

Phenix Salon Suites

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 “Phenix Salon Suites” Project with FSU!

The goal of this survey is to collect the existing conditions of the site as required by this scope of work. 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. Above grid access will require a ladder. Roof access will also be required.

SURVEYOR CRITICAL PROJECT INFORMATION: NEEDS TO BE CHECKED	
Project Fee:	In Quickbase
Turnaround/Upload Time Frame:	In Quickbase
FSU Project Contacts	
Project Manager:	Project Manager
Project Manager Phone:	303-355-7274
Project Manager Email:	Project Manager’s Email
Project Coordination:	Project Coordinator
Project Coordination Phone:	303-355-7274
Project Coordination Email:	scheduling@fsusurveyor.com
FSU Project Escalation:	For on-site survey issues
1. Project Manager:	Project Manager
2. Vice President of Operations:	VP of Operations
3. After Hours Contact:	Project Manager’s Cell Phone
Dress Code:	Shirt with a Collar and Khaki or any non-denim trousers
Reimbursable Expenses:	<ul style="list-style-type: none"> ○ Reimbursable expenses are due no later than 7 days from the date of survey. Any expenses submitted past 7 days will not be paid. ○ Surveyor will fill out the expense report through their vendor portal on QuickBase ○ Receipts are required for all expenses
Surveyor Responsibilities:	<ul style="list-style-type: none"> ○ Thoroughly review the Scope of Work and address any questions with the Project Manager prior to survey ○ Coordinate the feasible survey dates with FSU scheduling, then book travel ○ Coordinate with site contact prior to survey for site visit timing & any additional requirements ○ Contact Project Manager with any on-site issues or concerns ○ Enter “date surveyor deliverables in” in QuickBase upon uploading of deliverables ○ 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

SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

Extents/Column Dimension Plan	<ul style="list-style-type: none"> ○ 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. Photos of the overall dimensions as shown on the laser are required for this plan. See attached examples in section V at the end of this Scope of Work.
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II. SURVEY INFORMATION

Floor Plan	<ul style="list-style-type: none"> ○ Includes <u>ALL</u> walls, doors/wall openings (header height), windows & pass-through (sill/header height), half walls, stairs, ramps, columns, and bump outs ○ Must show demising wall and exterior wall thickness (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”) ○ Location and dimension of actual columns ○ Exact location of any vertical floor changes, stairs, and/or ramps (height and material) ○ Exit door landing ○ Storefront assembly (location, width, height, thickness, mullions and glazing) ○ Handrail and guardrails (location, material size and AFF) ○ Restroom accessories – to include partitions and grab bars – exact location, size and AFF ○ Casework/cabinets (size, location, AFF)
Major Mechanical, Electrical, & Plumbing (MEP) (Will show on Floor Plan)	<ul style="list-style-type: none"> ○ Plumbing: Exact placement of <u>ALL</u> plumbing elements listed below including AFFs and diameter. <ul style="list-style-type: none"> ▪ Plumbing fixtures: Toilets, urinals, sinks, mop sinks, floor sinks, utility sinks, laundry sinks, floor drains, cleanouts, water heaters, etc. ▪ Exposed water and gas lines in the space ▪ Water main, water line coming into the space ▪ Shut-off ▪ Sewer connection (if possible) ○ Mechanical: <ul style="list-style-type: none"> ▪ Major: Exact placement, size and AFF of <u>HVAC equipment</u> (HVAC, RTU’s, Condenser, etc.) associated with the space ▪ Minor: Exact placement and size of air vents, heaters, diffusers, etc. at <u>perimeter walls only</u> ○ Electrical: <ul style="list-style-type: none"> ▪ Major: Exact placement, size and AFF of Panel boxes, transformers, disconnects and main distribution panels. Show exact placement of electrical meter ▪ Minor: Exact placement and AFF size of electrical and data receptacles, thermostats, sensors and etc. at <u>perimeter walls only</u>. Show location of telecom equipment, to include MPOE/demark locations
Reflected Ceiling Plan (Will show on Floor Plan)	<ul style="list-style-type: none"> ○ Ceiling types and heights annotation in <u>ALL</u> areas of the surveyed space including <u>soffit</u> location, type and AFF.
Above Ceiling/Structure Plan (Will show on Floor Plan)	<ul style="list-style-type: none"> ○ <u>Structural Deck</u> - Height AFF, min. of two (2) locations (front and rear) within the main sales room ○ <u>Lowest Structural Member</u> – Height AFF, min. of two (2) locations (front and rear)

