

# FOLLETT SCOPE OF WORK QUALITY CONTROL

## REVISION LOG:

Version	Date:	Revision notes:
2021 V1.0 (Current)	8/27/2021	Minor revisions
5.6	10/18/2018	Minor revisions
5.5	10/01/2018	Format update, minor revisions
5.1-5.4	Skipped	Skipped to keep format changes consistent numbers

## 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.

QUALITY CONTROL CRITICAL PROJECT INFORMATION:			
<b>Estimated QC Time</b>	8 hours Determined by Square Footage		
<b>FSU Project Contacts</b>			
<b>Project Manager:</b>	Jenna Miller	<b>QC Scheduling:</b>	Jenna Miller
<b>Project Manager Phone:</b>	303-355-7274	<b>QC Scheduling Phone:</b>	303-355-7274
<b>Project Manager E-mail:</b>	jmillier@fsusurveyor.com	<b>QC Scheduling E-mail:</b>	jmillier@fsusurveyor.com
<b>FSU project Escalation:</b>	Items from Scope of Work missing from Surveyor/CAD Drafter, Surveyor/CAD Drafter Uploads incomplete, or Surveyor/CAD Drafter Deliverables are late.		
<b>1. Project Manager:</b>	Jenna Miller		
<b>QC Responsibilities:</b>	<ul style="list-style-type: none"> <li>o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to Quality Control</li> <li>o Download and review CAD Drafters AutoCAD, Field Drawings, Field Report, and Photos</li> <li>o Review Scope of Work thoroughly to make sure everything was covered and completed.</li> <li>o Make sure the latest CAD Template and layers were used, (On Quickbase)</li> <li>o Contact Project Manager with any issues or concerns</li> <li>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</li> <li>o Review all Deliverable Documents for Final Deliverables</li> <li>o Enter amount of time it took to complete QC</li> <li>o Comment on Surveyor and CAD Drafter for feedback</li> <li>o In assignments, check Read for Delivery</li> <li>o Site Tab, fill in SF for site</li> </ul>		

CAD DRAFTER SCOPE OF WORK:	
CAD Template	FLT_XXXX_CityST vXX

1355 South Colorado Blvd. Building C Suite 801 • Denver, CO 80222

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 (client name for floorplan) 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
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	Room number and areas
A-Area	P-Line used for Follett department areas
A-Blockout-Note	Existing condition notes for the blockout plan
A-Ceiling	Existing ceiling condition notes
A-Clng-Grid	Existing ceiling grid
A-Clng-Ovhd	Overhead elements (bulkheads, beams, etc)
A-Clng-Soffit	Soffit locations
A-Clng-Symb	Ceiling and light symbols
A-Clng-Text	Ceiling notes and specifications
A-Cols	Structural column locations
A-Cols-Bubble	Column grid notations
A-Cols-Grid	Column grid
A-Construction-Notes	Construction notes
A-Dims	Architectural plan dimensions
A-Door	Existing doors
A-Door-Header	Door header
A-Elev-Note	Existing interior elevation notes
A-Elev-Symbol	Interior elevation symbols
A-Floor-Exist	Existing floor conditions
A-Fixt-Exist	All existing fixtures, furniture, gondolas, checkouts, register stations, all built in cabs or desks and associated text
A-Floor-Transition	Location of floor transitions
A-Floor-Vert	Vertical floor changes, stairs, and stair break lines
A-Gen-Notes	General Notes
A-Glaz-Exist	Windows
A-Glaz-Mull-Exist	Window mullions
A-Glaz-Sill-Exist	Window sills
A-Lease-Line	Existing lease line
A-Photo-Tag	Photo bubbles
A-Sect-Iden	Section symbol
A-Titlsht-Notes	Titlesheet notes
A-Wall-Exist	Existing walls to be here
Defpoints	Definition points
E-Lite-Emer	Emergency light locations
E-Lite-Exist	Existing light locations
E-Lite-Note	Lighting locations notes

E-Power-Exist	Existing power locations and data locations, wall sconce and wall lights, and any other wall mounted electrical wall item.
E-Power-Exist-Note	All notes for items listed on "E-Power-Exist"
E-Power-Note	Electrical power location notations
E-Sert-Eqpm	Security equipment
F-Prot-Exist	Fire protections (sprinklers, etc)
G-Anno-Titlsht	Title sheet notations
G-Titlsht	Title sheet
G-Titlesht-Line1	Title sheet
G-Titlesht-Line2	Title sheet
Life Safety	Life safety (fire strobes, fire pulls, extinguishers, etc)
M-Mech-Exist	Existing HVAC locations
M-Mech-Note	HVAC notations
M-Mech-Symbol	HVAC symbol
P	Non plumbing fixture plumbing items, stalls, stall doors, grab bars
P-Eqpm	Plumbing fixtures (sinks, toilets, urinals)
T-Wifi	Wifi routers and extenders
Viewport	Used for paper space viewports

QC PROCESS	
CAD Template	<ul style="list-style-type: none"> <li>o Confirm all title block information is correct</li> <li>o Confirm the total SF in the title block with P-line in model space</li> <li>o Verify site address and site ID # with Quickbase</li> <li>o Verify site address with Google Maps</li> <li>o Verify North Arrow with Google Maps</li> <li>o Add name in QC space in title block</li> <li>o Confirm Follett project name are filled out</li> <li>o Perform Layer walk to confirm all objects and lines are on the correct layers</li> <li>o Review each sheet (sheet break downs are below)</li> <li>o Delete all notes to drafter and hatch area</li> <li>o Set up elevations sheets</li> <li>o Wrap it up <ul style="list-style-type: none"> <li>o Do 'zoom extents' in model space as well as each layout</li> <li>o Save the CAD file with 'FINAL' at the end</li> <li>o Plot all sheets to PDF and combine into 1 document. <ul style="list-style-type: none"> <li>▪ <b>FLT_XXXX_CityST(School name)-Final</b></li> </ul> </li> <li>o Combine all still photos into one folder and zip together</li> <li>o Place Final CAD, PDFs, and Photos in Final Deliverables <ul style="list-style-type: none"> <li>▪ QC status – check the box "ready for delivery"</li> <li>▪ Add time to QB time card</li> <li>▪ Add drafting / survey feedback</li> </ul> </li> </ul> </li> </ul>

