

## ***Drafter Standards and SOW***

### ***Humana (Campaign)***

***2018***

#### **FSU Customer Service Standard**

Field Services Unlimited aims to exceed all client expectations with a high level of professionalism. CAD drawings are customized and tailored to the needs of each client and should be produced with care and pride.

#### **FSU Survey Quality Assurance**

*Field Services Unlimited* assures the quality of its survey deliverables through maintaining strict protocols and review procedures. ***The CAD Drafter shall include all surveyed items on the CAD file. The list provided in this document is for the drafter's benefit, however, there may be site specific items documented by the surveyor that are not listed here that should be included in the CAD file.*** It is the responsibility of all FSU contractors to guarantee the quality and thoroughness of their work while adhering to all FSU standards.

#### **CAD Drafter Communication Standards**

- CAD drafters must contact surveyors to address survey questions or missing data and copy the FSU Project Manager.
- CAD drafters must notify FSU of any delays in CAD production.

**CAD Fee** - CAD Fees will be negotiated on a site-by-site basis as they range in complexity and vary greatly in square footage. CAD Fees are to be negotiated only with the Project Manager and are not valid unless approved by the Project Manager.

#### **Project Purpose**

*The client plans to rebrand these healthcare clinics. This includes artwork, placement of potential new furniture, and equipment.*

#### **Critical Project Information**

The surveyor is required to document the conditions listed below. The CAD drafter is required to show these items on the appropriate plan.

- *Show all elements that protrude from the wall. Show all items that are surface mounted (sm), including conduit. These elements could prevent installation of new furniture.*
- *Show overall dimensions in each room. This is critical for placing new furniture.*
- *Show all furniture that is built-in. Moveable furniture is not required to be placed by the surveyors and should not be reflected in the CAD drawing.*
- *Call out location of all artwork. This can be done in one of two ways. Artwork and artwork dimensions can be provided in a legend, or can be called out with a leader and dimensions on the FFE Plan Sheet.*
- *Call out all floor finishes and any changes in flooring. Note: these only need to be called out and not dimensioned.*

#### **Deliverable Deadline**

The drafter will have up to **48 hours** after accepting the assignment, to upload the CAD file to *Quickbase*. Assignments made on Fridays and the day before a Holiday, are due the following Monday or next business day.

#### **Deliverables**

The CAD drafter deliverable includes **ONLY** the CAD file. File requirements are:

- Save CAD file as **AutoCAD v2010**
- Name the CAD file **HMN\_XXXX\_CityST\_CAD** (XXXX = Site Number)
- Compress (zip) file prior to uploading into Quickbase.

## CAD Drawing Standards

Review these CAD standards before you begin drafting:

- The drafter will use the Surveyor CAD file. This file originates from the HRB (same template with mild modifications) template and should have the correct drawing scale and annotation scale of 1/8". Do not change the annotation scale. Note, if the Template does not have the **Conviva Care Solutions logo**, then the surveyor used the wrong template. If this is the case, please copy and paste the surveyors drawing into the correct template and begin work. The correct template can be found on Quickbase.
- Turn all layers on. Unfreeze all layers. Place lower left corner of plan at 0,0,0
- Use only the blocks and symbols located within model space. Do not explode the blocks/symbols.
- Use 'Ortho' to draw straight lines. Draw angled lines only when existing conditions require it.
- Make sure that all corners intersect cleanly. Use Object snaps.
- Remove duplicate lines from the plan
- Place notes and leaders in the best possible location – avoid overlapping with other drawing information, including dimension lines.
- Notes with leaders – the arrow of the leader should touch the object in which the note applies. No floating arrows. Floating arrows are used for labeling an area, such as carpet. In this case, an arrow would be placed on either end of the word 'carpet'.
- Place dimensions as required by this scope. Align dimensions in a neat and orderly fashion.

