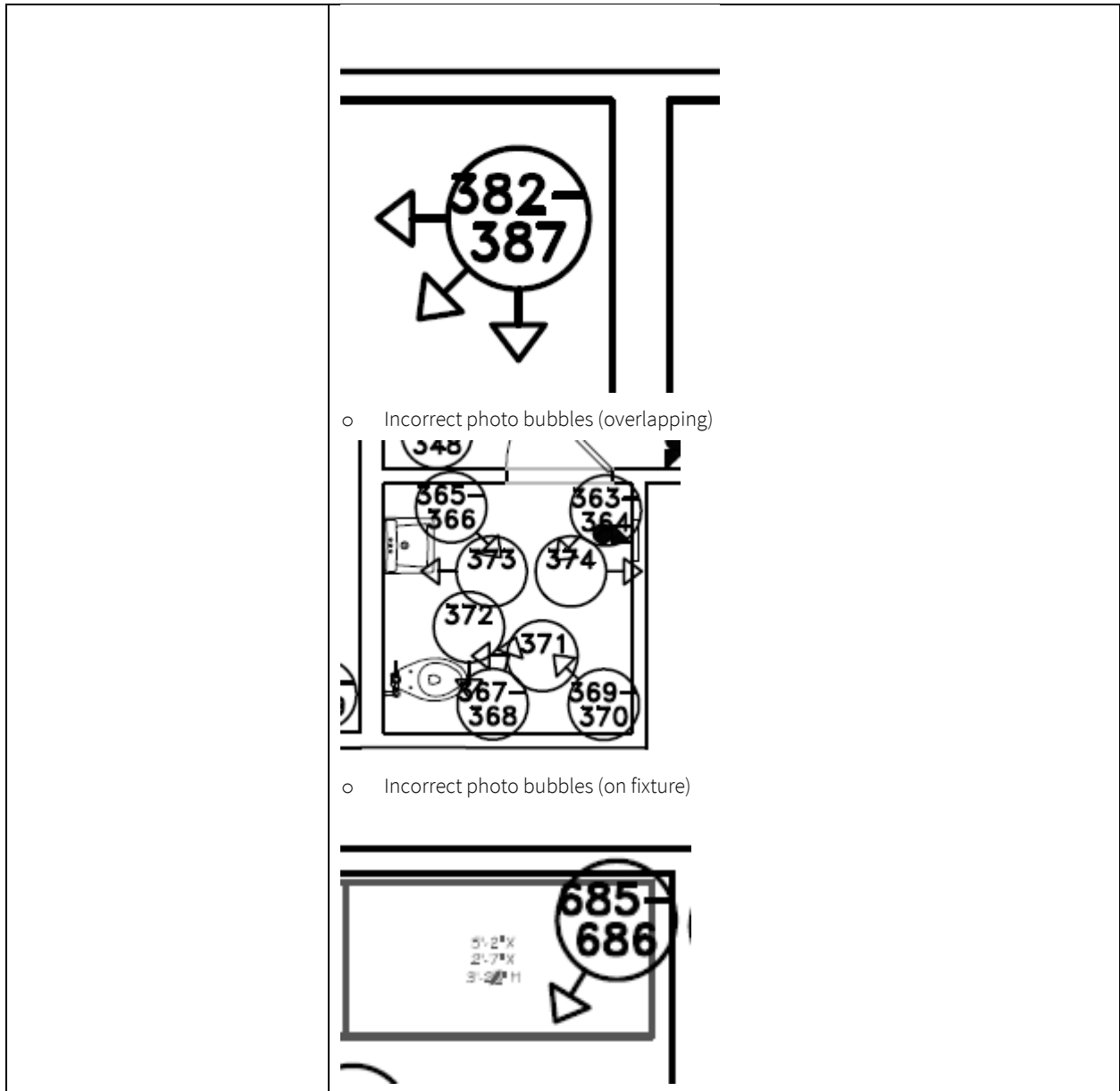
DETAIL TAG

DATE: DATE
A1A.0

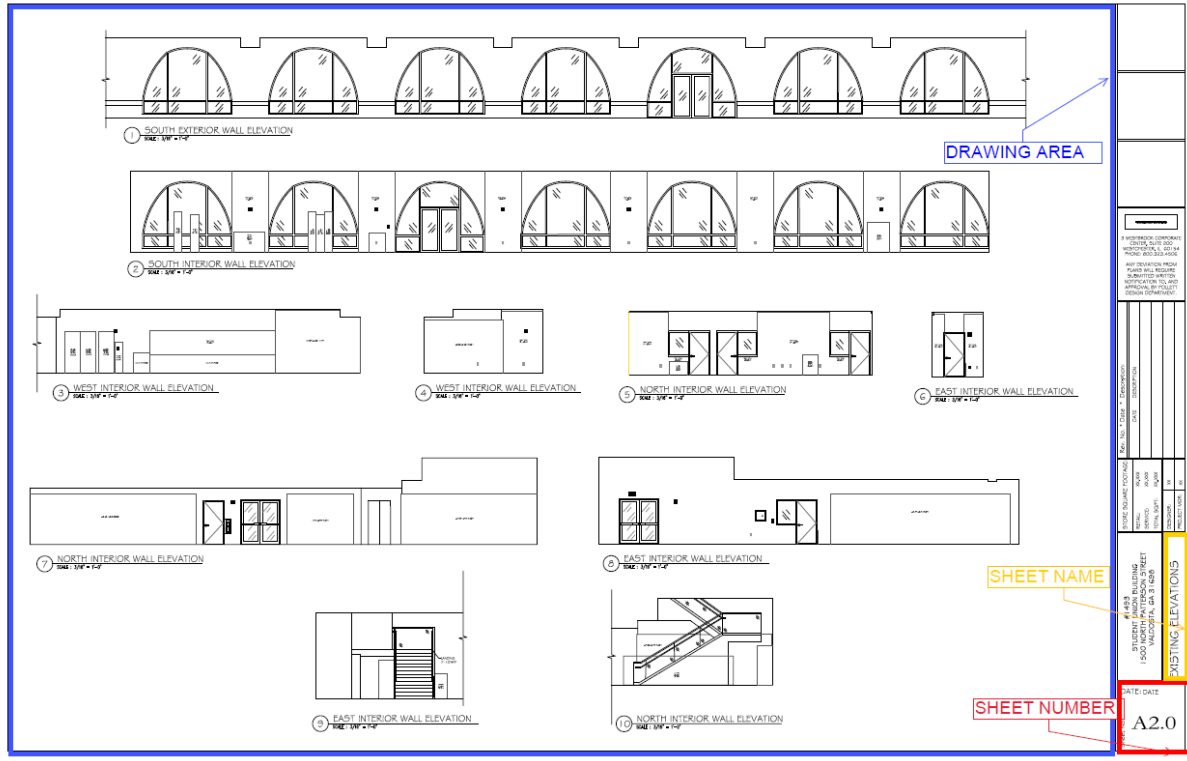
Title Block	<ul style="list-style-type: none"> o Fill in all title block information o Update the total SF in the title block o Sheet number: A1A.0 o Sheet name: Photo Survey
Detail Tag	<ul style="list-style-type: none"> o Listed scale will match the viewport scale o Adjust north arrow to correct position
School name	<ul style="list-style-type: none"> o Enter current project school name
Drawing area	<ul style="list-style-type: none"> o Viewport: 1/4"=1'-0" if possible, 1/8" = 1'-0" is the smallest. If the drawing will not fit on 1/8" = 1'-0" then a key plan and blowup areas are required at 1/4"=1'-0"

SHEETA1A.0-SHEET ELEMENTS: PHOTO BUBBLES

Layer	<ul style="list-style-type: none"> o A-Photo-Tag <ul style="list-style-type: none"> ▪ All site survey photo bubbles
General information	<ul style="list-style-type: none"> o Photo bubbles represent photo locations in groups o Photo locations will be provided by the surveyor in a photo key o No bubbles should overlap o No bubble should show more than 180 ° o Photo Survey sheet must show existing fixtures, furniture, and gondolas
Examples	<ul style="list-style-type: none"> o Correct photo bubble