**SHEET A1.0 TITLE SHEET**

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

SHEETA1.0 BLOCKOUT PLAN


Title Block	<ul style="list-style-type: none"> <li>o Fill in all title block information</li> <li>o Update the total SF in the title block</li> <li>o Sheet number: A1.0</li> <li>o Sheet name: Blockout Plan</li> </ul>
Detail Tag	<ul style="list-style-type: none"> <li>o Listed scale will match the viewport scale</li> <li>o Adjust north arrow to correct position</li> </ul>
Drawing area	<ul style="list-style-type: none"> <li>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"</li> </ul>
General notes	<ul style="list-style-type: none"> <li>o Not in Scope, Do not change anything in this area</li> </ul>
Floorplan	<ul style="list-style-type: none"> <li>o All doors, walls, windows, half walls, built ins</li> <li>o Indicate demising wall thickness,</li> <li>o Indicate exterior wall thickness at front and rear of space, or all walls that are exposed to the exterior.</li> <li>o Window sill and header heights</li> <li>o Show all soffits and ceiling type/height changes</li> <li>o Note all floor and wall finishes</li> <li>o Elevation markers for exterior storefront and interior elevations</li> <li>o All section and elevation callouts must match their corresponding detail location</li> </ul>
All MEP (to be shown on Floorplan)	<ul style="list-style-type: none"> <li>o Mechanical: Exact placement of all mechanical elements including AFFs. <ul style="list-style-type: none"> <li>▪ Exact size (W x H x D, and AFF) and placement of Mechanical equipment including wall/floor mounted heaters</li> </ul> </li> <li>o Electrical: Exact placement of all 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 Follett space.</li> </ul> </li> </ul>


	<ul style="list-style-type: none"> <li>▪ Include all Electrical Panel Boxes, meters, transformers, disconnects, main distribution panels</li> <li>▪ Telecom equipment including demark, tele/data boards, routers, 66 blocks, etc. if located within the store.</li> <li>▪ Include all wall and floor electrical/data/telephone outlets</li> <li>▪ 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.</li> </ul> <ul style="list-style-type: none"> <li>○ Plumbing: Exact placement of all plumbing elements including AFFs.             <ul style="list-style-type: none"> <li>▪ Exact placement of all plumbing elements within the surveyed space</li> <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>
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SHEET A1.0-SHEET ELEMENTS: WALLS	
Layer	<ul style="list-style-type: none"> <li>○ A-Wall-Exist             <ul style="list-style-type: none"> <li>▪ Existing walls, half walls</li> </ul> </li> </ul>
General information	<ul style="list-style-type: none"> <li>○ All walls must be snapped closed</li> <li>○ No overlapping lines</li> <li>○ Walls must be drawn in a continuous line, not segmented</li> <li>○ All demising walls around the space must show a depth</li> <li>○ Drawing orientation should be with the main entry pointing down or to the right</li> </ul>



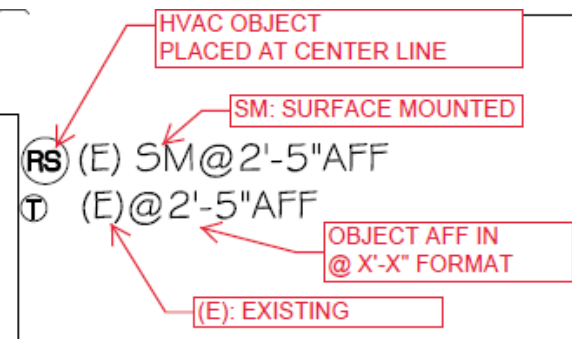
SHEET A1.0-SHEET ELEMENTS: DOORS	
Layer	<ul style="list-style-type: none"> <li>○ A-Door             <ul style="list-style-type: none"> <li>▪ Existing doors and door jams</li> </ul> </li> <li>○ A-Door-Header             <ul style="list-style-type: none"> <li>▪ Existing Door headers</li> </ul> </li> </ul>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

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

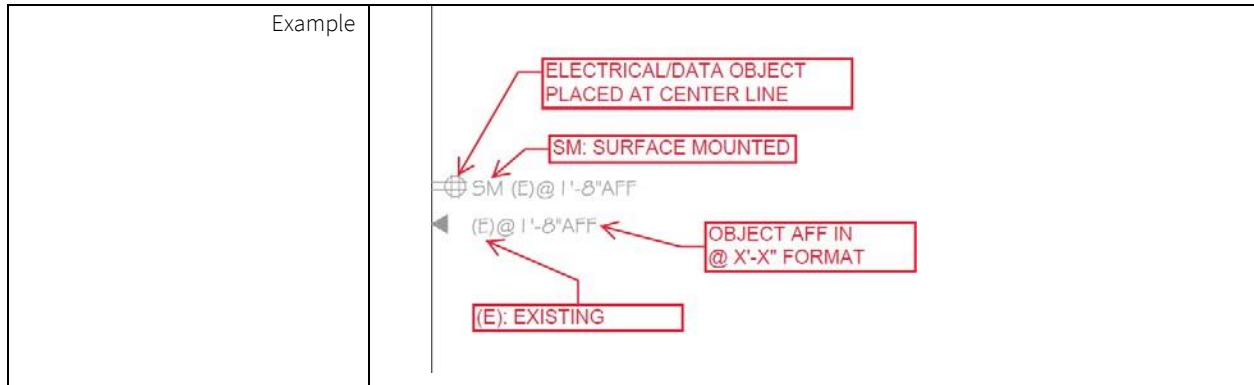
SHEETA1.0-SHEET ELEMENTS: ROOM CALLOUTS	
Layer	<ul style="list-style-type: none"> <li>○ A-Anno-Rmnm <ul style="list-style-type: none"> <li>▪ Room name</li> </ul> </li> <li>○ A-Floor-Exist <ul style="list-style-type: none"> <li>▪ Existing flooring</li> </ul> </li> <li>○ A-Blockout-Note <ul style="list-style-type: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

