

# Phenix Salon Suite

## 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 “Phenix Salon Suite” 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.

#### QUALITY CONTROL CRITICAL PROJECT INFORMATION:

Turnaround/Upload Time Frame:	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>	Items from Scope of Work missing from Surveyor/CAD Drafter, Surveyor/CAD Drafter Uploads incomplete, or Surveyor/CAD Drafter Deliverables are late.		
<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>Quality Control 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>○ 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>		

#### QUALITY CONTROL SCOPE OF WORK:

<b>CAD Template</b>	PSS_XXXXX_CityST_CAD Template_2021 V1.0
<b>Template Type</b>	FSU’s CAD template and layering
<b>CAD Version</b>	2013
<b>CAD Sheet Size</b>	11 x 17
<b>CAD Floorplan Orientation</b>	Main entry facing right or bottom depending on space layout
<b>Delivery to FSU</b>	Quickbase vendor portal
<b>CAD Deliverables</b>	1 FLR PLN 2 RCP 3 MEP 4 ELEV 5 ROOF

<b>CAD Blocks</b>	CAD drafter must use only the provided blocks and symbols that are included in the template
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## QUALITY CONTROL DELIVERABLES PACKAGE:

The following items will be uploaded by the Surveyor:

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

The following items to be uploaded by the CAD Drafter:

- CAD Drafter CAD

### I. SURVEYOR CAD Deliverables 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>○ Surveyor must provide a base CAD Elevations for each side of the space that has storefront windows.</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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### CAD Drafter Deliverables to Quality Control

<b>CAD Responsibilities</b>	<ul style="list-style-type: none"> <li>○ Thoroughly review the Scope of Work</li> <li>○ Use AutoCAD Template, blocks, layers, and Scope of Work from Quickbase</li> <li>○ Review Surveyor CAD, Field Drawings, and Photos</li> <li>○ Completed surveyor CAD must be saved in AutoCAD compatible format saved to version 2013</li> <li>○ Upload all documentation/deliverables to QuickBase within the required timeframe</li> <li>○ <u>CAD Drafter requested to annotate the title block with the following: CAD Drafter Name</u></li> </ul>
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### II. FIELD DRAWING INFORMATION

<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. See attached examples in section V at the end of this Scope of Work.</li> </ul>
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<b>III. FIELD DRAWING INFORMATION CONTINUED...</b>	
<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>
<b>Major Mechanical, Electrical, &amp; Plumbing (MEP)</b>	<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 etc. at <u>perimeter walls only</u>. Show location of telecom equipment, to include MPOE/demark locations</li> </ul> </li> </ul>
<b>Reflected Ceiling Plan</b>	<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>
<b>Above Ceiling/Structure Plan</b>	<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>
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<b>Roof Plan</b>	<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): <ul style="list-style-type: none"> <li>▪ All <u>RTU and/or HVAC</u> equipment associated with the space</li> </ul> </li> </ul>
<b>Photo Key</b>	<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 <ul style="list-style-type: none"> <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> </li> </ul>

#### IV. PHOTOS

<b>Photos</b>	<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 <u>ARE NOT</u> to be taken at night</li> <li>○ Exterior photos must include but are not limited to:</li> <li>○ Neighboring tenants on each side of space</li> <li>○ Existing building signage</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:</li> <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> <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: <u>PSS_XXXXX (5 digit site number) CityST Photos</u></li> <li>○ Photo naming protocol: <u>PSS_XXXXX (5 digit site number)_###</u></li> </ul>
<b>Roof Photos</b>	<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>

<b>Laser Photos</b>	<ul style="list-style-type: none"><li>○ <u><i>Laser photos are to be delivered separately from regular site photos</i></u></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>
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<b>V. FIELD REPORT</b>	
<p><b>(QC IS REQUIRED TO REVIEW FIELD REPORT AND CROSS FIELD REPORT INFORMATION W/CAD DRAFT</b></p>	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> <li>○ 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.</li> </ul>
<b>VI. QUALITY CONTROL WRAP UP</b>	
	<ul style="list-style-type: none"> <li>○ <i>CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout</i></li> <li>○ Completed CAD must be saved in AutoCAD compatible format saved to version 2013</li> <li>○ Object snaps must be used</li> <li>○ 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> </ul>
CAD	<ul style="list-style-type: none"> <li>○ Finish up QC</li> <li>○ Delete example, blocks, and FSU CAD Library, so the final CAD is the only one showing</li> <li>○ Make sure CAD is saved in the correct format</li> <li>○ <i>Save CAD as: PSS_XXXXX_CityST_CAD</i></li> </ul>
PDF	<ul style="list-style-type: none"> <li>○ Create a PDF of each sheet using Monochrome plot style               <ul style="list-style-type: none"> <li>▪ 1 FLR PLN</li> <li>▪ 2 RCP</li> <li>▪ 3 MEP</li> <li>▪ 4 ELEV</li> <li>▪ 5 ROOF</li> </ul> </li> <li>○ Combine all the sheets into one PDF</li> <li>○ <i>Save PDF as: PSS_XXXXX_CityST_PDF</i></li> </ul>
CLOSE-OUT	<ul style="list-style-type: none"> <li>○ Combine CAD and PDF into a folder               <ul style="list-style-type: none"> <li>▪ Zip Folder and save as:                   <ul style="list-style-type: none"> <li>▪ <i>PSS_XXXXX_CityST_CADPDF</i></li> </ul> </li> </ul> </li> <li>○ Combine all Still Photos in one folder               <ul style="list-style-type: none"> <li>▪ Zip Folder and Save As:                   <ul style="list-style-type: none"> <li>▪ <i>PSS_XXXXX_CityST_Photos</i></li> </ul> </li> </ul> </li> <li>○ Save Field Report as               <ul style="list-style-type: none"> <li>▪ <i>PSS_XXXXX_CityST_Field Report</i></li> </ul> </li> <li>○ Upload all Documents to Final Deliverables tab in Quickbase</li> </ul>
QUICKBASE	<ul style="list-style-type: none"> <li>○ Quickbase, Miscellaneous Tab, Add QC Timecard</li> <li>○ Add Vendor feedback for both CAD Drafter and Surveyor</li> <li>○ Assignments Tab, check box for "Ready for Delivery"</li> <li>○ Site Info Tab, Fill in Final Square Footage</li> </ul>