	<ul style="list-style-type: none"> ○ <u>Deck penetrations</u> for RTU's /HVAC system – Provide size of opening/penetration and a min. of two (2) dimensions locating the opening/penetrations within the space ○ Above Grid Photos as specified below
Exterior Elevations	<p>Draft in AutoCAD – elevations for <u>each side of the space that has storefront windows</u>. Extend elevation to 5'-0" beyond the demising wall location. Drawn elevations should include all openings and elements, whether surface mounted or recessed. These items may include:</p> <ul style="list-style-type: none"> ○ Grade – show accurate slope of sidewalk/grade ○ Walls – with finish notated ○ Doors - show frame and head height ○ Windows - show frame and mullions, sill and head height ○ Parapets – dimension from grade to top of parapet ○ Canopies and awnings – Show material, height and height above grade ○ Ramps, Stairs, handrails and guardrails (if applicable) ○ MEP elements – wall-mounted lights, hose bib, outlets, meters, etc. ○ Signage (note dimension to bottom of signage) ○ Gutters, downspouts, scuppers and drains
Roof Plan	<ul style="list-style-type: none"> ○ Insert satellite image in surveyor CAD of the roof showing exact placement (distance to nearest parapet on 2 sides of units) and size (WxDxH): <ul style="list-style-type: none"> ▪ All <u>RTU and/or HVAC</u> equipment associated with the space
Photo Key	<ul style="list-style-type: none"> ○ Floor plan with photos grouped by area or room ○ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. ○ Above grid plan with group bubbles <ul style="list-style-type: none"> ▪ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. <u>General room photos are NOT accepted for this project</u>

III. PHOTOS

Photos	<ul style="list-style-type: none"> ○ Photo resolution: 1280 x 960 minimum ○ Photos to be taken in landscape format only ○ 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"> ▪ site exterior ▪ interior ▪ above ceiling ▪ roof ▪ site utilities or extra areas ○ Exterior photos <u>ARE NOT</u> to be taken at night ○ Exterior photos must include but are not limited to: <ul style="list-style-type: none"> ○ Neighboring tenants on each side of space ○ Existing building signage ○ All entrances and exits to and from the space with photos of each side of the door, showing the condition of each door and threshold. Photos shall include thresholds and clear spaces at each entrance and exit. ○ Interior photos: <ul style="list-style-type: none"> ▪ All areas of the space ▪ A contextual photo – before entering a room, take a photo of the door first, then enter the room and complete the photo array for that room ▪ Interior of restroom including fixtures and entire ceiling ▪ Above grid photo array ○ Roof – photo array with closeup photos of all labels ○ Include any equipment outside of the space, MPOE, Dmarc, and panels.
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	<ul style="list-style-type: none"> ○ Include detail photos of any electrical panels that serve the space (detail photos of panels not within the space are still required) if equipment is not in the space please take a path of travel from the space to the equipment location. ○ Close-up photos of: ○ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire on the box) ○ Meters ○ MPOE and demarks ○ Utilities that service the space ○ Roof area and RTUs serving the space: <ul style="list-style-type: none"> - Standard photo array - Close up of all RTU (and all equipment associated with the space) showing condition, plates and disconnects. ○ Photo Folder naming protocol: <i>PSS_XXXXX (5 digit site number)_CityST_Photos</i> ○ Photo naming protocol: <i>PSS_XXXXX (5 digit site number)_###</i>
Roof Photos	<ul style="list-style-type: none"> ○ Photos completely documenting the roof conditions ○ Photos of all roof mounted equipment and their information plates/tags
Laser Photos	<ul style="list-style-type: none"> ○ <i>Laser photos are to be delivered separately from regular site photos</i> ○ Folder Naming Protocol: <i>PSS_XXXXX (5 digit site number)_CityST_Laser</i> ○ Photo Naming Protocol: <i>PSS_XXXXX (5 digit site number)_###</i>

IV. FIELD REPORT	
Field Report	<ul style="list-style-type: none"> ○ It is the responsibility of the surveyor to contact the building maintenance / Mall Operations Manager to schedule a time to meet on-site to gather the information needed on the Field Report. ○ Download the Field Report from the QuickBase toolbox. The Field Report is a Word document. The completed Field Report shall be uploaded to QuickBase (with the other deliverables) as a Word document. Do not upload a PDF file of this document. ○ The Field Report must be filled out in its <i>entirety</i>. Notify FSU if information is outstanding. The Field Report is considered incomplete with any missing field information. ○ Electrical section: it is <i>critical</i> that the total building power information is collected. If the surveyor is unable to collect this information, they are to contact the Project Manager immediately.

