

# PACIFIC DENTAL SERVICES

## SCOPE OF WORK

### SURVEYOR

#### VERSION LOG:

Version	Date:	Revision notes:

#### INTRODUCTION TO PROJECT:

Welcome to the Pacific Dental Services 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.

<b>SURVEYOR CRITICAL PROJECT INFORMATION:</b>			
Project Fee:	In Quickbase		
Turnaround/Upload Time Frame:	<b>24 hours from Site Survey Completion</b>		
<b>FSU Project Contacts</b>			
Project Manager:	Jenna Miller	Scheduling:	FSU Scheduler
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com	Scheduling email:	scheduling@fsusurveyor.com
FSU Project Escalation:	For on-site survey issues		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Susan Young		
3. After hours contact:	Jenna Millers Cell Phone		
Dress Code:	Shirt with a Collar and Khaki or any non-denim trousers		
Reimbursable Expenses:	<ul style="list-style-type: none"> <li>○ This project has reimbursable expenses.</li> <li>○ Reimbursable expenses are due no later than 7 days from the date of survey. Any expenses submitted past 7 days will not be paid.</li> <li>○ Surveyor will fill out the expense report through their vendor portal on QuickBase</li> <li>○ Receipts are required for all expenses</li> </ul>		
Surveyor Responsibilities:	<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>○ Coordinate the feasible survey dates with FSU scheduling, then book travel</li> <li>○ Coordinate with site contact prior to survey for site visit timing &amp; any additional requirements</li> <li>○ Contact Project Manager with any on-site issues or concerns</li> <li>○ Enter "date surveyor deliverables in" 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>		

## SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

- Surveyor Field Drawings
- Surveyor AutoCAD Drawing
- Field Report
- Photos

### I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

Extents/Column Dimension Plan	<ul style="list-style-type: none"> <li>o 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 VI at the end of this Scope of Work.</li> </ul>
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### II. SURVEY INFORMATION

Floorplan	<ul style="list-style-type: none"> <li>o Includes <b>ALL</b> walls, doors, windows (with mullion sizes, sill/header height), wall openings &amp; pass-throughs (sill/header height), half walls, partition walls, changes of level, stairs, ramps, columns, bump-outs, recesses and niches</li> <li>o 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>o Location of actual columns</li> <li>o Storefront height</li> <li>o Changes in levels, steps(height) and ramps (indicate slope and note if it is compliant or non-compliant)</li> <li>o Hand rails (Interior only)</li> <li>o Floor hatches (access panels)</li> <li>o General placement of: ATMs, Safes and Roll-up security gates, if applies.</li> </ul>
Major MEP	<ul style="list-style-type: none"> <li>o Mechanical: Exact placement, size and AFF of <b>ALL HVAC units</b>.</li> <li>o Electrical: Exact placement of <b>ALL Major</b> electrical elements including size (WxHxD) and AFFs. <ul style="list-style-type: none"> <li>▪ Electrical panels</li> <li>▪ Electrical meters</li> <li>▪ Timers</li> <li>▪ Disconnect switches</li> <li>▪ Control panels</li> <li>▪ Transformers</li> <li>▪ Tel./Data boards</li> <li>▪ D-marc/MPOE</li> </ul> </li> <li>o Plumbing: Exact placement of <b>ALL Major</b> plumbing elements including AFFs. <ul style="list-style-type: none"> <li>▪ Toilets</li> <li>▪ Urinals</li> <li>▪ Hand sinks</li> <li>▪ Water meters, Confirm Water Line</li> </ul> </li> <li>o Fire/Life safety: General Placement of the items below <ul style="list-style-type: none"> <li>▪ Fire alarm control panels</li> <li>▪ Sprinkler system equipment</li> </ul> </li> </ul>

