

# AFFORDABLE CARE FACILITY ASSESSMENTS SCOPE OF WORK SURVEYOR

## VERSION LOG:

Version	Date:	Revision notes:
1.1	5/21/25	Update formatting. Update objective.

## INTRODUCTION TO PROJECT:

Welcome to the Affordable Care Facility Assessment project with FSU! Our goal for this project is to collect all the information needed for our client to design new stores. FSU will be acting for the client’s eyes and ears on site. Please pay attention for items that look out of the ordinary or expensive to correct. Sites will typically be an active Affordable Care so information is being gathered for cosmetic updates. The surveyor may be meeting an electrician and/or plumber on site.

SURVEYOR CRITICAL PROJECT INFORMATION:			
<b>Project Fee:</b>	Fee on quick base. Varies on total SF surveyed.		
<b>Turnaround/Upload Time Frame:</b>	In Quickbase		
FSU Project Contacts			
<b>Project Manager:</b>	Project Manager	<b>Project Coordination:</b>	Project Coordinator
<b>Project Manager Phone:</b>	303-355-7274	<b>Project Coordination Phone:</b>	303-355-7274
<b>Project Manager Email:</b>	Project Manager’s email	<b>Project Coordination Email:</b>	scheduling@fsusurveyor.com
<b>FSU Project Escalation:</b>	For onsite survey issues		
<b>1. Project Manager:</b>	Project Manager		
<b>2. Vice President of Operations:</b>	VP operations		
<b>3. After Hours Contact:</b>	Project Manager’s cell phone		
<b>Dress Code:</b>	Shirt with a Collar and Khaki or any non-denim trousers		
<b>Reimbursable Expenses:</b>	<ul style="list-style-type: none"> <li>○ This project has reimbursable expenses.</li> <li>○ Reimbursable expenses are due no later than 7 days from day of survey. Any expenses submitted past 7 days will not be paid.</li> <li>○ Surveyor will fill out the expense report through their vendor portal on Quickbase</li> <li>○ Receipts are required for all expenses</li> </ul>		
<b>Surveyor Responsibilities:</b>	<ul style="list-style-type: none"> <li>○ Thoroughly review the Scope of Work, Address any question with Project Manager prior to survey</li> <li>○ Coordinate with FSU the feasible survey dates, then book travel</li> <li>○ Coordinate with site contact prior to survey for site visit timing &amp; any additional requirements.</li> <li>○ Contact Project Manager with any on-site issues or concerns.</li> <li>○ Enter ‘actual survey date’ in QuickBase and date surveyor deliverables in’ in QuickBase</li> <li>○ 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</li> <li>○ Invoicing will be done in QuickBase and within 7 days of uploading to FSU</li> </ul>		

## SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Surveyor CAD (Floor Plan, MEP Plan, RCP Plan, Site Plan)
2. Field documentation
  - a. Extents plan
  - b. Column dimension plan (as needed)
  - c. SOW required information
3. Still photos
4. Laser Photos
5. 360 photos
6. Field report

### I. HAND DRAWINGS ARE REQUIRED FOR THE SURVEYED SPACE

<b>Extents &amp; Column Dimension Plan</b>	<ul style="list-style-type: none"> <li>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. <span style="background-color: yellow;">Photos of the overall dimensions as shown on the laser are required for this plan.</span> See attached examples in section VI at the end of this Scope of Work.</li> </ul>
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### II. SURVEY INFORMATION

