

# Phenix Salon

## SCOPE OF WORK

### CAD Drafter

#### VERSION LOG:

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

#### INTRODUCTION TO PROJECT:

Welcome to the “Phenix Salon” 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. Above grid access will require a ladder. Roof access will also be required.

CAD Drafter CRITICAL PROJECT INFORMATION: <b>CHECK PROJECT FEE</b>	
<b>Project Fee:</b>	Refer to QuickBase
<b>Turnaround/Upload Time Frame:</b>	Logged in QuickBase
FSU Project Contacts	
<b>Project Manager:</b>	Project Manager
<b>Project Manager Phone:</b>	303-355-7274
<b>Project Manager Email:</b>	Project Manager’s Email
<b>Project Coordination:</b>	Project Coordinator
<b>Project Coordination Phone:</b>	303-355-7274
<b>Project Coordination Email:</b>	scheduling@fsusurveyor.com
<b>FSU Project Escalation:</b>	For missing information, documentation, Email needs to be sent to Surveyor with Project Manager CC’d on email.
<b>1. Project Manager:</b>	Project Manager
<b>2. Vice President of Operations:</b>	VP of Operations
<b>3. After Hours Contact:</b>	Project Manager’s Cell Phone
<b>CAD Drafter Responsibilities:</b>	<ul style="list-style-type: none"> <li>○ Thoroughly review the Scope of Work and address any questions with the Project Manager prior to survey</li> <li>○ Download the current AutoCAD Template and Scope of Work from Quickbase</li> <li>○ Contact Project Manager with any site issues or concerns</li> <li>○ Enter “date surveyor deliverables in” and “CAD Drafter Hours” in QuickBase upon uploading of deliverables</li> <li>○ 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> </ul>

## CAD Drafter DELIVERABLES PACKAGE:

The following items will be uploaded by the Surveyor:

- Surveyor CAD
- Field Drawings
- Still Photos
- Laser Photos

### I. SURVEYOR CAD Deliverable to CAD Drafter

<b>Surveyor CAD Responsibilities</b>	<ul style="list-style-type: none"> <li>○ <u>CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout</u></li> <li>○ 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</li> <li>○ <u>CAD Elevations for each side of the space that has storefront windows. Extend elevation to 5'-0" beyond the demising wall location.</u></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 saved to version 2013</li> <li>○ Object snaps must be used</li> <li>○ Surveyor must use the correct project template and layers</li> <li>○ Door openings must be cut into walls</li> <li>○ Surveyor CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed)</li> <li>○ <u>Surveyor CAD requested to annotate the title block with the following: Address, Site Number, North Arrow, Date, and Surveyor Name</u></li> </ul>
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### II. FIELD DRAWINGS

<b>Extents/Column Dimension Plan</b>	<ul style="list-style-type: none"> <li>○ 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. (Be sure to review laser photos)</li> </ul>
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### III. FIELD DRAWING INFORMATION CONTINUED...