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

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

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

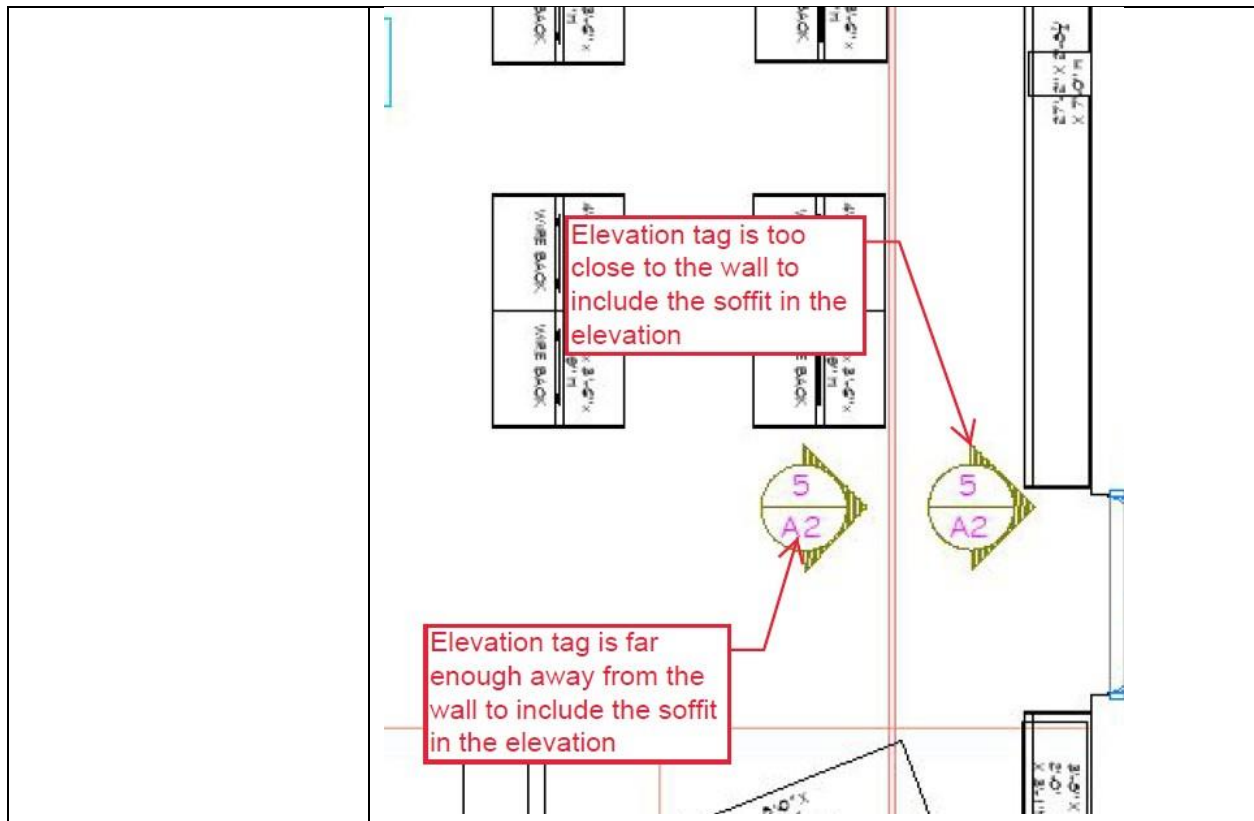
SHEETA1.0-SHEET ELEMENTS: ELECTRICAL OBJECTS	
Layer	<ul style="list-style-type: none"> <li>o E-Power-Exist             <ul style="list-style-type: none"> <li>▪ Existing electrical objects</li> </ul> </li> <li>o E- Power-Exist-Notes             <ul style="list-style-type: none"> <li>▪ Existing electrical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



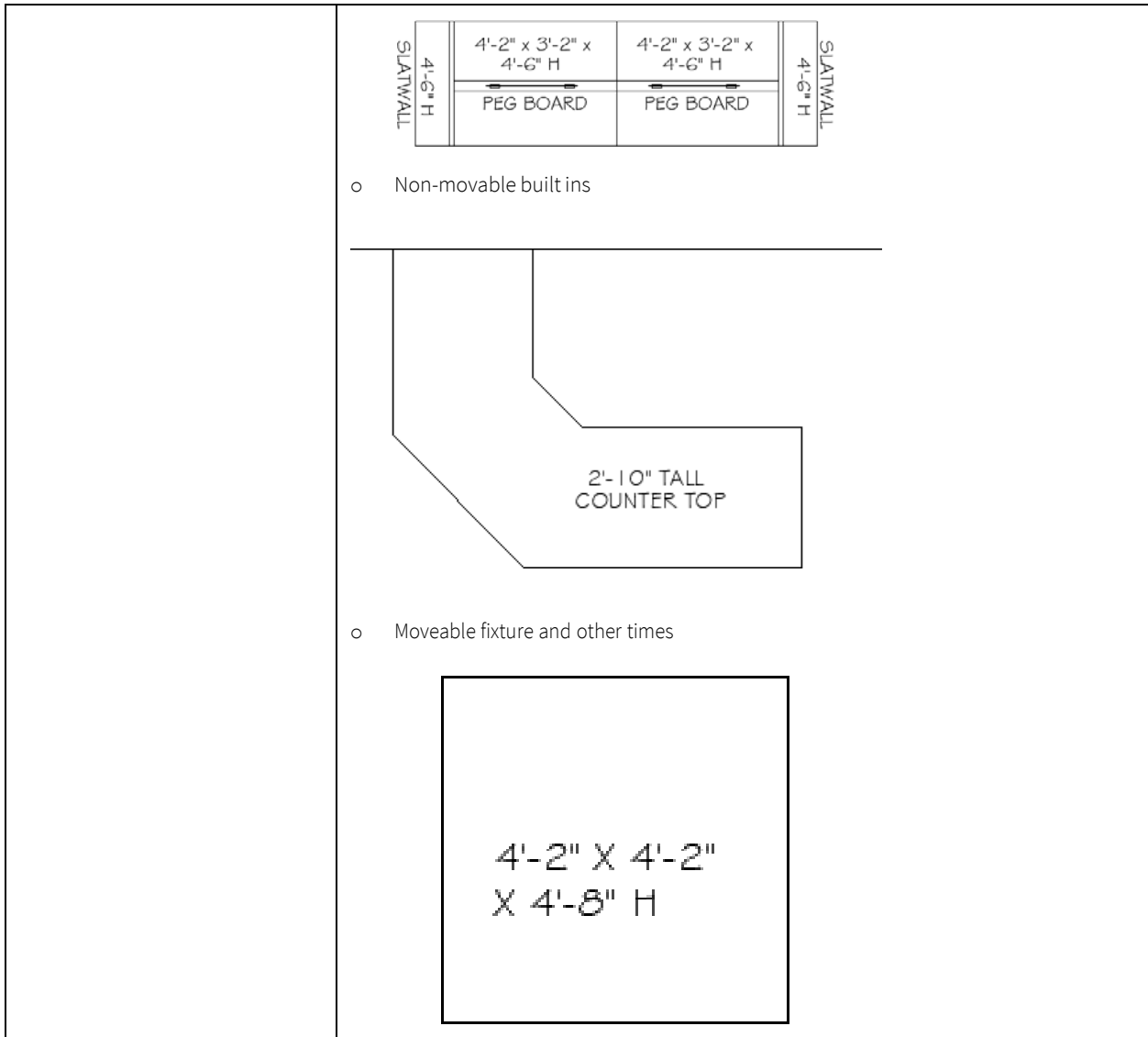
SHEETA1.0-SHEET ELEMENTS: PLUMBING OBJECTS	
Layer	<ul style="list-style-type: none"> <li>o p                             <ul style="list-style-type: none"> <li>▪ Existing plumbing objects</li> </ul> </li> <li>o P-Eqpm                             <ul style="list-style-type: none"> <li>▪ Existing plumbing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

