

AFFORDABLE CARE FACILITY ASSESSMENTS SCOPE OF WORK QUALITY CONTROL

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.

QUALITY CONTROL CRITICAL PROJECT INFORMATION:

Turnaround/Upload Time Frame:	In Quickbase		
FSU project contacts:			
Project Manager:	Project Manager	Project Coordination:	Project Coordinator
Project Manager Phone:	303-355-7274	Project Coordination Phone:	303-355-7274
Project Manager Email:	Project Manager’s email	Project Coordination Email:	scheduling@fsusurveyor.com
FSU Project Escalation:	Items from Scope of Work missing from Surveyor/CAD Drafter, Surveyor/CAD Drafter Uploads incomplete, or Surveyor/CAD Drafter Deliverables are late.		
1. Project Manager:	Project Manager		
2. Project Coordination:	Project Coordinator		

QUALITY CONTROL SCOPE OF WORK:

CAD Template	ACI2_XXXXX_CityST_CAD Template_2024 V1.0
Template Type	FSU’s CAD template and layering
CAD Version	2013
CAD Sheet Size	11 x 17
CAD Floorplan Orientation	Main entry facing right or bottom depending on space layout
Delivery to FSU	QuickBase vendor portal
CAD Deliverables	1 FLR PLN 2 MEP PLN 3 RCP 4 SITE PLN
CAD Blocks	CAD drafter must use only the provided blocks and symbols that are included in the template
Layers	See below for layers and description

LAYERS	
Name	Description
_Floor Area Calc	Polyline around Interior Areas
_VP	Viewports
0	Zero layer, nothing on this layer
A-Anno-Dims	Annotation, Dimensions
A-Anno-Notes	Annotation, Notes Floor Plan
A-Anno-Notes-MEP	Annotation, Mechanical, Electrical and Plumbing
A-Anno-Notes-PH KEY	Annotation, Photo Key
A-Anno-Notes-RCP	Annotation, Reflected Ceiling Plan
A-Anno-Notes-Site	Annotation, Site
A-Case	Casework, Millwork
A-Clng-GRID	Ceiling T-Grid
A-Clng-HVAC	Ceiling HVAC
A-Clng-LIGHT	Ceiling Light
A-Clng-MISC	Ceiling Miscellaneous
A-Clng-SOFFIT	Ceiling Soffit
A-Door	Door
A-Floor-Vert	Change in Floor type or height
A-Gen Eqpm	General Equipment
A-Glaz	Window Glazing
A-Site	Site, Image
A-Wall-EXT	Exterior Wall
A-Wall-INT	Interior Wall
A-Wall-PRTL	Partial Wall
Defpoints	
E-Elec Eqpm	Electrical Equipment
F-Fire Eqpm	Fire Equipment
F-Sprnk-HEAD	Fire Sprinkler Head
M-Mech Eqpm	Mechanical Equipment
P-Fixt	Plumbing Fixture
P-Misc Eqpm	Plumbing, Miscellaneous Equipment
S-Cols	Column


SHEET 1: FLOOR PLAN

	<div style="text-align: right;"> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> AFORDABLE CARE INC. AFFORDABLE CARE ASSESSMENTS ADDRESS 1 ADDRESS 2 CITY/STATE/ZIP </div> <div style="margin-top: 10px;"> XXXX SHEET # DATE: 00/00/00 SURVEYOR: XXXXXXXX DRAWN BY: XXXXXXXX CHECK BY: XXXXXXXX </div> <div style="margin-top: 10px;"> STILL PHOTO 360° PHOTO FLOOR AREA: X,XXX SF <small>NOTE: THE SQUARE FOOTAGE CALCULATION IS DERIVED FROM MEASUREMENT TO FACE OF INTERIOR WALLS ONLY AND IS INTENDED FOR MATERIAL TAKEOFFS ONLY. THIS NUMBER IS NOT PREPARED TO BE USED FOR ANY OTHER PURPOSES.</small> </div> <div style="margin-top: 10px;"> UPDATE FLOOR AREA DATE, SURVEYOR, & DRAFTER INFO </div> <div style="text-align: right; margin-top: 10px;"> FLOOR PLAN SHEET # 1 SHEET # </div>
<p>Floor Plan</p>	<ul style="list-style-type: none"> ○ True placement of ALL items listed below: <ul style="list-style-type: none"> <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>) <input type="checkbox"/> Interior walls, Partition walls, partial walls (to include height) <input type="checkbox"/> Wall openings & pass-throughs (sill/header height) <input type="checkbox"/> Visible columns, visible embedded columns <input type="checkbox"/> Doors (headers height) <input type="checkbox"/> Windows (sill and header height) <input type="checkbox"/> Bump-outs, Recesses and Niches <input type="checkbox"/> Built in cabinet/millwork/furniture (to include size and AFF) <input type="checkbox"/> Changes in levels, steps, and/or ramps <input type="checkbox"/> Wall finishes, to include exact location of material changing (e.g.: drywall, wood paneling, FRP, etc.) <input type="checkbox"/> Floor finishes, to include exact location of material changing (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.) <input type="checkbox"/> Ceiling finishes, to include exact location of material changing (e.g.: ACT, drywall, open to deck, glued tile, etc.)
<p>Photo Key</p>	<ul style="list-style-type: none"> ○ Photo key showing where photo where taken by room or area
<p>360-Degree Photo Key</p>	<ul style="list-style-type: none"> ○ Show every location where a 360-Degree photo was taken