<b>Floor Plan</b>	<ul style="list-style-type: none"> <li>○ Includes <u>ALL</u> walls, doors/wall openings (header height), windows &amp; pass-through (sill/header height), half walls, stairs, ramps, columns, and bump outs</li> <li>○ 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")</li> <li>○ Location and dimension of actual columns</li> <li>○ Exact location of any vertical floor changes, stairs, and/or ramps (height and material)</li> <li>○ Exit door landing</li> <li>○ Storefront assembly (location, width, height, thickness, mullions and glazing)</li> <li>○ Handrail and guardrails (location, material size and AFF)</li> <li>○ Restroom accessories – to include partitions and grab bars – exact location, size and AFF</li> <li>○ Casework/cabinets (size, location, AFF)</li> </ul>
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<p><b>Major Mechanical, Electrical, &amp; Plumbing (MEP)</b> (Will show on Floor Plan)</p>	<ul style="list-style-type: none"> <li>○ Plumbing: Exact placement of <u>ALL</u> plumbing elements listed below including AFFs and diameter. <ul style="list-style-type: none"> <li>▪ Plumbing fixtures: Toilets, urinals, sinks, mop sinks, floor sinks, utility sinks, laundry sinks, floor drains, cleanouts, water heaters, etc.</li> <li>▪ Exposed water and gas lines in the space</li> <li>▪ Water main, water line coming into the space</li> <li>▪ Shut-off</li> <li>▪ Sewer connection (if possible)</li> </ul> </li> <li>○ Mechanical: <ul style="list-style-type: none"> <li>▪ Major: Exact placement, size and AFF of <u>HVAC equipment</u> (HVAC, RTU's, Condenser, etc.) associated with the space</li> <li>▪ Minor: Exact placement and size of air vents, heaters, diffusers, etc. at <u>perimeter walls only</u></li> </ul> </li> <li>○ Electrical: <ul style="list-style-type: none"> <li>▪ Major: Exact placement, size and AFF of Panel boxes, transformers, disconnects and main distribution panels. Show exact placement of electrical meter</li> <li>▪ 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</li> </ul> </li> </ul>
<p><b>Reflected Ceiling Plan</b> (Will show on Floor Plan)</p>	<ul style="list-style-type: none"> <li>○ Ceiling types and heights annotation in <u>ALL</u> areas of the surveyed space including <u>soffit</u> location, type and AFF.</li> </ul>
<p><b>Above Ceiling/Structure Plan</b> (Will show on Floor Plan)</p>	<ul style="list-style-type: none"> <li>○ <u>Structural Deck</u> - Height AFF, min. of two (2) locations (front and rear) within the main sales room</li> <li>○ <u>Lowest Structural Member</u> – Height AFF, min. of two (2) locations (front and rear)</li> <li>○ <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</li> <li>○ Above Grid Photos as specified below</li> </ul>
<p><b>Exterior Elevations</b></p>	<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"> <li>○ Grade – show accurate slope of sidewalk/grade</li> <li>○ Walls – with finish notated</li> <li>○ Doors - show frame and head height</li> <li>○ Windows - show frame and mullions, sill and head height</li> <li>○ Parapets – dimension from grade to top of parapet</li> <li>○ Canopies and awnings – Show material, height, and height above grade</li> <li>○ Ramps, Stairs, handrails, and guardrails (if applicable)</li> <li>○ MEP elements – wall-mounted lights, hose bib, outlets, meters, etc.</li> <li>○ Signage (note dimension to bottom of signage)</li> <li>○ Gutters, downspouts, scuppers, and drains</li> </ul>
<p><b>Roof Plan</b></p>	<ul style="list-style-type: none"> <li>○ Insert satellite image in surveyor CAD of the roof showing exact placement (distance to nearest parapet on 2 sides of units) and size (WxDxH):</li> <li>○ <u>All RTU and/or HVAC</u> equipment associated with the space</li> </ul>
<p><b>Photo Key</b></p>	<ul style="list-style-type: none"> <li>○ Floor plan with photos grouped by area or room</li> <li>○ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location.</li> <li>○ Above grid plan with group bubbles</li> <li>○ 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></li> </ul>

IV. PHOTOS	
<p><b>Photos</b></p> <p><b>(CAD Drafters are required to review the photos for a full completion of the Site Survey, this is to ensure everything was captured as needed from the Scope of Work, if anything is missing from the scope that was not captured by the surveyor, please email the surveyor and CC the project manager)</b></p>	<ul style="list-style-type: none"> <li>○ Photo resolution: 1280 x 960 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>▪ site exterior</li> <li>▪ interior</li> <li>▪ above ceiling</li> <li>▪ roof</li> <li>▪ site utilities or extra areas</li> </ul> </li> <li>○ Exterior photos <b>ARE NOT</b> to be taken at night</li> <li>○ Exterior photos must include but are not limited to:               <ul style="list-style-type: none"> <li>○ Neighboring tenants on each side of space</li> <li>○ Existing building signage</li> </ul> </li> <li>○ 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.</li> <li>○ Interior photos:               <ul style="list-style-type: none"> <li>▪ All areas of the space</li> <li>▪ 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</li> <li>▪ Interior of restroom including fixtures and entire ceiling</li> <li>▪ Above grid photo array</li> </ul> </li> <li>○ Roof – photo array with closeup photos of all labels</li> <li>○ Include any equipment outside of the space, MPOE, Dmarc, and panels.</li> <li>○ 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.</li> <li>○ Close-up photos of:               <ul style="list-style-type: none"> <li>○ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire on the box)</li> <li>○ Meters</li> <li>○ MPOE and demarks</li> <li>○ Utilities that service the space</li> </ul> </li> <li>○ Roof area and RTUs serving the space:               <ul style="list-style-type: none"> <li>▪ Standard photo array</li> <li>▪ Close up of all RTU (and all equipment associated with the space) showing condition, plates and disconnects.</li> </ul> </li> <li>○ Photo Folder naming protocol: <i>PSS_XXXXX (5 digit site number)_CityST_Photos</i> <ul style="list-style-type: none"> <li>▪ Photo naming protocol: <i>PSS_XXXXX (5 digit site number)_###</i></li> </ul> </li> </ul>
<p><b>Roof Photos</b></p>	<ul style="list-style-type: none"> <li>○ Photos completely documenting the roof conditions</li> <li>○ Photos of all roof mounted equipment and their information plates/tags</li> </ul>
<p><b>Laser Photos</b></p>	<ul style="list-style-type: none"> <li>○ <i>Laser photos are to be delivered separately from regular site photos</i></li> <li>○ Folder Naming Protocol: <i>PSS_XXXXX (5 digit site number)_CityST_Laser</i></li> <li>○ Photo Naming Protocol: <i>PSS_XXXXX (5 digit site number)_###</i></li> </ul>