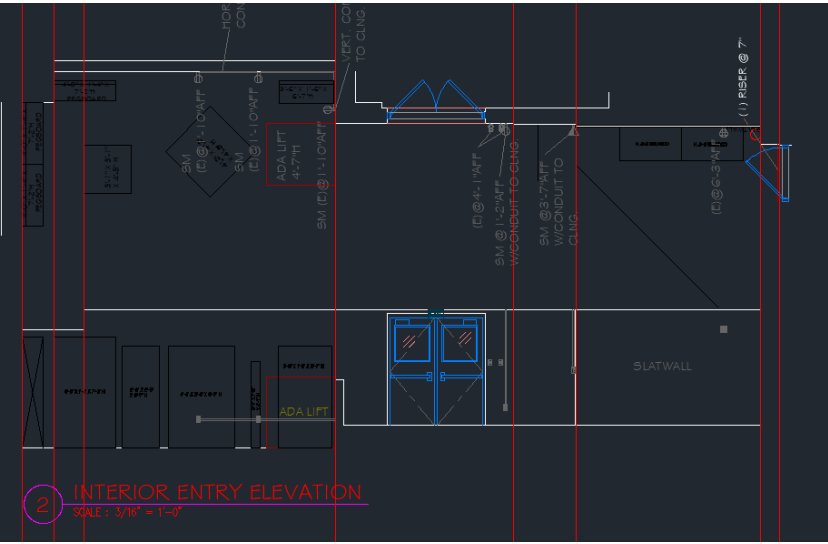
SHEET A2.0 PHOTO ELEVATIONS

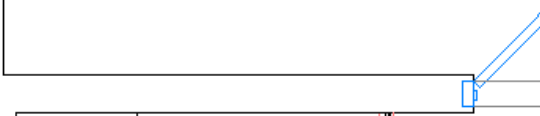



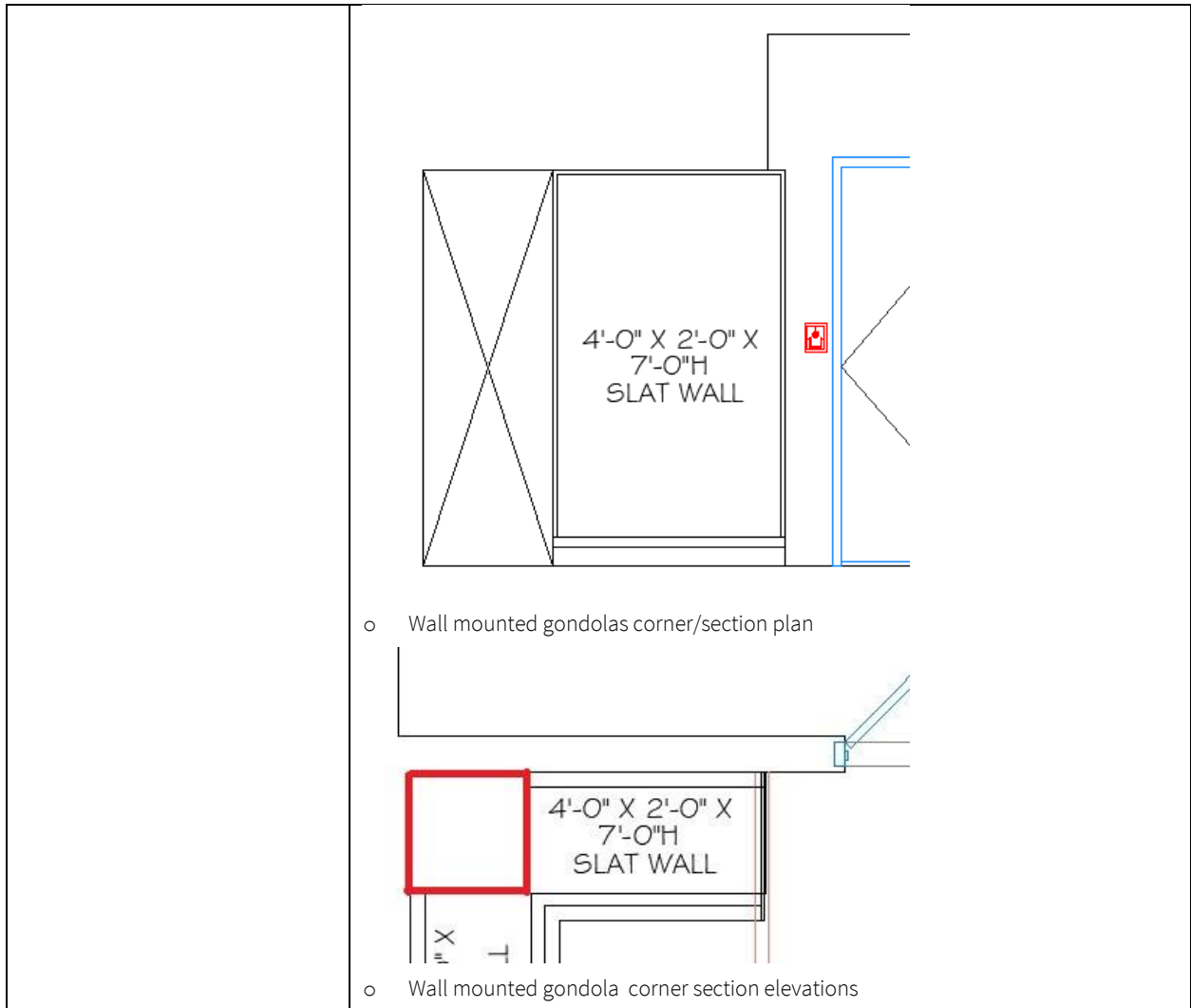
Title Block	<ul style="list-style-type: none"> o Fill in all title block information o Sheet number: A2.0 (A2.1 as needed) o Sheet name: Existing elevations
Detail Tag	<ul style="list-style-type: none"> o Each elevation should have its own detail callout o Each detail call out should have the wall direction on it
Drawing area	<ul style="list-style-type: none"> o CAD drafter is not required to set up this sheet. See drawing details below on how CAD drafter deliverables should look in MODEL space.