IV. SURVEYOR CAD

Surveyor CAD	<ul style="list-style-type: none"> ○ <u>CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout</u> ○ Surveyor must provide a base CAD (<u>Completed on Site</u>) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, and soffits ○ <u>CAD Elevations for each side of the space that has storefront windows.</u> Extend elevation to 5'-0" beyond the demising wall location. ○ Surveyor must guarantee the accuracy of their CAD to ¼ inch ○ Completed surveyor CAD must be saved in AutoCAD compatible format saved to version 2013 ○ Object snaps must be used ○ Surveyor must use the correct project template and layers ○ Door openings must be cut into walls ○ Surveyor CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed) ○ <u>Surveyor CAD requested to annotate the title block with the following: Address, Site Number, North Arrow, Date, and Surveyor Name</u>
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V. REQUIRED HAND DRAWING EXAMPLES

Extents Dimension Plan

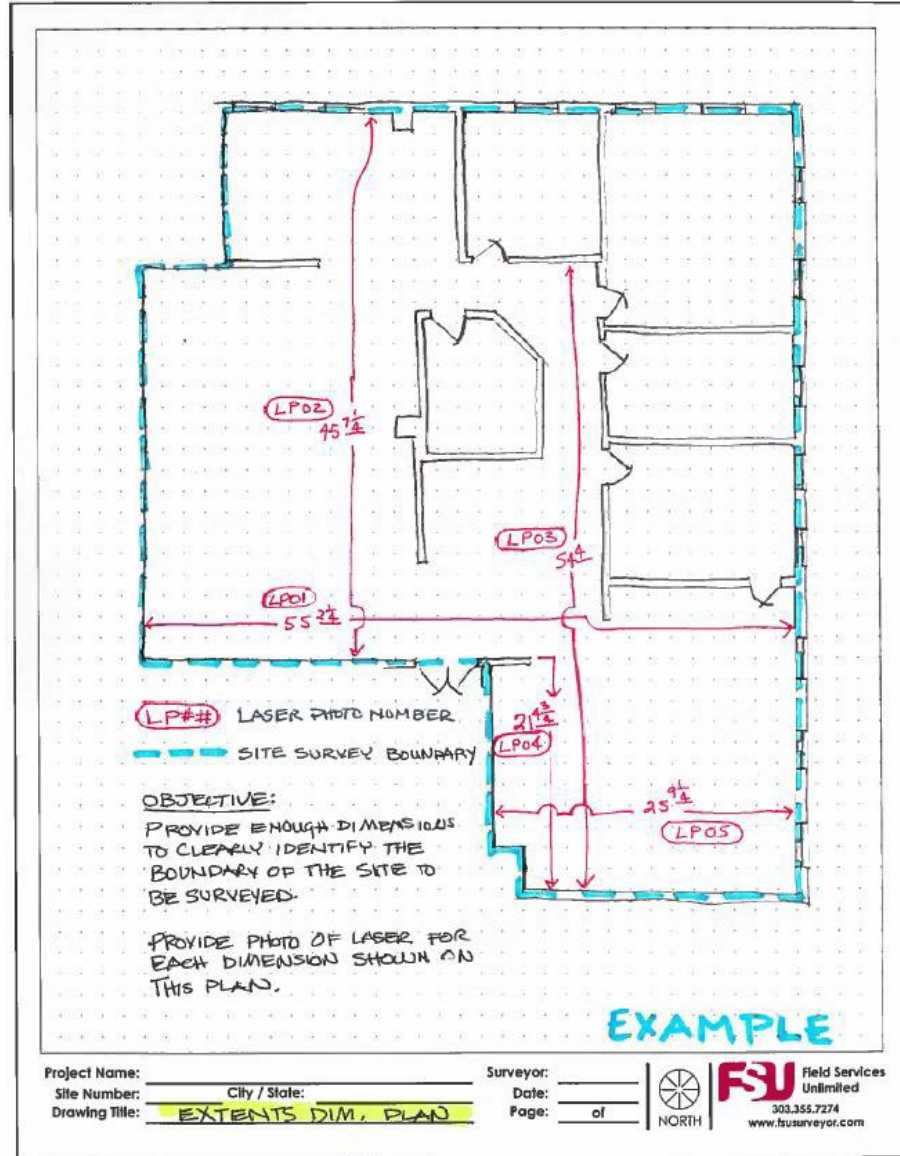


Photo of Laser



Column Dimension Plan

WHEN COLUMNS ARE LOCATED WITHIN THE SPACE, PROVIDE A COLUMN DIMENSION PLAN AND DIMENSION AS SHOWN.

LASER PHOTO NOT REQUIRED FOR THIS PLAN.