V. Drafter CAD	
CAD Drafter Deliverable	<ul style="list-style-type: none"> <li>○ <u>CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout</u></li> <li>○ Completed CAD must be saved in AutoCAD compatible format saved to version 2013</li> <li>○ Object snaps must be used</li> <li>○ CAD Drafter must use the correct project template and layers</li> <li>○ Door openings must be cut into walls</li> <li>○ Must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed)</li> <li>○ Viewport scale needs to match the annotation scale (Viewport scale is in ¼"=1'-0", Annotation needs to state the same scale.)</li> <li>○ <u>CAD Drafter requested to confirm the title block is correct with the following information: Address, Site Number, and North Arrow.</u></li> <li>○ <u>In Title block update CAD Drafter name.</u></li> </ul>

VI. REQUIRED HAND DRAWING EXAMPLES

Extents Dimension Plan

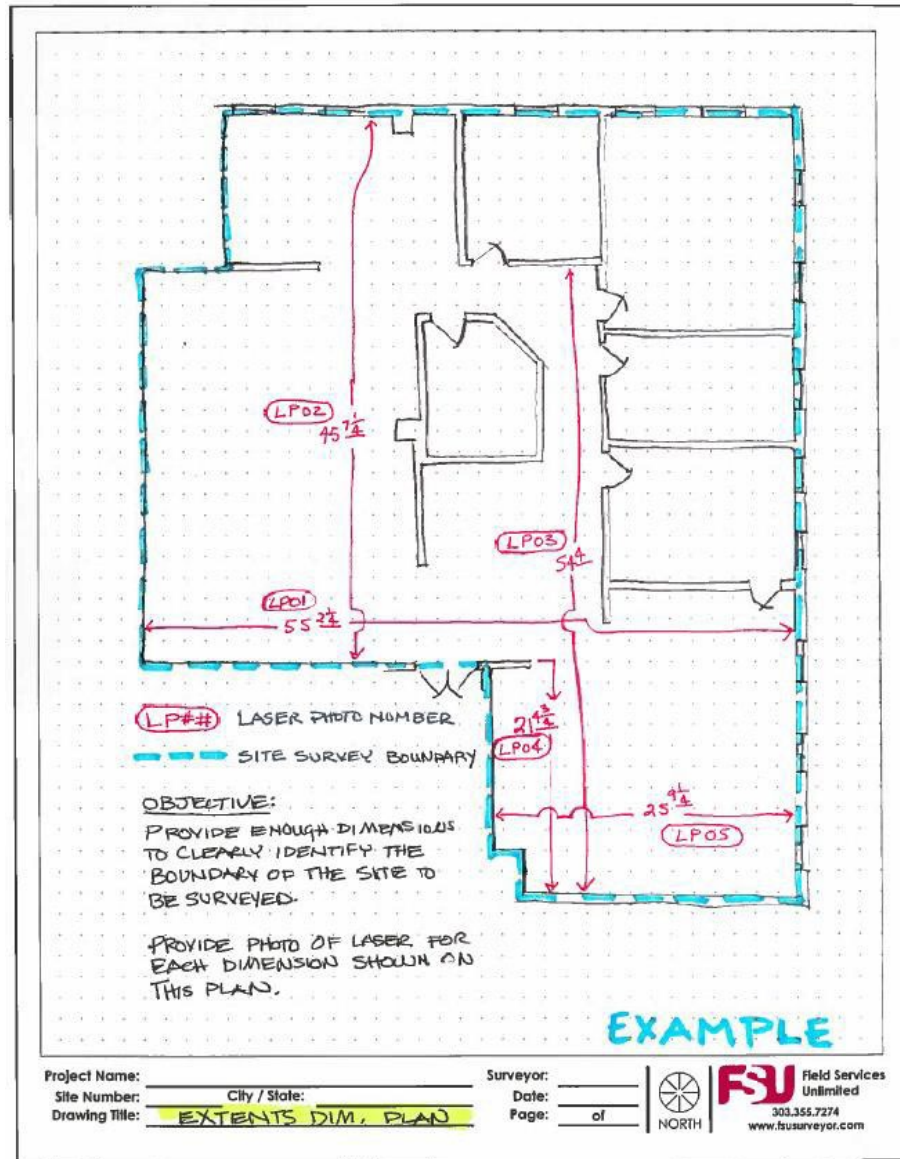
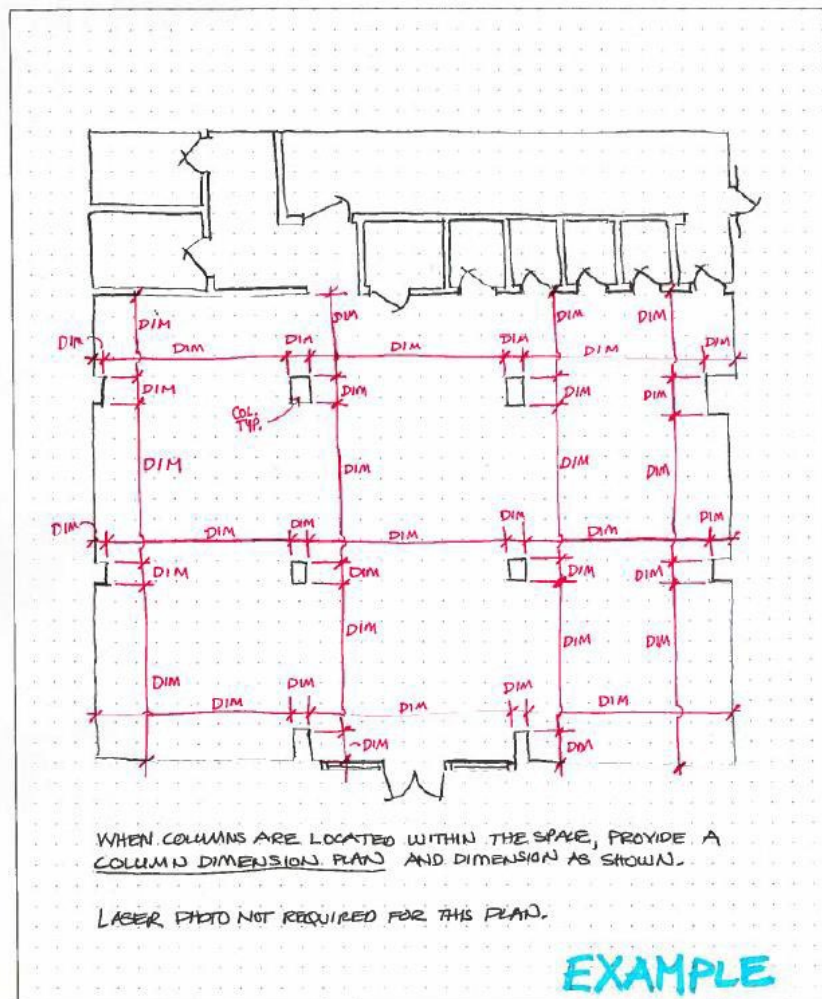