Structural Plan	<ul style="list-style-type: none"> <li>o Exact placement of columns including material and size.</li> <li>o Deck, Beams and Joist height annotation in the <b>front, middle, and rear of the space</b></li> </ul>
Site Plan <i>TO SHOW ON FLOOR PLAN</i>	<ul style="list-style-type: none"> <li>o Changes in levels, steps(height) and ramps (indicate slope and note if it is compliant or non-compliant)</li> <li>o Sidewalk with curb height</li> </ul>
Roof Plan	<ul style="list-style-type: none"> <li>o Plan showing <b>exact placement</b> of: <ul style="list-style-type: none"> <li>▪ All RTU and/or HVAC equipment</li> <li>▪ <b>Collect RTU curb and RTU sizes</b></li> </ul> </li> </ul>
Photo Key	<ul style="list-style-type: none"> <li>o Floor plan with photos grouped by area or room</li> <li>o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location.</li> <li>o 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.</li> </ul> </li> </ul>

<b>III. PHOTOS</b>	
Photos	<ul style="list-style-type: none"> <li>o Exterior photos <b>ARE NOT</b> to be taken at night</li> <li>o Photos to include exterior of the building, any visible meters, parking lot, accessible parking, ramps, path of travel to building, all areas of the surveyed space including in suite restrooms. <ul style="list-style-type: none"> <li>▪ All meters must have a context/location photo and close-up of all plates or labels</li> </ul> </li> <li>o Photo resolution: <b>1280 x 960</b> minimum</li> <li>o Photos to be taken in <b>landscape</b> format only</li> <li>o <b>Required photos:</b> <ul style="list-style-type: none"> <li>▪ All Sides of Building</li> <li>▪ Adjacent Tenants</li> <li>▪ Path of travel from public right of way to site entrance</li> <li>▪ Close up photos of all MEP equipment labels</li> <li>▪ Accessible spaces and ramp</li> <li>▪ All rooms and spaces within the survey space</li> <li>▪ Roof - to include RTUs and general photo array</li> <li>▪ Entrances / exits - both sides, to include threshold</li> <li>▪ MEP equipment - to include closeup of labels</li> </ul> </li> <li>o Photo <b>sequence</b> 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>▪ Exterior (front then rear)</li> <li>▪ Interior</li> <li>▪ Above ceiling</li> <li>▪ Roof</li> <li>▪ Extra space (remote power or phone room)</li> </ul> </li> <li>o Interior photos: <ul style="list-style-type: none"> <li>▪ Complete store front photos</li> <li>▪ Corner photos facing into the space (each corner, 2 photos with your back in the corner facing the opposite corner. 1 eye level photo, 1 ceiling photo)</li> <li>▪ Architectural details such as millwork, wainscoting, structural relationships</li> <li>▪ Utility equipment (HVAC units, filter systems, water heaters, electrical, water, gas...etc.</li> <li>▪ Above ceiling photos: limited amount. Take several photos to document the structure type.</li> </ul> </li> <li>o Include any equipment outside of the space, MPOE, Dmarc, and panels.</li> </ul>