<b>Floor Plan</b>	<ul style="list-style-type: none"> <li>o <u>True placement of ALL</u> items listed below:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Exterior walls: must show demising wall and exterior wall thickness (<i>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"</i>)</li> <li><input type="checkbox"/> Interior walls, Partition walls, partial walls (to include height)</li> <li><input type="checkbox"/> Wall openings &amp; pass-throughs (sill/header height)</li> <li><input type="checkbox"/> Visible columns, visible embedded columns</li> <li><input type="checkbox"/> Doors (headers height)</li> <li><input type="checkbox"/> Windows (sill and header height)</li> <li><input type="checkbox"/> Bump-outs, Recesses and Niches</li> <li><input type="checkbox"/> Built in cabinet/millwork/furniture (to include size and AFF)</li> <li><input type="checkbox"/> Changes in levels, steps, and/or ramps</li> <li><input type="checkbox"/> Wall finishes, to include exact location of material changing (e.g.: drywall, wood paneling, FRP, etc.)</li> <li><input type="checkbox"/> Floor finishes, to include exact location of material changing (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.)</li> <li><input type="checkbox"/> Ceiling finishes, to include exact location of material changing (e.g.: ACT, drywall, open to deck, glued tile, etc.)</li> </ul> </li> </ul>
<b>Major Mechanical, Electrical, &amp; Plumbing (MEP)</b>	<ul style="list-style-type: none"> <li>o Mechanical: <u>Exact placement</u> of the elements listed below, including AFFs.           <ul style="list-style-type: none"> <li><input type="checkbox"/> Gas Meter</li> <li><input type="checkbox"/> Thermostat</li> <li><input type="checkbox"/> Remote Temp Sensor</li> <li><input type="checkbox"/> Wall &amp; floor Diffuser (to include size W x H, and AFF)</li> <li><input type="checkbox"/> HVAC Unit (to include size W x H x D, and AFF)</li> <li><input type="checkbox"/> Wall/floor mounted heaters (to include size W x H x D, and AFF)</li> </ul> </li> <li>o Electrical: <u>Exact placement</u> of all electrical elements listed below, including size (W x H x D) and AFFs.           <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical panels</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical meter</li> <li><input type="checkbox"/> Transformers</li> <li><input type="checkbox"/> Timer</li> <li><input type="checkbox"/> Disconnect switches</li> <li><input type="checkbox"/> Main Distribution Panels</li> <li><input type="checkbox"/> Security Alarm Panel/Pad <ul style="list-style-type: none"> <li>▪ Telecom: <u>Exact size</u> (W x H x D, and AFF) <u>and placement</u> of <b>All</b> telecom equipment located within the store, to include but not restricted to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Demark</li> <li><input type="checkbox"/> Tele/data boards</li> <li><input type="checkbox"/> Routers</li> <li><input type="checkbox"/> 66 blocks</li> </ul> </li> </ul> </li> <li>○ Plumbing: <u>Exact placement</u> of <b>All</b> Major plumbing elements including size (W x H x D or DIA) and AFFs. <ul style="list-style-type: none"> <li><input type="checkbox"/> Toilets</li> <li><input type="checkbox"/> Urinals</li> <li><input type="checkbox"/> Hand sinks</li> <li><input type="checkbox"/> Utility sinks, mop sinks</li> <li><input type="checkbox"/> 3-comp/2-comp sinks</li> <li><input type="checkbox"/> Drinking fountains</li> <li><input type="checkbox"/> Floor drains, floor sinks</li> <li><input type="checkbox"/> Grab bars (length &amp; AFF)</li> <li><input type="checkbox"/> Clean-outs</li> <li><input type="checkbox"/> Water Meter</li> <li><input type="checkbox"/> Water Heater</li> <li><input type="checkbox"/> Exposed water lines and gas lines.</li> <li><input type="checkbox"/> Exposed plumbing (stub-outs, shut-offs)</li> <li><input type="checkbox"/> Restroom stalls</li> </ul> </li> </ul>
<b>Life Safety</b>	<ul style="list-style-type: none"> <li>○ <u>Exact Placement and AFFs</u> of all Life Safety, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Alarm</li> <li><input type="checkbox"/> Strobe</li> <li><input type="checkbox"/> Pull Station</li> <li><input type="checkbox"/> Pull Pin</li> <li><input type="checkbox"/> Smoke Detector</li> <li><input type="checkbox"/> Sprinkler Head Wall Mounted</li> <li><input type="checkbox"/> Fire extinguisher</li> <li><input type="checkbox"/> Fire Alarm Control Panel</li> <li><input type="checkbox"/> Emergency Exit Sign</li> <li><input type="checkbox"/> Security Exit Sign Combo</li> <li><input type="checkbox"/> Security Light</li> </ul> </li> </ul>