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

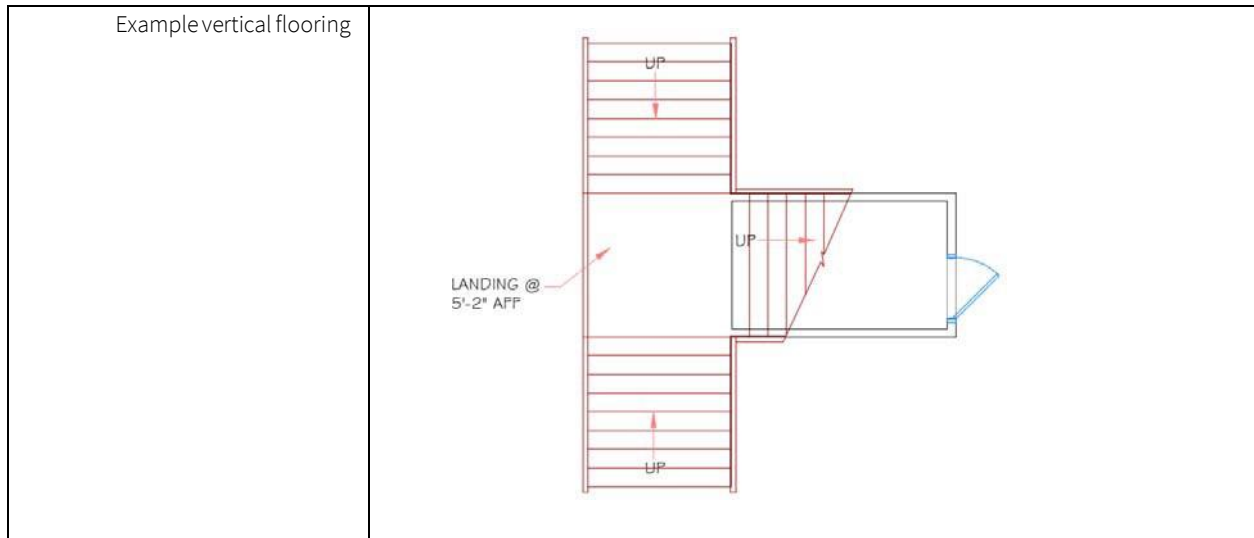
SHEETA1.0-SHEET ELEMENTS: GENERAL CALLOUTS AND NOTES	
Layer	<ul style="list-style-type: none"> <li>o A-Elev-Symbol               <ul style="list-style-type: none"> <li>▪ Elevations symbols</li> </ul> </li> <li>o A-Blockout-Note               <ul style="list-style-type: none"> <li>▪ Existing item notes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



SHEETA1.0-SHEET ELEMENTS: FIXTURES, FURNITURE, AND GONDOLAS					
Layer	<ul style="list-style-type: none"> <li>o A-Fixt-Existing                             <ul style="list-style-type: none"> <li>▪ All existing fixtures, furniture, gondolas, built in case work (including checkouts) pegboard/slat wall</li> </ul> </li> <li>o A-Fixt-Existing                             <ul style="list-style-type: none"> <li>▪ All existing fixtures, furniture, gondolas, and built ins text</li> </ul> </li> </ul>				
General information	<ul style="list-style-type: none"> <li>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)</li> <li>o Gondolas must show panel sections and endcaps</li> <li>o All non-movable fixtures, gondolas, and furniture though the book sales area, with size (W x D x H)</li> </ul>				
examples	<ul style="list-style-type: none"> <li>o Wall mounted fixtures/gondolas                             <table border="1" style="margin-left: 20px;"> <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> </li> <li>o Wall mounted panels                             <table border="1" style="margin-left: 20px;"> <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> </li> <li>o Non-moveable fixture/gondola</li> </ul>	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				

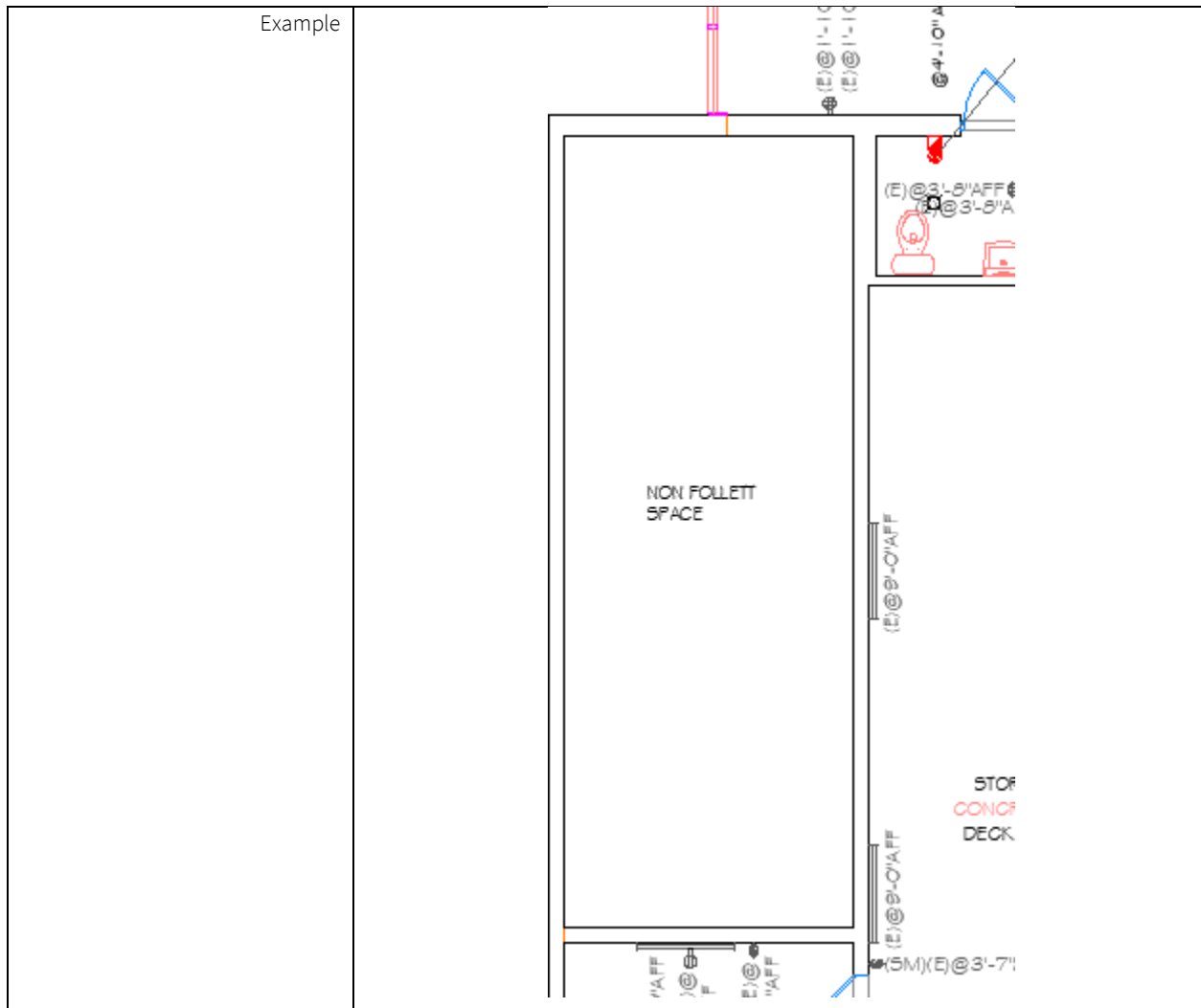


SHEETA1.0-SHEET ELEMENTS: VERTICAL FLOOR ITEMS	
Layer	<ul style="list-style-type: none"> <li>o A-Floor-Ver                             <ul style="list-style-type: none"> <li>▪ Vertical floor changes, stairs, and stair break lines</li> </ul> </li> <li>o A-Blockout-Note                             <ul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