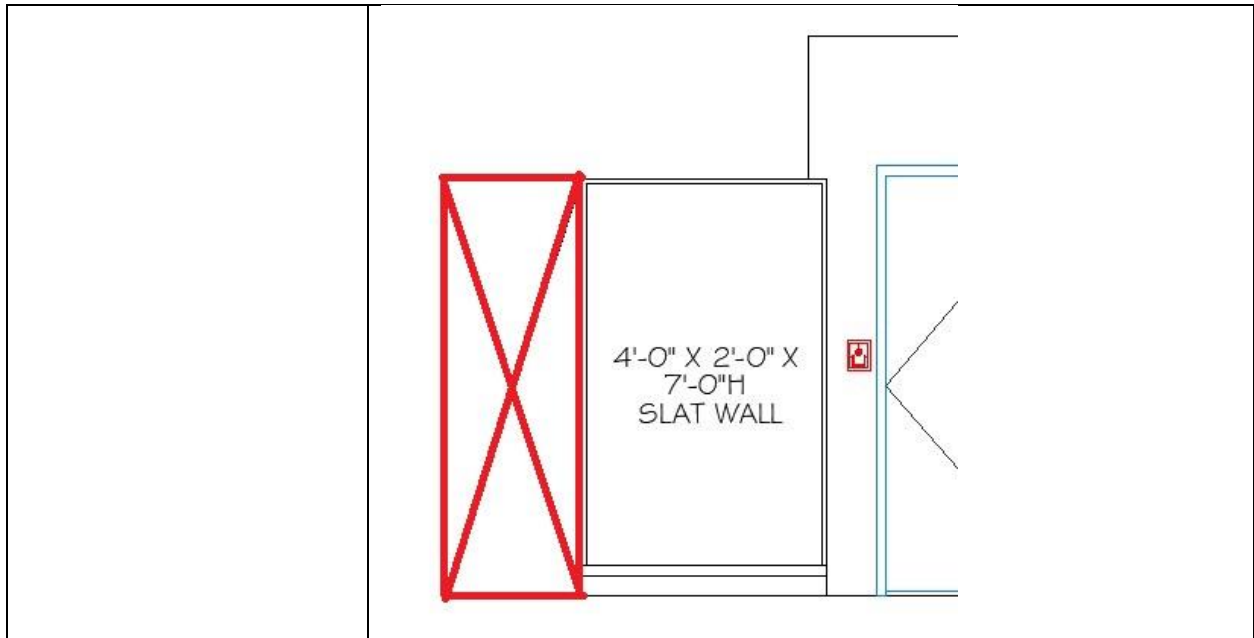
SHEET A2.0-SHEET ELEMENTS: EXISTING ELEVATIONS