<p><b>Reflected Ceiling Plan (RCP)</b></p>	<ul style="list-style-type: none"> <li>○ <u>True placement of the ALL recessed and surface mounted elements on the ceiling</u> listed below (but not restricted to), including AFFs: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.)</li> <li><input type="checkbox"/> Ceiling heights</li> <li><input type="checkbox"/> Soffit/changes in ceiling height</li> <li><input type="checkbox"/> Light fixtures (size),</li> <li><input type="checkbox"/> Pendant lights (AFF),</li> <li><input type="checkbox"/> Track lights (length, number of lights),</li> <li><input type="checkbox"/> Cameras,</li> <li><input type="checkbox"/> Outlets &amp; switches,</li> <li><input type="checkbox"/> Speakers,</li> <li><input type="checkbox"/> HVAC registers (L x W),</li> <li><input type="checkbox"/> Vents (L x W)</li> <li><input type="checkbox"/> Diffusers (L x W)</li> <li><input type="checkbox"/> Exhaust fans (L x W),</li> <li><input type="checkbox"/> Sensors,</li> <li><input type="checkbox"/> Access hatches (L x W),</li> <li><input type="checkbox"/> Smoke detectors,</li> <li><input type="checkbox"/> Exit signs</li> <li><input type="checkbox"/> Emergency lights,</li> <li><input type="checkbox"/> Security exit sign combo</li> <li><input type="checkbox"/> Sprinkler heads (notate the distance the head protrudes from the ceiling),</li> <li><input type="checkbox"/> Fire strobes,</li> <li><input type="checkbox"/> Ceiling fans (distance from floor to light),</li> <li><input type="checkbox"/> Ceiling mounted tv's/monitors (AFF)</li> <li><input type="checkbox"/> Wi-fi access point</li> </ul> </li> </ul>
<p><b>Photo Key: Basic</b></p>	<p>Photo key showing where photo where taken by room or area</p> <ul style="list-style-type: none"> <li>○ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location</li> </ul>
<p><b>Photo Key: 360</b></p>	<ul style="list-style-type: none"> <li>○ Photo key showing where every 360-degree photo was taken from</li> </ul>
<p><b>Site Plan: Markup</b></p>	<ul style="list-style-type: none"> <li>○ Not to scale mark up of a Google Earth screen shot</li> <li>○ Identify/ show entire parking lot locating the Affordable Care's space</li> <li>○ Identify / locate accessible parking, ramps, dumpsters and all meters</li> </ul>

III. PHOTOS	
<b>Still Photo</b>	<ul style="list-style-type: none"> <li>○ Exterior photos <b>ARE NOT</b> to be taken at night</li> <li>○ Photos to include exterior of the building, any visible meters, parking lot, accessible parking, ramps, path of travel to building, building lobby, path of travel to Affordable Care Facility Assessment space, all areas of the surveyed space including in suit restrooms</li> <li>○ Photo resolution: 1024 x 768 minimum</li> <li>○ Photos to be taken in landscape format only</li> <li>○ 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"> <li>• Exterior (Front to Rear)</li> <li>• Interior</li> <li>• Roof</li> <li>• Extra space (remote power or phone room)</li> </ul> </li> <li>○ Photo numbering: ACI2_XXXXX(5 digit site number)_###</li> <li>○ Include any equipment outside of the space, MPOE, Dmark, and panels.</li> <li>○ Include detail photos of any equipment inside the space</li> <li>○ Include detail photos of any electrical panels that serve the space (panels not with in the space are still required)</li> </ul>
<b>360 Photos</b>	<ul style="list-style-type: none"> <li>○ Minimum one 360-degree photo per room</li> <li>○ In larger rooms take 360 degree photos every 15'-0" in a grid layout</li> <li>○ Include insides of closets, dressing rooms, and utility rooms</li> <li>○ 360 degree photos must be taken on a tripod with lenses at 6'-0" A.F.F.</li> <li>○ 360 degree photos must be taken using a remote trigger</li> <li>○ 360 degree photos must meet or exceed the resolution of a Theta 360 S model</li> </ul>
<b>Roof Photos</b>	<ul style="list-style-type: none"> <li>○ Photos of all roof conditions and all mounted equipment and their information plate/tag</li> </ul>
<b>Photo Final Deliverables</b>	<ul style="list-style-type: none"> <li>○ Still Photos               <ul style="list-style-type: none"> <li>○ Folder 1: <i>ACI2_XXXXX_CityST_Photos</i></li> <li>○ Photo Naming Protocol: ACI2_XXXXX(5 Digit Site Number)_###</li> </ul> </li> <li>○ Laser Photos               <ul style="list-style-type: none"> <li>○ Folder 2: <i>ACI2_XXXXX_CityST_PhotoLaser</i></li> <li>○ Photo Naming Protocol: ACI2_XXXXX(5 Digit Site Number)_###</li> </ul> </li> <li>○ 360 Photos               <ul style="list-style-type: none"> <li>○ Folder 3: <i>ACI2_XXXXX_CityST_360Photos</i></li> </ul> </li> <li>○ Photo Naming Protocol: ACI2_XXXXX(5 Digit Site Number)_###</li> </ul>