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

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



SHEET A1.2 REFLECTED CEILING PLAN

**GENERAL NOTES**

GENERAL CONDITIONS NOTES	
GENERAL NOTES	
** DO WE HAVE ANY GENERAL CONSTRUCTION NOTES	
○ PROJECT SPECIFIC NOTES	
○	
○	
○	
○	
○	

**DETAIL TAG**

REFLECTED CEILING PLAN  
SCALE: 1/8" = 1'-0"  
PLAN NORTH

**GENERAL INFORMATION**

PROJECT: 41483 - 1500 NORTH PATTERSON STREET, VACAVILLE, CA 94988  
RCP PLAN  
DATE: 08/14/2018  
DATE: 08/14/2018

Title Block	<ul style="list-style-type: none"> <li>○ Fill in all title block information</li> <li>○ Update the total SF in the title block</li> <li>○ Sheet number: A1.1</li> <li>○ Sheet name: Reflected Ceiling Plan</li> </ul>
Detail Tag	<ul style="list-style-type: none"> <li>○ Listed scale will match the viewport scale</li> <li>○ Adjust north arrow to correct position</li> </ul>
Drawing area	<ul style="list-style-type: none"> <li>○ 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"</li> </ul>

SHEET A1.2-SHEET ELEMENTS: CEILING GRIDS & SOFFITS

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

SHEETA1.2-SHEET ELEMENTS: CEILING HVAC OBJECTS	
Layer	<ul style="list-style-type: none"> <li>○ M-Mech-Existing               <ul style="list-style-type: none"> <li>▪ Existing ceiling HVAC</li> </ul> </li> </ul>
General information	<ul style="list-style-type: none"> <li>○ All HVAC objects must be snapped to the grid (if applicable)</li> <li>○ Use only blocks and symbols provided in the CAD template</li> <li>○ No overlapping lines</li> </ul>

SHEETA1.2-SHEET ELEMENTS: LIGHTING AND OTHER OBJECTS	
Layer	<ul style="list-style-type: none"> <li>○ Life safety               <ul style="list-style-type: none"> <li>▪ Life safety items</li> </ul> </li> <li>○ A-CIng-Symb               <ul style="list-style-type: none"> <li>▪ Ceiling mounted objects</li> </ul> </li> <li>○ T-Wifi               <ul style="list-style-type: none"> <li>▪ Wifi routers and extenders</li> </ul> </li> <li>○ E-Lite-Exist               <ul style="list-style-type: none"> <li>▪ All existing lights</li> </ul> </li> </ul>
General information	<ul style="list-style-type: none"> <li>○ Use only blocks and symbols provided in the CAD template</li> <li>○ No overlapping lines</li> </ul>

