

FOLLETT – SURVEYOR CHECKLIST

This checklist has been developed for the surveyor for use **during** the survey, and shall be uploaded along with the survey documents to **Quickbase**. If you discover an item on-site that is not listed here, please contact your Project Lead and ask if documentation of that object is required. If the answer is 'Yes', add that item to this list before scanning and uploading.

Deliverables

Due 48 hours after site survey completion

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Walk-around drawing (Hand-drawn) | <input type="checkbox"/> Surveyor CAD |
| <input type="checkbox"/> Survey Documents | <input type="checkbox"/> Photos |

Walk-Around Drawing

- Hand-drawn and inclusive of all surveyed spaces. Indicate **ALL** dimensions (overall & incremental) including:
 - Walls, Columns, bump-outs
 - Wall thickness (as measured)
 - Doors (height & width)
 - Windows (head & sill)
 - Mullion size (width & depth)
 - T-Grid Starts
 - Other

Survey Documents

- Floor Plan** documentation of **ENTIRE** survey space, including:
 - Walls, Half-walls (w/ top of wall height)
 - Doors (height & width)
 - Windows (head & sill heights)
 - Columns & Bump-outs
 - Stairs & Ramps (rise & run or slope / number of treads & risers)
 - Built-in Cabinets/ Millwork/ Casework (wall or floor mounted)
 - Finish materials
 - Floor finishes w/ transition locations
 - Walls & Partition
 - Ceiling
 - Floor finish materials w/ transition locations
 - Other

- Mechanical** documentation of **ENTIRE** survey space, including:
 - Exact placement, size (WxHxD) and AFF of mechanical equipment, including:
 - Wall/ floor mounted heaters
 - Vents
 - Grills
 - Air returns
 - Other

- Electrical / Data** documentation of **ENTIRE** survey space, including:
 - Exact placement, size (WxHxD) and AFF of all electrical equipment, including:
 - Electrical Panel Boxes
 - Meters
 - Transformers
 - Electrical Disconnects
 - Main Distribution Panels
 - Telephone Demarcation
 - Telephone Data Board
 - Routers / 66 blocks etc.
 - Electrical Outlets (wall & floor mounted)
 - Telephone/Data Outlets (wall & floor mounted)
 - Thermostats
 - Electrical Lighting switches/ dimmers
 - Lighting/ Sconce (wall-mounted)
 - Emergency Lighting
 - Lighting Control Panels
 - Alarmed Key Pad Locks
 - Security Cameras / Motion Sensors / Detectors
 - Fire Alarm Pulls / Fire Strobes / Control Panel
 - Fire Hose / Extinguisher cabinets
 - Time Clocks / Card Swipes
 - Music Controls
 - Speakers
 - Other

Plumbing / Accessories

Exact placement of all plumbing elements (with AFFs), to include:

- Toilet
- Sink
- Stalls
- Grab Bars (length, AFF, distance from center of flange to corner)
- Mop Sink
- Utility Sink
- Laundry Sink
- Floor Drain
- Floor Sink
- Hot Water Heater
- Clean-out (location & AFFs)
- Exposed Water Lines
- Exposed Gas Lines
- Hose Bibbs
- Other

Reflected Ceiling Plan

- Ceiling heights in all areas of the surveyed space
- Soffits (AFF)
- Headers (AFF)
- Exact Placement of visible elements, including (but not limited to):
 - Suspended Ceiling Grid (AFF)
 - Suspended Ceiling Grid w/ Soffit (flush or offset)
 - Mechanical
 - Vents
 - Diffusers
 - Exhaust Fans
 - Electrical / Lighting
 - Light Fixtures
 - Recessed / Surface mounted
 - Bulb Type (T8 or T12)
(Don't open light lens if open stock is visible)
 - Lens Type
 - Emergency Lighting
 - Sprinkler Heads
 - Access Panels
 - Speakers
 - Cameras
 - Motion Sensors
 - Outlets
 - Ceiling Fans
 - Other

Fixture Plan / Furniture Plan

- Show exact location and size (LxHxD) of all fixtures (merchandise display) including:
 - Fixed / Floor Mounted
 - Fixed / Wall Mounted
 - Movable
- Document furniture size and location
- Document back panel material type (i.e. slat wall, pegboard, or plain) on walls fixtures, fixture walls, and gondolas (all sides).

Exterior Building Elevations – Elevation(s) w/ Entrance & Glazing
(contact Project Lead for clarification on a per site basis)

- Exterior Elevations shall include the following when present:
 - Awnings
 - Electrical Equipment
 - Lighting
 - Life Safety equipment
 - Plumbing
 - Signage
 - Other

Interior Elevations - Front of House / Book Sales ONLY

- Interior elevations shall be shown from floor to ceiling / Deck. Include the following:
 - Interior demising wall
 - Full height walls
 - Partition height walls
 - Windows
 - Doors
 - Wall mounted Fixtures/ Casework/ Millwork/ Built-Ins/ Counters
 - Wall Mounted Electrical / Plumbing / Mechanical Equipment

Note: Exact location of MEP elements are required to be placed on the appropriate MEP plan. Only the MEP elements in the Book Sales area will be shown on Interior Elevations **AND** on the plan. **FOR FURTHER CLARIFICATION, CALL THE PROJECT LEAD.**

Delivery Path

- Survey documents to include a Delivery Path schematic (not to scale) showing:
 - Turn around lane for delivery trucks
 - Loading Dock size and location
 - Freight Elevator (location, size, clear width of opening)
 - Delivery Path of Travel (width & height from Loading Dock to Follett space)
 - Delivery Doors (location, width & height)
 - Any visible pinch points under 3'-6"

Photos

Requirements

- Photos are NOT to be taken at night
- Minimum Resolution 1024x768
- Landscape format ONLY
- Photo Numbering – as outlined in the SOW
- Photo Key – as outlined below

Standard FSU Photo Array (Digital) in all areas of the survey

- Interior** - Standard array - All rooms / areas within the space
- Interior** - Sales Floor perimeter wall photos:
 - Begin at the main entry door of the space, working clockwise around the perimeter of the room
 - Taken every 10' – 15' (with photo overlap) along the perimeter wall
 - Forward shot – Including floor and ceiling
- Interior** - Restrooms:
 - Entrance
 - Interior standard array (from each corner of the room if single use)
 - Fixtures, drains, all MEP elements
- Exterior**
 - Neighboring tenants on each side of the space
 - Existing Signage on the building
 - All entrances and exits to / from the space (may be interior) with views from inside as well as outside
 - Main Entrance / Exit of Building

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- Photo array from Dock to BOH

 - Utilities**
 - Electrical Equipment
 - Switchgear / transformers
 - Panel Boxes (include make, model, serial number, amps, volts, phase, wire on the box)
 - Meters
 - Telephone Demarcation location (located outside of the space)
 - MPOE (Minimum Point of Entry – for telecom)
 - All utilities that service the space

 - Photo Key**
 - Floor Plan (including fixtures) w/ Group Bubbles – photo bubbles may not be more than 180 Degree arc.
 - Group Bubbles show exact location within space with arrows indicating the direction the photos were taken.

 - Photo Path**
 - To common Electrical/Telecommunication/ Mechanical room not located within the Follett space. Photo document path and the associated Follett equipment
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