IV. SURVEYOR CAD	
<b>Surveyor CAD</b>	<ul style="list-style-type: none"> <li>○ Surveyor must use template provided on Quickbase and correct layers</li> <li>○ Surveyor must provide a base CAD (<b>completed on site</b>) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, soffits, and t-grid starts</li> <li>○ Place in CAD, Site Address, Site Number, North Arrow, Date and Surveyor Name in Title block of CAD</li> <li>○ Surveyor must guarantee the accuracy of their CAD to ¼ inch</li> <li>○ Completed surveyor CAD must be saved in AutoCAD compatible format save to 2013</li> <li>○ Object snaps must be used</li> <li>○ Surveyor must use the correct project template</li> <li>○ Door openings must be cut into walls</li> <li>○ Surveyor CAD must show exterior and demising wall thickness</li> </ul>
<b>CAD Saved As</b>	○ <i>ACI2_XXXXX_CityST_SurvCAD</i>

V. FACILITY ASSESSMENT REPORT	
<b>Facility Assessment Report</b>	<ul style="list-style-type: none"> <li>○ Surveyor to fill out the Facility Assessment Report in its entirety</li> <li>○ The field report must be filled out using <b>Microsoft Word</b></li> </ul>
<b>Facility Assessment Report Components</b>	<ul style="list-style-type: none"> <li>○ Parking lot evaluation</li> <li>○ Building envelope evaluation</li> <li>○ Roof evaluation</li> <li>○ HVAC equipment visual evaluation</li> <li>○ Interior evaluation</li> <li>○ Electrical panel documentation</li> <li>○ ADA heads Up evaluation</li> </ul>
<b>Field Report Saved As</b>	○ <i>ACI2_XXXXX_CityST_FieldReport</i>