## Getting Started

Download the following items from Quickbase:

- **Surveyor CAD file**
- **Surveyor Photos** (for reference only)
- **Surveyor Field Drawings** (for reference only)

Using the *Surveyor CAD file*, add **all** surveyed elements to the CAD file. These items may include, but may not be limited to the following:

- **Update title block** information on each sheet as required
- **Floor Plan** (exact location and AFF):
  - Photo Key boxes
  - Built-in cabinetry, countertops, shelving and/or furniture
  - Built-up window display boxes and display platforms
  - Interior handrails
  - Floor hatches
  - Steps, Ramps, changes in floor level
  - Restroom partitions
  - Grab bars (length, distance from center of flange to nearest corner)
  - Overall dimensions of each room.
- Add notation as necessary
  - floor and wall finish
  - material and height of baseboard, chair rail and crown molding where present
  - If more than one entry door exists, call out the main entry door on the floor plan
- **Reflected Ceiling Plan (RCP):**
  - Ceiling type
  - Ceiling heights in all areas
  - Soffits/changes in ceiling heights (LxW and AFF)
  - Headers and Beams (LxW and AFF)

- **Ceiling Elements** (Exact Location):
  - ✓ Lights (LxW and AFF)
  - ✓ Pendant lights (distance from floor to light)
  - ✓ Track lights (length, number of lights)
  - ✓ Cameras
  - ✓ Outlets
  - ✓ Speakers
  - ✓ HVAC registers (LxW)
  - ✓ Exhaust fans (LxW)
  - ✓ Switches
  - ✓ Sensors
  - ✓ Access hatches (LxW)
  - ✓ Smoke detectors
  - ✓ Exit signs
  - ✓ Emergency lights
  - ✓ Sprinkler heads (distance from floor to head)
  - ✓ Fire strobes
  - ✓ Ceiling fans (distance from floor to light)
  - ✓ Ceiling mounted TV's /monitors (distance from the floor to the light)
  
- ✓ **FFE / MEP** – Provide the exact location of the following elements  
Use the same block and annotation legend as HRB for appropriate survey information:
  - **Humana Furniture & Branded Artwork**
    - Built in furniture to be placed only (this will need to be drawn in) (WxDxH)
      - Additionally, Branded artwork is to be called out with a leader and the description and sizing is to be notated on the CAD.
  - **Life Safety Elements** (exact location and AFF)
    - Fire alarm pulls
    - Fire strobes
    - Fire alarm control panels
    - Exit signs
    - Emergency lights
    - Sprinkler system equipment (LxW and location)
    - Fire extinguishers (general placement only)
  - **Electrical Elements** (exact location and AFF)
    - Telephone/Data boards (WxH and AFF)
    - Telephone/Data board – provide the depth of the object that protrudes the most
    - Electrical panels (WxH and D if surface mounted)
    - Electrical meters (only if it's located in the space)
    - Timers
    - Disconnect switch
    - Control panels / Key pads
    - Transformers (WxHxD)
    - Outlets – electrical, data, telephone, blank plates and junction boxes
    - Switches (exact location and AFF)
    - Sensors
    - Cameras
    - Conduit (size, location, AFF)
    - Wall-mounted lights (exact location and AFF)
    - Doorbell (exact location and AFF. Indicate type of control panel)

- **Mechanical Elements** (exact location and AFF):
  - Thermostat – type
  - Wall-mounted HVAC registers (HxW)
  - Ductwork (HxW)
- **Plumbing Elements** (exact location)
  - Toilets / urinals (center of fixture to closest wall)
  - Hand sinks (center of fixture to closest wall)
    - Dimensioned from the center to the nearest wall
    - Note the sink height
    - Note the clearance under the sink
  - Utility sinks, mop sinks (LxW)
  - Drinking fountains (LxWxH)
  - Floor drains / floor sinks (LxW and Diameter)
  - Clean-outs (exact location and diameter)
  - Exposed plumbing (exact location, size and AFF)
  - Water heaters / insta-hots (exact location and size)
  - Water meter (if in the space)
  - Shower stalls (LxW)

***DO NOT DELETE THE EXAMPLE DRAWING, SYMBOLS AND BLOCKS LOCATED IN THE CAD FILE. THESE WILL BE REMOVED BY THE QUALITY CONTROL TEAM. THANK YOU!***