EXAMPLE

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

NORTH **FSU** Field Services Unlimited
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VI. TABLE SUMMARY

Summary Table ○ The following SOW tables define required elements and placements in greater detail.

	MAJOR FLOOR PLAN ELEMENTS: (REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Exterior Walls	✓		✓	✓	✓			Include wall thicknesses
	Interior Walls, Partitions, Partial-Ht. Walls	✓		✓	✓	✓			Include wall thicknesses
	Bump-outs, Recesses, Niches	✓		✓	✓	✓		✓	
	Wall openings/Pass-Through	✓		✓	✓	✓		✓	Header/Soffit Call Out
	Columns, Embedded Columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
	Exit door exterior landing	✓		✓	✓	✓		✓	-Provide landing material and take photos of landing
	Windows	✓		✓	✓	✓		✓	-Include Mullion Detail -Include Sill Height -Include Header Height
	Vestibules	✓		✓	✓	✓			
Storefront assembly	✓		✓	✓	✓		✓	-including mullions and glazing	

	MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Steps, Ramps, Changes in Level	✓		✓	✓	✓			Include # and height of risers
	Handrails/Guardrails	✓			✓	✓		✓	Provide material
	Restroom accessories – to include partitions	✓			✓	✓			
	Casework/Cabinets	✓		✓	✓	✓		✓	

	EXTERIOR ELEVATIONS (REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Grade								Show accurate slope of sidewalk/grade
	Walls	✓			✓	✓			Notate finish
	Doors	✓			✓	✓			Include frame and head height
	Windows	✓		✓	✓	✓		✓	-Include Frame and Mullion -Include Sill Height -Include Header Height
	Parapets	✓		✓	✓	✓			Include wall thicknesses
	Canopies and awnings	✓		✓	✓	✓		✓	
	Ramps, stairs , handrails and guardrails	✓		✓		✓		✓	If applicable
	MEP elements	✓			✓	✓	✓	✓	-Wall-mounted lights, hose bib, outlets, meters, etc.
	Signage	✓			✓	✓		✓	-Note dimension to bottom of signage
Gutters, downspouts, scuppers and drains	✓		✓	✓	✓		✓		

	PLUMBING ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Toilets	✓								<i>Provide CL dim to closest wall</i>
	Urinals	✓								<i>Provide CL dim to closest wall</i>
	Hand sinks	✓		✓	✓					<i>Provide CL dim to closest wall</i>
	Grab bars	✓		✓						<i>Place to center of attachment</i>
	Mop/utility/laundry sinks	✓		✓	✓					<i>Provide CL dim to closest wall</i>
	Floor drains	✓					✓			<i>Provide CL dim to closest wall</i>
	Cleanouts (floor and wall mounted)	✓					✓	✓		<i>Provide CL dim to closest wall</i>
	Water heaters	✓					✓			<i>Provide CL dim to closest wall</i>

	MAJOR ELECTRICAL ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Electrical Panel boxes, transformers disconnects and main distribution panels within the space	✓		✓	✓	✓			✓	<i>Provide CL dim to closest wall</i>
	Meters	✓								<i>Provide CL dim to closest wall</i>
	Transformer		✓							<i>Provide proximity to survey space</i>

	MINOR ELECTRICAL ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
	Electrical and data receptacles, thermostats, sensor and other electrical devices	✓							✓	<i>-AT PERIMETER WALL ONLY -Provide CL dim to closest wall</i>
	Telecom equipment	✓								<i>-To include MPOE/demark locations -Provide CL dim to closest wall</i>

	MAJOR MECHANICAL ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	HVAC equipment associated with the space	✓		✓	✓	✓			✓	<i>To include RTU's, VAV, Condenser, etc</i>

	MINOR MECHANICAL ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
	Air vents, heaters, diffusers, etc	✓		✓	✓	✓			✓	<i>-AT PERIMETER WALL ONLY -Provide CL dim to closest wall</i>

	ROOF PLAN ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
	HVAC units associated with the space	✓		✓	✓	✓			✓	
	RTU associated with the space	✓		✓	✓	✓				

	STRUCTURE PLAN / Above Ceiling ELEMENTS:	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Lowest Structural member							✓	-AFF to bottom of item, Front, and Rear of space	
	Columns						✓			
	Structural Deck							✓	AFF In 2 Locations on the plan (Front and Rear within the main sales room)	
	Deck Penetrations for RUT's/HVAC systems							✓		

	REFLECTED CEILING	Placement		Required Measurements						Notes
		Exact	General	L	W	H	DIA	AFF		
FSU Default	Ceiling							✓	-Type/transition	
	Soffits	✓			✓			✓	-Type	