**VI. REQUIRED HAND DRAWING EXAMPLES**

Extents Dimension Plan

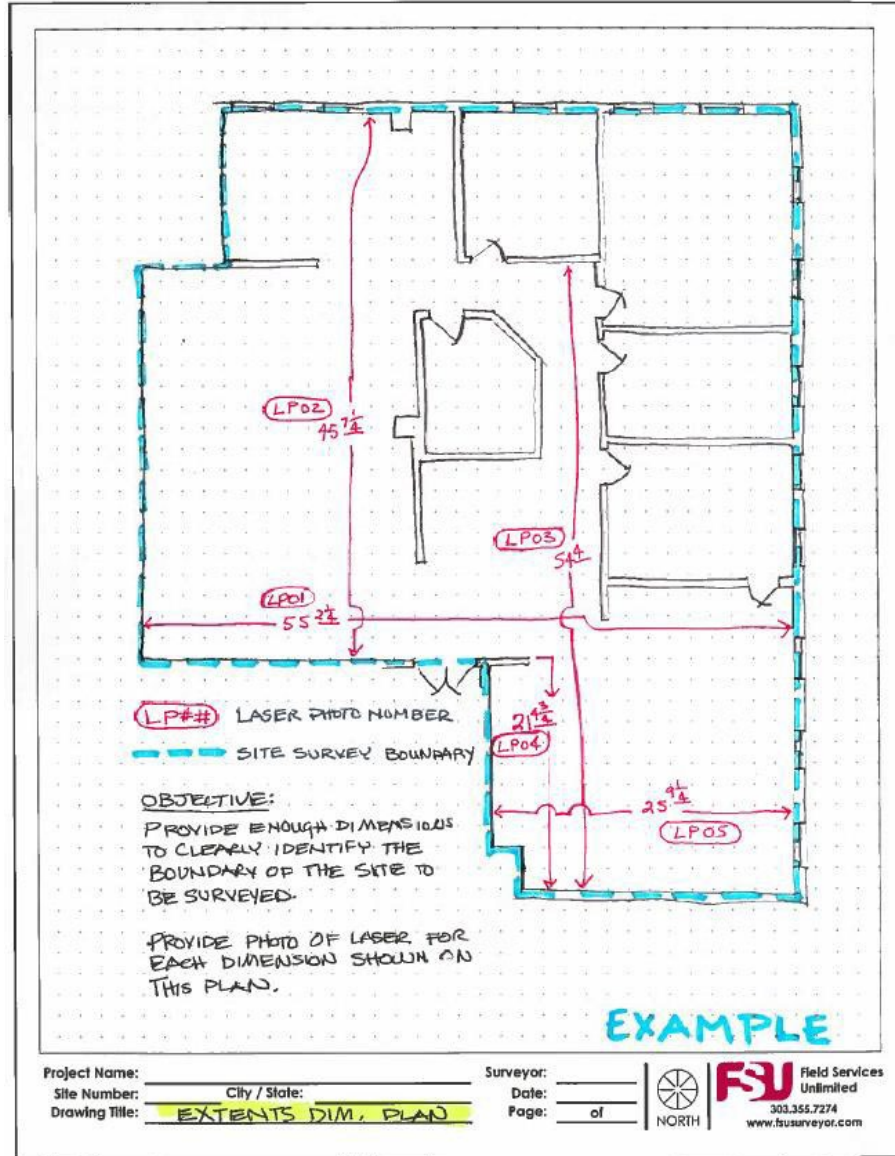
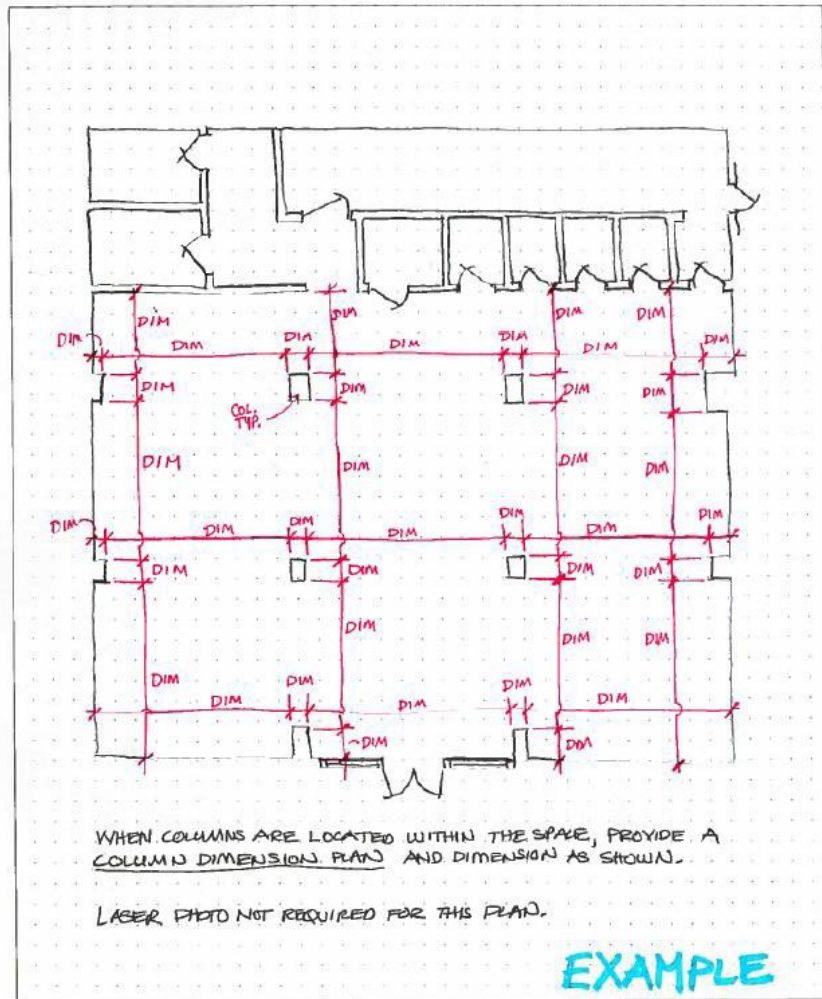


Photo of Laser



Column Dimension Plan



Project Name: \_\_\_\_\_ Surveyor: \_\_\_\_\_  
 Site Number: \_\_\_\_\_ City / State: \_\_\_\_\_ Date: \_\_\_\_\_  
 Drawing Title: COLUMN DIMENSION PLAN Page: \_\_\_\_\_ of \_\_\_\_\_