Photo of Laser



Column Dimension Plan



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



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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	✓		✓	✓	✓			<b>Include wall thicknesses</b>
	Interior Walls, Partitions, Partial-Ht. Walls	✓		✓	✓	✓			<b>Include wall thicknesses</b>
	Bump-outs, Recesses, Niches	✓		✓	✓	✓		✓	
	Wall openings/Pass-Through	✓		✓	✓	✓		✓	<b>Header/Soffit Call Out</b>
	Columns, Embedded Columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
	Exit door exterior landing	✓		✓	✓	✓		✓	<b>-Provide landing material and take photos of landing</b>
	Windows	✓		✓	✓	✓		✓	<b>-Include Mullion Detail -Include Sill Height -Include Header Height</b>
	Vestibules	✓		✓	✓	✓			
Storefront assembly	✓		✓	✓	✓		✓	<b>-including mullions and glazing</b>	

	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	✓		✓	✓	✓			<b>Include # and height of risers</b>
	Handrails/Guardrails	✓			✓	✓		✓	<b>Provide material</b>
	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								<b>Show accurate slope of sidewalk/grade</b>
	Walls	✓			✓	✓			<b>Notate finish</b>
	Doors	✓			✓	✓			<b>Include frame and head height</b>
	Windows	✓		✓	✓	✓		✓	<b>-Include Frame and Mullion -Include Sill Height -Include Header Height</b>
	Parapets	✓		✓	✓	✓			<b>Include wall thicknesses</b>
	Canopies and awnings	✓		✓	✓	✓		✓	
	Ramps, stairs , handrails and guardrails	✓		✓		✓		✓	<b>If applicable</b>
	MEP elements	✓			✓	✓	✓	✓	<b>-Wall-mounted lights, hose bib, outlets, meters, etc.</b>
	Signage	✓			✓	✓		✓	<b>-Note dimension to bottom of signage</b>
Gutters, downspouts, scuppers and drains	✓		✓	✓	✓		✓		

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

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

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

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