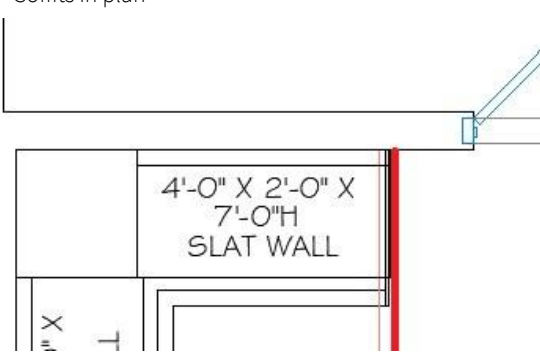
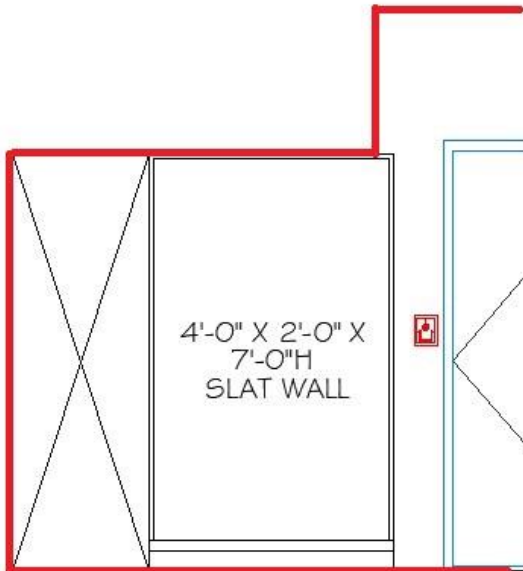
General information	<ul style="list-style-type: none"> o Use the same layers for items on the elevations and in the plans o All elevations must be drawn in the elevation area o Wall mounted fixtures and gondolas must show each section, not the overall length attached to the wall o Sections though wall mounted fixtures and gondolas will be shown as a box with an "X" o Areas that are open to beyond must show an "x" in the opening and text "Open to Beyond" o Soffits will be shown in elevation and section of the elevations o MEP items will be place to the centerline of the object both on plan and elevations unless noted otherwise o Door elevations will be on the correct layer, show the door swing with a dashed line, and show any glass and hardware on the door
Elevations area	<ul style="list-style-type: none"> o Layout elevations within the elevation area o X-clip or copy plan above each elevation

	<ul style="list-style-type: none"> o Add construction lines to show plan/elevations line up in elevation area
<p>examples</p>	<ul style="list-style-type: none"> o Elevation area <div data-bbox="565 310 1388 682"> <p>CAD DRAFTER: SHOW A TRIMMED PLAN FOR EACH ELEVATION FOR QC STAFF</p>  </div> <ul style="list-style-type: none"> o Individual elevations <div data-bbox="565 730 1388 1270">  <p>2 INTERIOR ENTRY ELEVATION SCALE: 3/16" = 1'-0"</p> </div>