Quality Control	<ul style="list-style-type: none">○ Confirm scale of drawing matches viewport○ Confirm Title Block Address, Site Number, North Arrow, Date, Surveyor, CAD Drafter is correct○ Confirm SQ or Fill in Title block with SQ○ Confirm Key Plan is correct○ Confirm 360 Photo Key is correct○ Confirm Floorplan and Layers are Correct○ Fill out Quality Control Name
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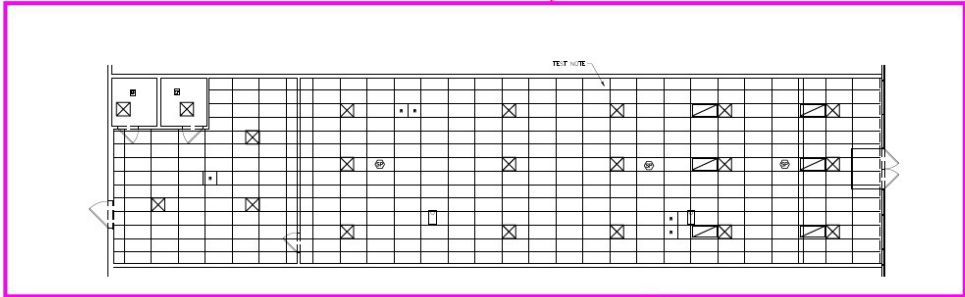
	<input type="checkbox"/> 3-comp/2-comp sinks <input type="checkbox"/> Drinking fountains <input type="checkbox"/> Floor drains, floor sinks <input type="checkbox"/> Grab bars (length & AFF) <input type="checkbox"/> Clean-outs <input type="checkbox"/> Water Meter <input type="checkbox"/> Water Heater <input type="checkbox"/> Exposed water lines and gas lines. <input type="checkbox"/> Exposed plumbing (stub-outs, shut-offs) <input type="checkbox"/> Restroom stalls
Life Safety	<input type="checkbox"/> <u>Exact Placement and AFFs</u> , of all Life Safety, including: <ul style="list-style-type: none"> <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Strobe <input type="checkbox"/> Pull Station <input type="checkbox"/> Pull Pin <input type="checkbox"/> Smoke Detector <input type="checkbox"/> Sprinkler Head Wall Mounted <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Fire Alarm Control Panel <input type="checkbox"/> Emergency Exit Sign <input type="checkbox"/> Security Exit Sign Combo <input type="checkbox"/> Security Light
Quality Control	<input type="checkbox"/> Confirm MEP is correct

SHEET 3: REFLECTED CEILING PLAN (RCP) PLAN



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RCP PLAN



SCALES MUST MATCH. UPDATE TAG AS NEEDED 3/32 IS THE SMALLEST SCALE ALLOWED

1" RCP PLAN
3/32" = 1'-0"

ADDRESS AND SITE NUMBER

NORTH ARROW

DATE, SURVEYOR, & DRAFTER INFO

MEASURE ONE CASE, INC.
 FACILITY ASSESSMENTS
 ADDRESS 1
 ADDRESS 2
 CITY STATE ZIP

MEASURE ONE CASE, INC.
 FACILITY ASSESSMENTS
 ADDRESS 1
 ADDRESS 2
 CITY STATE ZIP

XXXX

NO. 000000
 REVISION: 0.000000
 DRAWN BY: 0.000000
 C BY: 0.000000

RCP PLAN
 SHEET # 3
 SHEET #

RCP LEGEND - LIGHTING	RCP LEGEND - MISC.	RCP LEGEND - HVAC
<ul style="list-style-type: none"> FLUORESCENT LIGHT-RECESSED FLUORESCENT LIGHT-SURFACE MNTD. CEILING LIGHT-RECESSED CEILING LIGHT-SURFACE MNTD. CAN LIGHT PENDANT LIGHT LIGHT TRACK SPOT LIGHT 2400B (T. FIX)-SURFACE MNTD. 1400B (T. FIX)-SURFACE MNTD. 2400B (T. FIX)-SUSPENDED 	<ul style="list-style-type: none"> SINK (L. BAND-OUTLET) SINK (L. BAND-OUTLET) CIG-MOUNT T.V. SPEAKER CEILING OUTLET SPRINKLER FIRE STROBE SMOKE DETECTOR CEILING OHN PROJECTOR EXIT SIGN EMERGENCY LIGHT PA (L. EXIT SIGN COMBO) CAMERA CAMERA PANEL CAMERA DOME ACCESS HATCH CEILING MOUNTED HVAC UNIT SUPPLY DIFFUSER RETURN DIFFUSER SUPPLY/RETURN DIFFUSER ROUND DIFFUSER EXHAUST FAN EXHAUST FAN/EXH. COMBO 	

