

PHENIX SALON SUITES
QUALITY ASSURANCE CHECKLIST
2020v03

QUALITY ASSURANCE PROCESS – CAD

1. Verify site address and site ID # with Quickbase
2. Verify site address with Google Maps
3. Verify North Arrow with Google Maps
4. Add name in QC space in title block
5. Check the actual square footage in model space with what is shown on Sheet 1 and add to QB
6. Check the rentable square footage as noted on Sheet 1
7. Layer walk (model space – ‘LAYWALK’) Make sure all linework are on the correct layers

8. Floor Plan

- Compare the ‘Extents Dimension Plan’ with laser photos with the CAD plan
- Compare the ‘Column Dimension Plan’ with laser photos with the CAD plan
 - If the ‘Extents Dimension Plan’ and the ‘Column Dimension Plan’ drawings are not provided by the Surveyor, contact the surveyor and request these drawings with associated photos immediately. All surveyors should be providing these sketches while still onsite. Please note - the ‘Column Dimension Plan’ will only be provided if there are columns within the space.
- All windows should be notated with head and sill heights. Doors should have a head height.
- Look for site specific items, such as bumpouts, columns, etc. Confirm that these items are located as shown in the field documents and photos. Columns should be noted with size and finish material.
- Check for a rear exit door landing – size and material should be noted
- Check for storefront assembly - width, height and thickness should be shown accurately.
- Mullions and glazing should be drawn accurately (per the surveyor’s dimensions).
- Confirm that window sills are not on the glazing layer. There should be a separate layer for sills.
- Confirm location and notation of all casework and countertops. Notation should include AFF.
- Check for ramps, stairs and any vertical changes in the floor. Width, height and material should be shown in plan.
- Confirm a length and width dimension in each space. All other dimensioning should be removed.

9. Reflected Ceiling & Above Grid / Structure Plan

- Confirm the ceiling height AFF in each room / area
- Confirm soffit height AFF
- Confirm notation of deck height AFF – minimum of two (2) locations – front and rear
- Confirm notation of lowest structural members – minimum of two (2) locations – front and rear
- Confirm location of deck penetrations - dimensions should be provided on two sides
- Confirm notation of deck penetration – should include the size of the penetration
- Confirm location and notation of HVAC equipment above the grid (if present)

10. Mechanical / Electrical / Plumbing Plan

- Confirm exact location and size of all mechanical equipment at the perimeter walls only.
- Confirm electrical equipment – exact location and size of electrical panel boxes, transformers, meters, disconnects, main distribution panels, etc.
- Confirm documentation of electric company transformer in relation to the site
- Confirm notation showing amps servicing the building as well as the survey space
- Confirm general placement of telephone data board (at perimeter only)
- Confirm documentation of electrical and data receptacles at perimeter walls (general placement only – within 2 inches)
- Confirm location of all plumbing fixtures in the space.
- Confirm location and size of water main
- Confirm location of water shut-off valve
- Confirm location of sewer connection location

11. Roof Plan / Schematic

- Confirm satellite image has been provided and RTU size and distance to the parapets has been notated.

12. Schematic Roof Plan

- Confirm satellite image has been provided and RTU size and distance to the parapets has been notated.

13. Exterior Elevations

- Confirm that an elevation has been drawn for each side of the space that has storefront windows
- Confirm that the exterior elevations have the following information (if applicable):
 - o Grade – accurately shown (if there is a slope – a slope should be shown)
 - o Openings – all doors and windows should be shown accurately
 - o Parapet – top of parapet should be shown
 - o Canopies and awnings – provide material, height and height AFF
 - o Ramps, stairs, handrails, guardrails
 - o Confirm that all MEP elements that are recessed or surface mounted on the exterior wall are shown and notated
 - o All building finished should be notated
 - o Signage area should be shown and height of signage from grade should be noted
 - o Gutters, downspouts, scuppers and drains should be shown
 - o Dimensions showing height of entry door, sill heights, window head heights, canopy/awning heights, and parapet heights should be shown.

14. Wrap it Up

- AutoCAD file - Save file with 'FINAL' at the end
- PDF Sheets - Create a single PDF file containing all AutoCAD sheets tabs
- Field Report – Export to PDF (if assigned the Field Report QC)
- Compress all photos (may be more than one folder)
- Upload deliverables to Quickbase
- In Quickbase, check the box “ready for delivery”
- Complete time card
- Add drafting / survey feedback