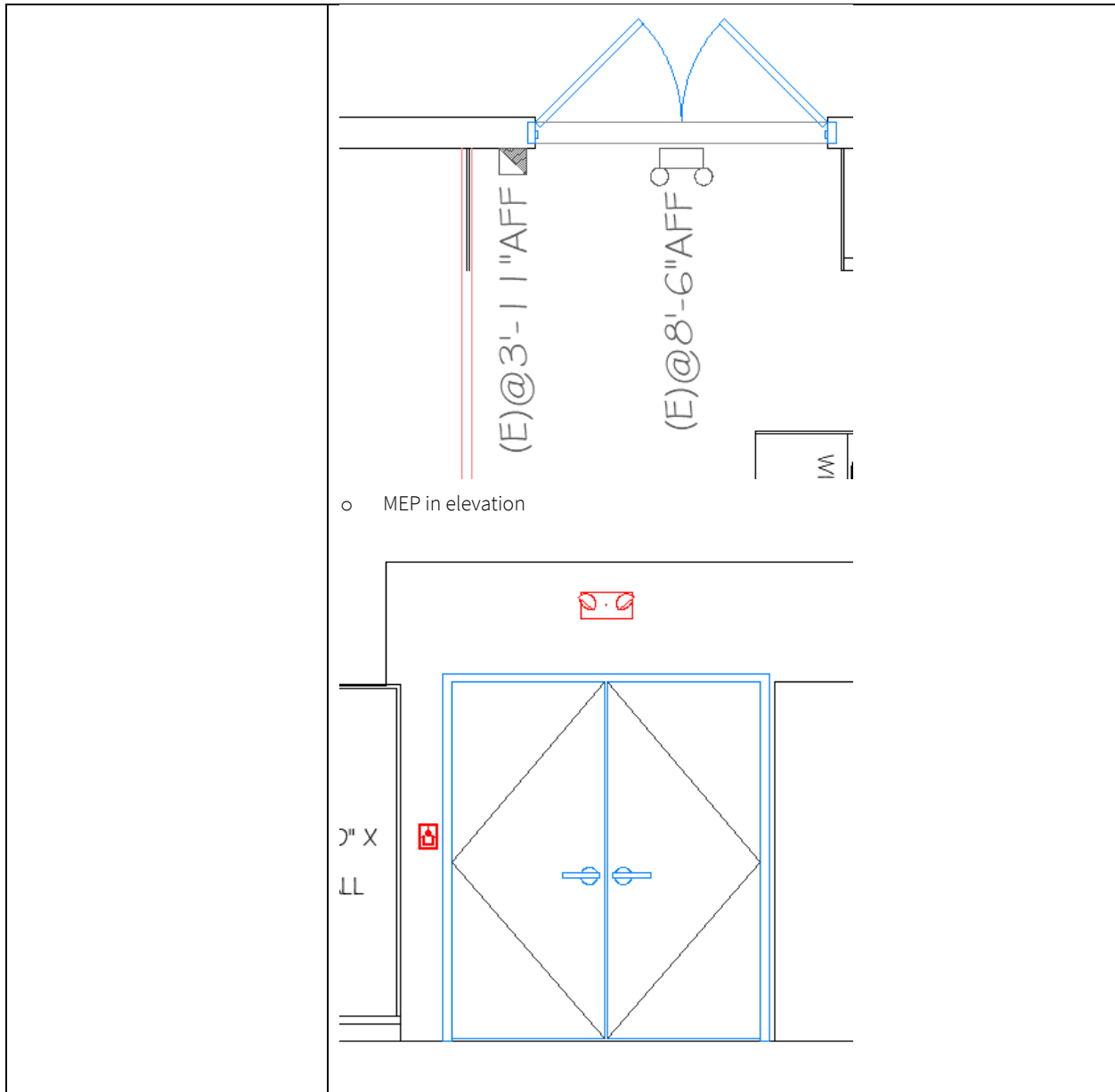
<p>SHEETA2.0-SHEET ELEMENTS: WALL MOUNDED GONDOLAS</p>	
<p>Examples</p>	<ul style="list-style-type: none"> o Wall mounted gondolas plan <div data-bbox="600 1428 1136 1543">  </div> <ul style="list-style-type: none"> o Wall mounted gondolas elevation <div data-bbox="600 1543 990 1743">  </div>





SHEETA2.0-SHEET ELEMENTS: SOFFITS	
Soffits	<ul style="list-style-type: none"> ○ Soffits in plan  ○ Soffits in elevation 

SHEETA2.0-SHEET ELEMENTS: SOFFITS	
MEP items	○ MEP in Plan



SHEETA2.0-SHEET ELEMENTS: EXISTING ELEVATIONS SEQUENCE

Layer	<ul style="list-style-type: none"> o A-Elev-Symbol <ul style="list-style-type: none"> ▪ Elevations symbols
General information	<ul style="list-style-type: none"> o The first elevations will always be the exterior entrance side of the building o After the exterior, move inside and move around the sales floor in a counter clockwise rotation. o Confirm all callouts on the A1.0 sheet match the elevation callouts