SHEET A1A.0 PHOTO SURVEY

**DRAWING AREA**

**SCHOOL NAME**: #1493 Valdosta GA

**DETAIL TAG**: 1

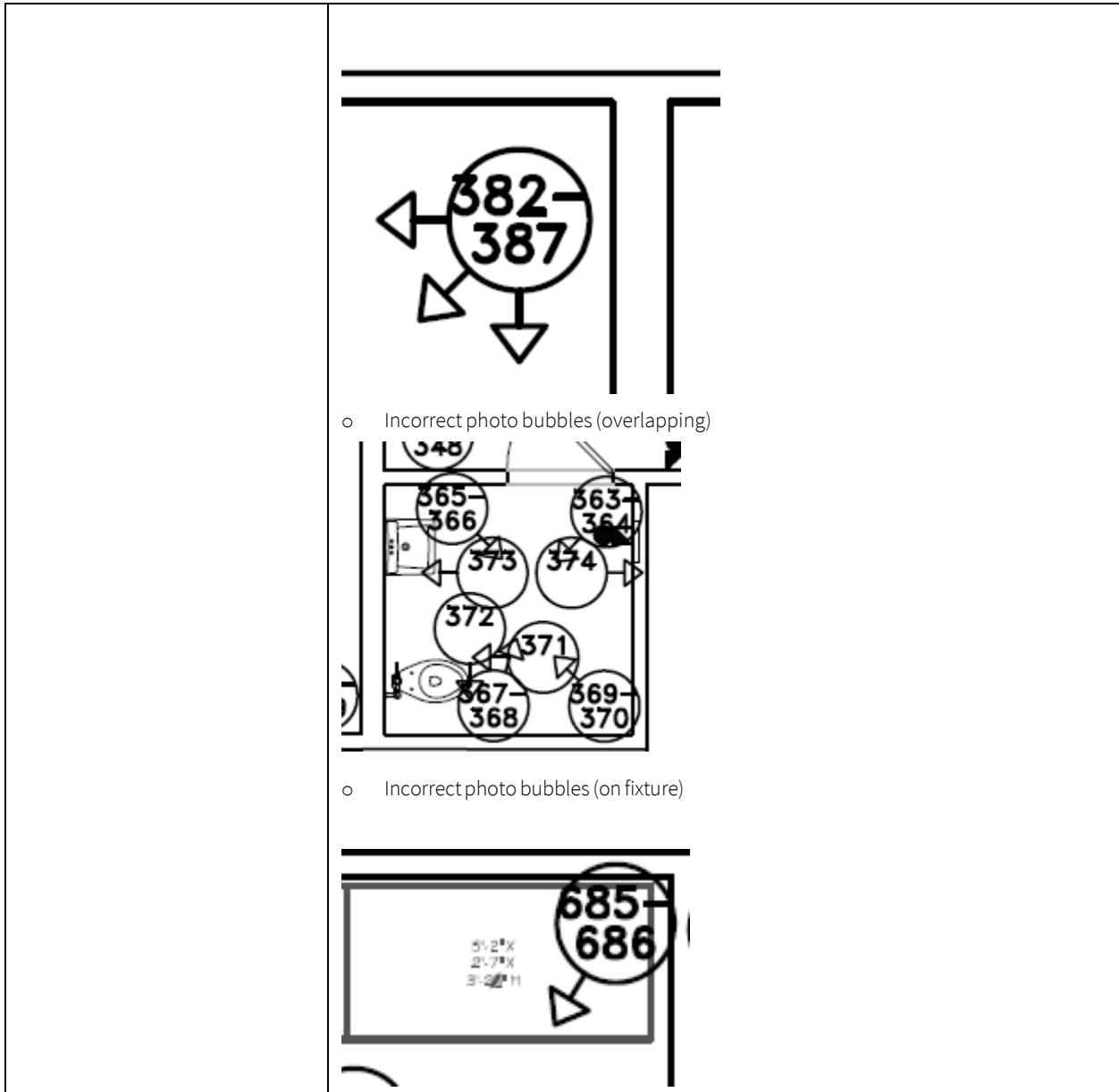
**SHEET NAME**: GRAPHICS SURVEY PLAN

**SHEET NUMBER**: A1A.0

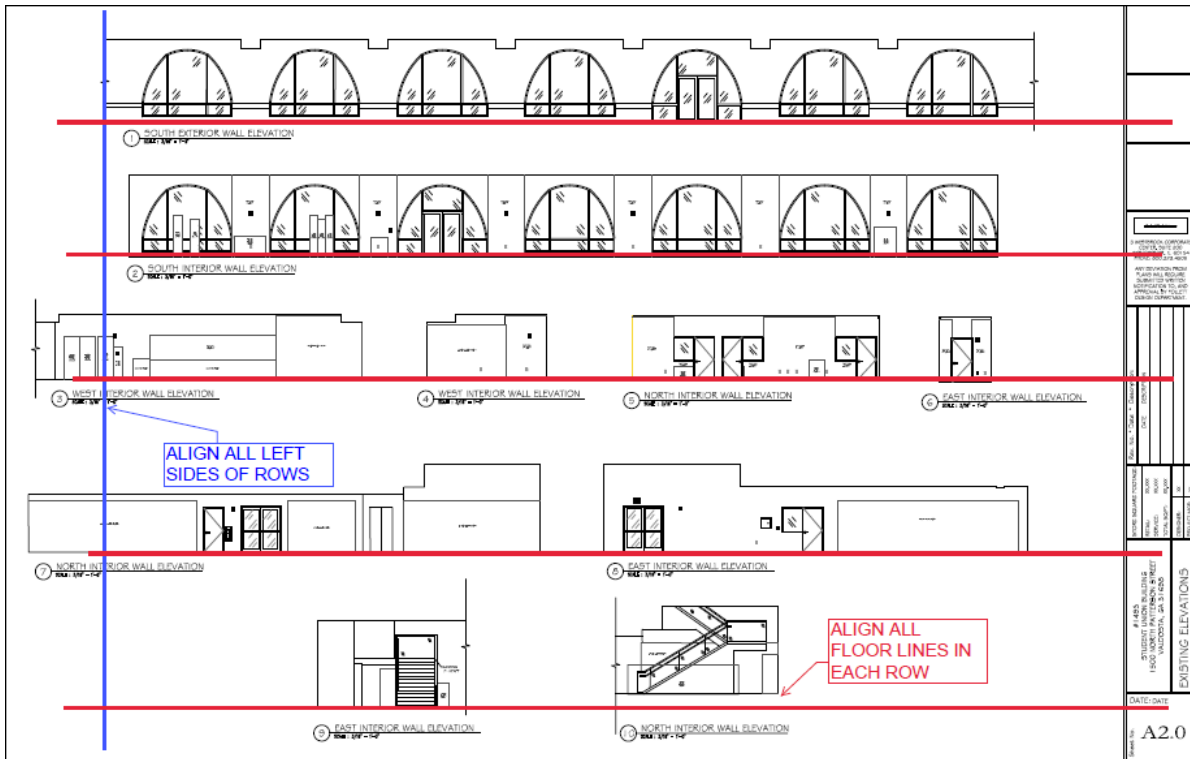
Title Block	<ul style="list-style-type: none"> <li>o Fill in all title block information</li> <li>o Update the total SF in the title block</li> <li>o Sheet number: A1A.0</li> <li>o Sheet name: Photo Survey</li> </ul>
Detail Tag	<ul style="list-style-type: none"> <li>o Listed scale will match the viewport scale</li> <li>o Adjust north arrow to correct position</li> </ul>
School name	<ul style="list-style-type: none"> <li>o Enter current project school name</li> </ul>
Drawing area	<ul style="list-style-type: none"> <li>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"</li> </ul>