<p>Reflected Ceiling Plan (RCP)</p>	<ul style="list-style-type: none"> ○ <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"> <input type="checkbox"/> Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.) <input type="checkbox"/> Ceiling heights <input type="checkbox"/> Soffit/changes in ceiling height <input type="checkbox"/> Light fixtures (size), <input type="checkbox"/> Pendant lights (AFF), <input type="checkbox"/> Track lights (length, number of lights), <input type="checkbox"/> Cameras, <input type="checkbox"/> Outlets & switches, <input type="checkbox"/> Speakers, <input type="checkbox"/> HVAC registers (L x W), <input type="checkbox"/> Vents (L x W) <input type="checkbox"/> Diffusers (L x W) <input type="checkbox"/> Exhaust fans (L x W), <input type="checkbox"/> Sensors, <input type="checkbox"/> Access hatches (L x W), <input type="checkbox"/> Smoke detectors, <input type="checkbox"/> Exit signs <input type="checkbox"/> Emergency lights, <input type="checkbox"/> Security exit sign combo <input type="checkbox"/> Sprinkler heads (notate the distance the head protrudes from the ceiling), <input type="checkbox"/> Fire strobes, <input type="checkbox"/> Ceiling fans (distance from floor to light), <input type="checkbox"/> Ceiling mounted tv's/monitors (AFF) <input type="checkbox"/> Wi-fi access point
<p>Quality Control</p>	<ul style="list-style-type: none"> ○ Confirm RCP is correct

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SHEET 4: SITE PLAN

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ATKINSVILLE CO. REC. INC.
FACILITY ASSESSMENTS
ADDRESS:
ADDRESS 2
CITY: DENVER

APPROXIMATE
DIMENSIONS

SITE ID #

XXXX

DATE

SURVEYOR: XXXXXXXX

DRAWN BY: XXXXXXXX

CHECKED BY: XXXXXXXX

SITE PLAN

SHEET TOTAL

4

SHEET #

1 SITE PLAN
N.T.S.

Site Plan	<ul style="list-style-type: none"> ○ Google earth image with markup ○ Locate space within the building, meters, utility rooms, accessible parking, ramps, and dumpster
Quality Control	<ul style="list-style-type: none"> ○ Confirm all items are placed per surveyor notes and photo review

FIELD REPORT	
Facility Assessment Report	<ul style="list-style-type: none"> ○ Surveyor to fill out the Facility Assessment Report in its entirety ○ The field report must be filled out using Microsoft Word ○ Review and fill in additional information
Facility Assessment Report Components	<ul style="list-style-type: none"> ○ Parking lot evaluation ○ Building envelope evaluation ○ Roof evaluation ○ HVAC equipment visual evaluation ○ Interior evaluation ○ Electrical panel documentation ○ ADA heads Up evaluation
Quality Control	<ul style="list-style-type: none"> ○ Review and fill in additional information as needed ○ Make sure all information matches with CAD

QUALITY CONTROL WRAP UP	
CAD	<ul style="list-style-type: none"> ○ Finish up QC ○ Delete example, blocks, and FSU CAD Library, so the final CAD is the only one showing ○ Make sure CAD is saved in the correct format ○ <i>Save CAD as: ACI2_XXXXX_CityST_CAD</i>
PDF	<ul style="list-style-type: none"> ○ Create a PDF of each sheet using Monochrome plot style <ul style="list-style-type: none"> ○ 1 FLR PLN ○ 2 MEP PLN ○ 3 RCP ○ 4 SITE PLN ○ Combine all the sheets into one PDF ○ Create 360 Degree Links, (SOW on Quickbase) ○ Hyperlink 360 Degree Photos in the Final PDF (SOW on Quickbase) ○ <i>Save PDF as: ACI2_XXXXX_CityST_PDF</i>
CLOSE-OUT	<ul style="list-style-type: none"> ○ Combine CAD and PDF into a folder <ul style="list-style-type: none"> ○ Zip Folder and save as: <ul style="list-style-type: none"> ▪ <i>ACI2_XXXXX_CityST_CADPDF</i> ○ Combine all Still Photos in one folder <ul style="list-style-type: none"> ○ Zip Folder and Save As: <ul style="list-style-type: none"> ▪ <i>ACI2_XXXXX_CityST_Photos</i> ○ Hyperlink 360 Degree Link PDF <ul style="list-style-type: none"> ○ Save 360 Degree Link word document as PDF <ul style="list-style-type: none"> ▪ <i>ACI2_XXXXX_CityST_360PhotoLinks</i> ○ Field Report <ul style="list-style-type: none"> ○ Save Field Report as a PDF <ul style="list-style-type: none"> ▪ <i>ACI2_XXXXX_CityST_FieldReport</i> ○ Upload all Documents to Final Deliverables tab in Quickbase
QUICKBASE	<ul style="list-style-type: none"> ○ Quickbase, Miscellaneous Tab, Add QC Timecard ○ Add Vendor feedback for both CAD Drafter and Surveyor ○ Assignments Tab, check box for "Ready for Delivery" ○ Site Info Tab, Fill in Final Square Footage