SHEET A1A.0-SHEET ELEMENTS: PHOTO BUBBLES

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




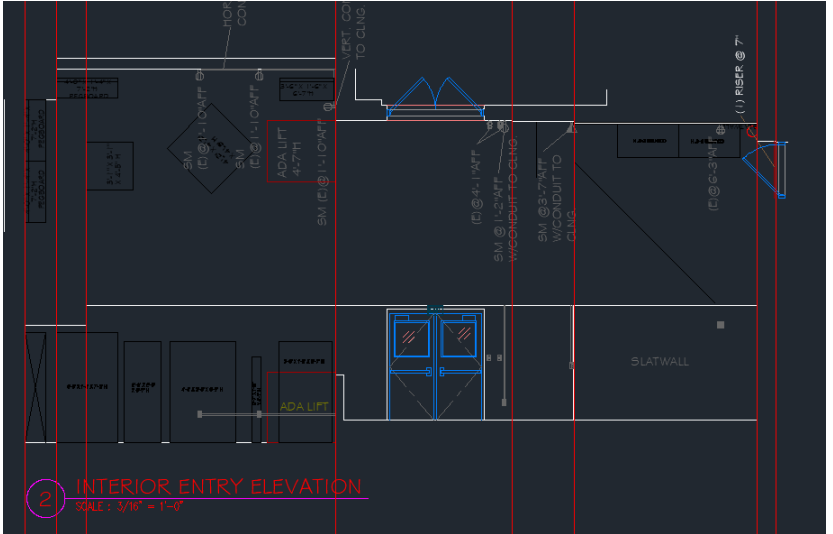
**SHEET A2.0 PHOTO ELEVATIONS**


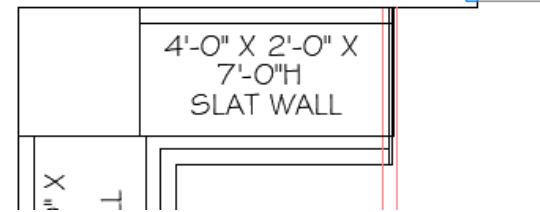


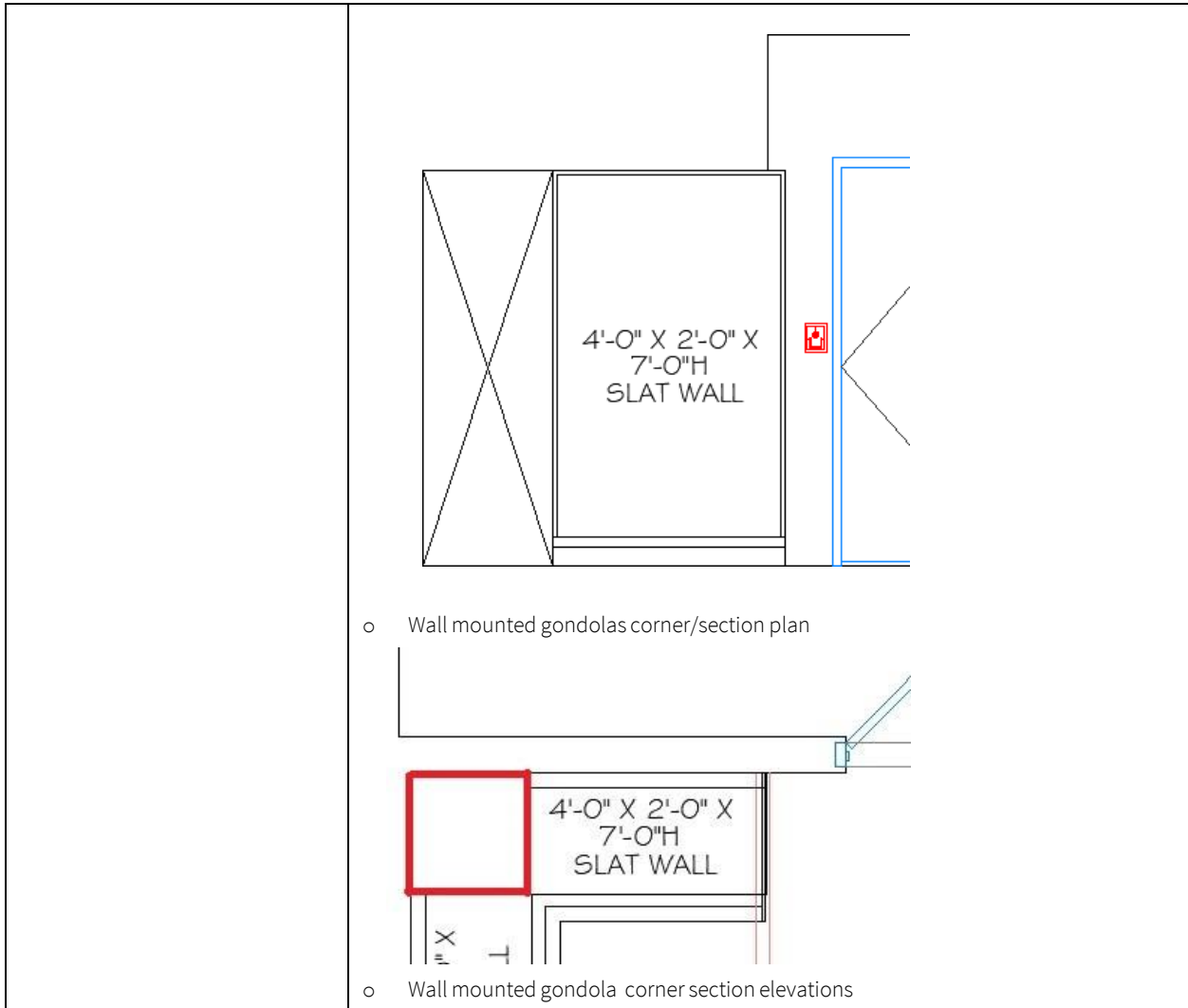
Title Block	<ul style="list-style-type: none"> <li>○ Fill in all title block information</li> <li>○ Sheet number: A2.0 (A2.1 as needed)</li> <li>○ Sheet name: Existing elevations</li> </ul>
Detail Tag	<ul style="list-style-type: none"> <li>○ Each elevation should have its own detail callout</li> <li>○ Each detail call out should have the wall direction on it</li> </ul>
Drawing area QC	<ul style="list-style-type: none"> <li>○ Once QC of the elevations is complete, set up the sheet.</li> <li>○ Use the MODEL space box to set up the sheet</li> <li>○ Align the all left side walls and elevations callouts vertically and horizontally</li> </ul>

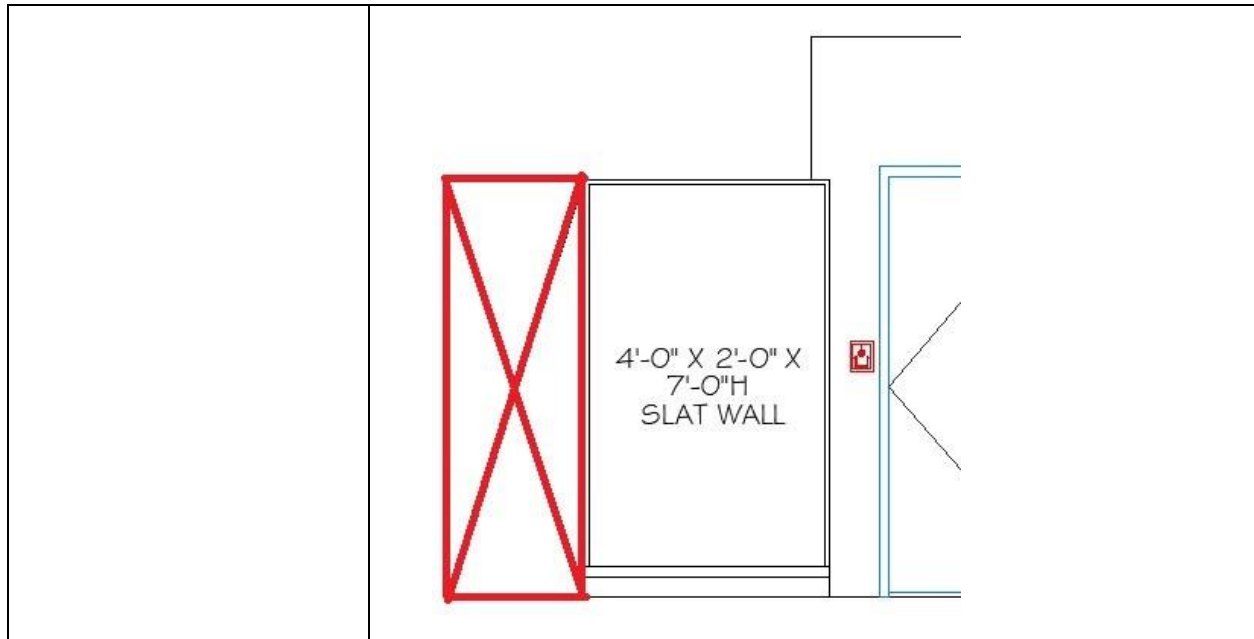
**SHEET A2.0-SHEET ELEMENTS: EXISTING ELEVATIONS**

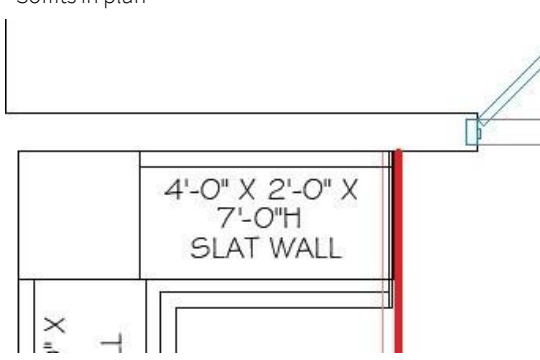
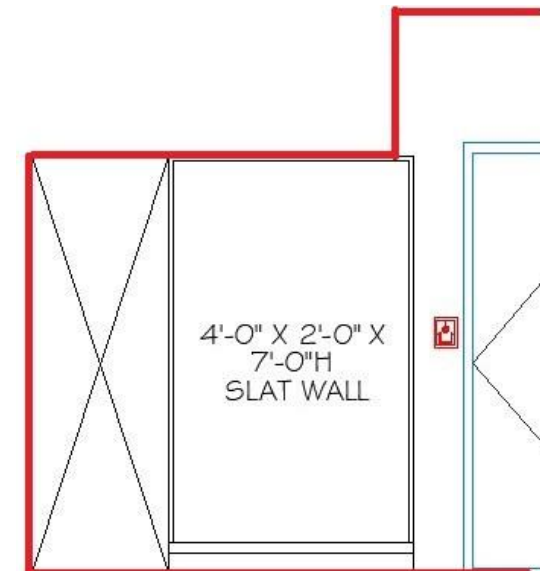
General information	<ul style="list-style-type: none"> <li>○ Use the same layers for items on the elevations and in the plans</li> <li>○ All elevations must be drawn in the elevation area</li> <li>○ Wall mounted fixtures and gondolas must show each section, not the overall length attached to the wall</li> <li>○ Sections though wall mounted fixtures and gondolas will be shown as a box with an “X”</li> <li>○ Areas that are open to beyond must show an “x” in the opening and text “Open to Beyond”</li> <li>○ Soffits will be shown in elevation and section of the elevations</li> <li>○ MEP items will be place to the centerline of the object both on plan and elevations unless noted otherwise</li> <li>○ 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</li> </ul>
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Elevations area	<ul style="list-style-type: none"> <li>o Layout elevations within the elevation area</li> <li>o X-clip or copy plan above each elevation</li> <li>o Add construction lines to show plan/elevations line up in elevation area</li> </ul>
examples	<ul style="list-style-type: none"> <li>o Elevation area</li> </ul>  <ul style="list-style-type: none"> <li>o Individual elevations</li> </ul>  <p>2 INTERIOR ENTRY ELEVATION SCALE: 3/16" = 1'-0"</p>

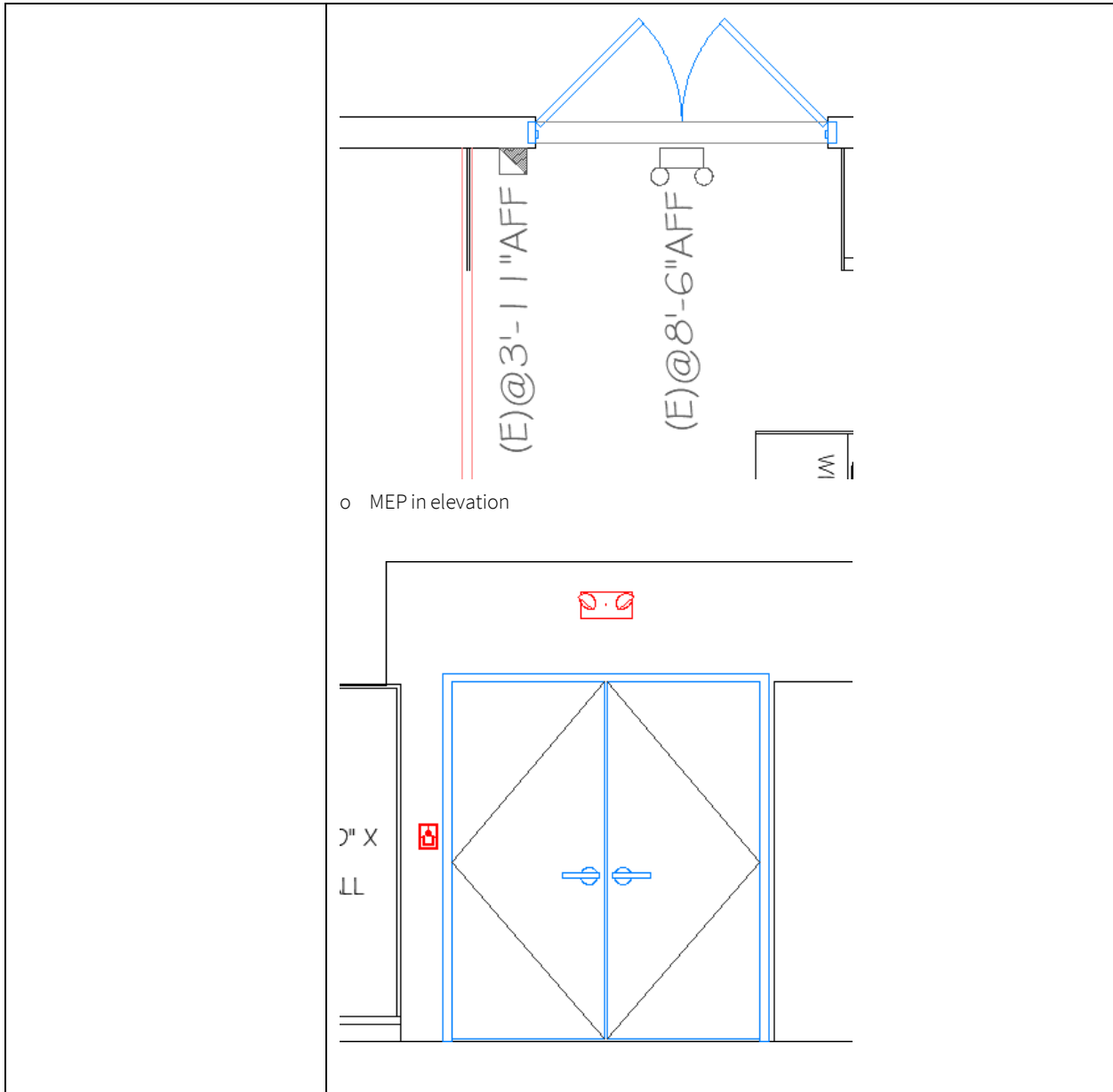
SHEETA2.0-SHEETELEMENTS: WALL MOUNDED GONDOLAS	
Examples	<ul style="list-style-type: none"> <li>o Wall mounted gondolas plan</li> </ul>  <ul style="list-style-type: none"> <li>o Wall mounted gondolas elevation</li> </ul> 





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

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



SHEETA2.0-SHEET ELEMENTS: EXISTING ELEVATIONS SEQUENCE	
Layer	<ul style="list-style-type: none"> <li>o A-Elev-Symbol                             <ul style="list-style-type: none"> <li>▪ Elevations symbols</li> </ul> </li> </ul>
General information	<ul style="list-style-type: none"> <li>o The first elevations will always be the exterior entrance side of the building</li> <li>o After the exterior, move inside and move around the sales floor in a counter clockwise rotation.</li> <li>o Confirm all callouts on the A1.0 sheet match the elevation callouts</li> </ul>