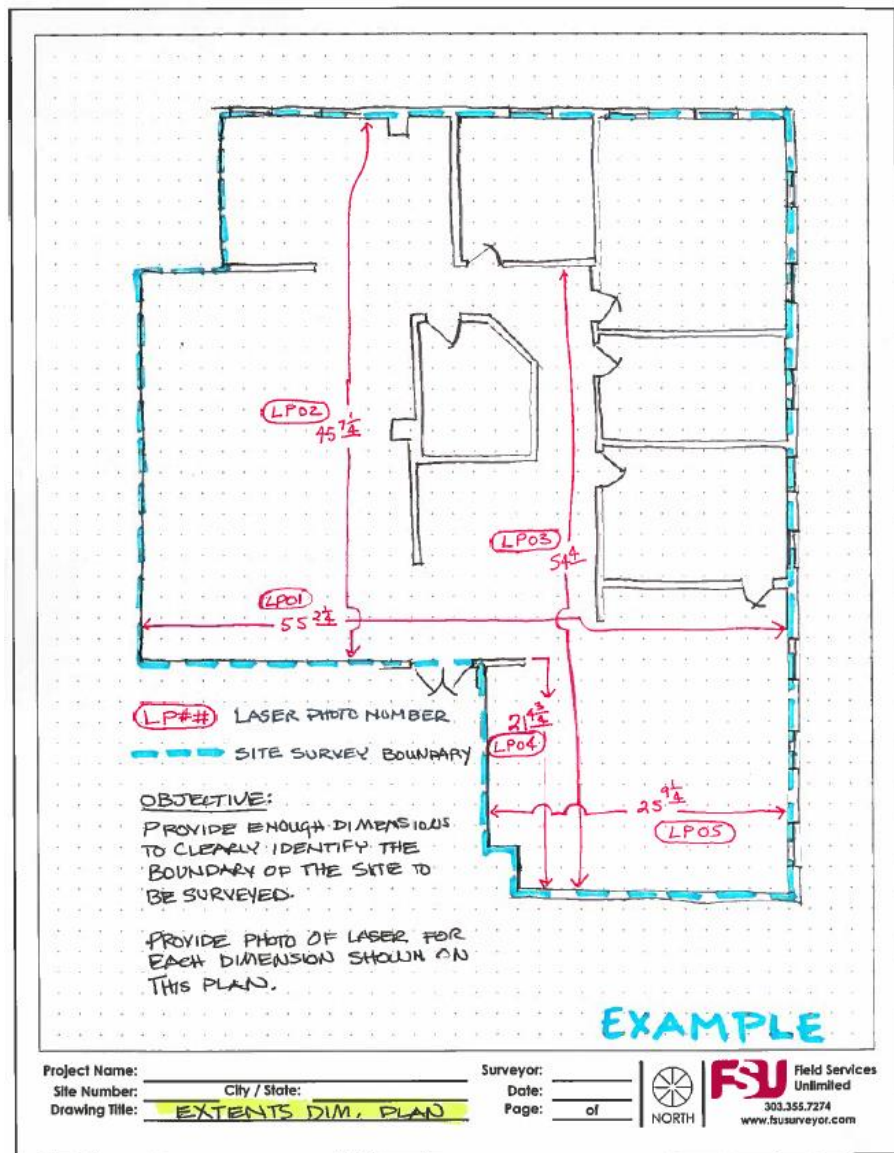
	<ul style="list-style-type: none"> <li>o Include detail photos of any electrical panels that serve the space (detail photos of panels not within the space are still required) if equipment is not in the space please take a path of travel from the space to the equipment location.</li> <li>o <b>Close-up</b> 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, as well as individual circuits on the box).</li> <li>▪ Meters.</li> <li>▪ MPOE and demarks.</li> <li>▪ Utilities that service the space</li> <li>▪ Rear door hardware from inside and outside of the space</li> <li>▪ Roof Equipment</li> </ul> </li> <li>o Photo Folder naming protocol: <i>PDS_XXXX (5 digit site number)_Photos</i></li> <li>o Photo naming protocol: <i>PDS_XXXX (5 digit site number)_###</i></li> </ul>
Roof Photos	<ul style="list-style-type: none"> <li>o Photos completely documenting the roof conditions</li> <li>o Photos of all roof mounted equipment and their information plates/tags</li> </ul>
Laser Photos	<ul style="list-style-type: none"> <li>o <i><b>Laser photos are to be delivered separately from regular site photos</b></i></li> <li>o Folder Naming Protocol: <i>PDS_XXXX (5 digit site number)_Laser</i></li> <li>o Photo Naming Protocol: <i>PDS_XXXX (5 digit site number)_###</i></li> </ul>

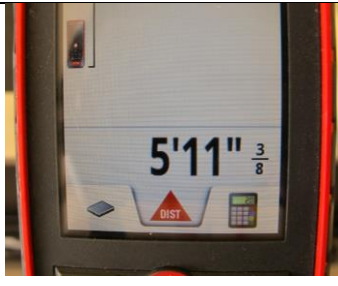
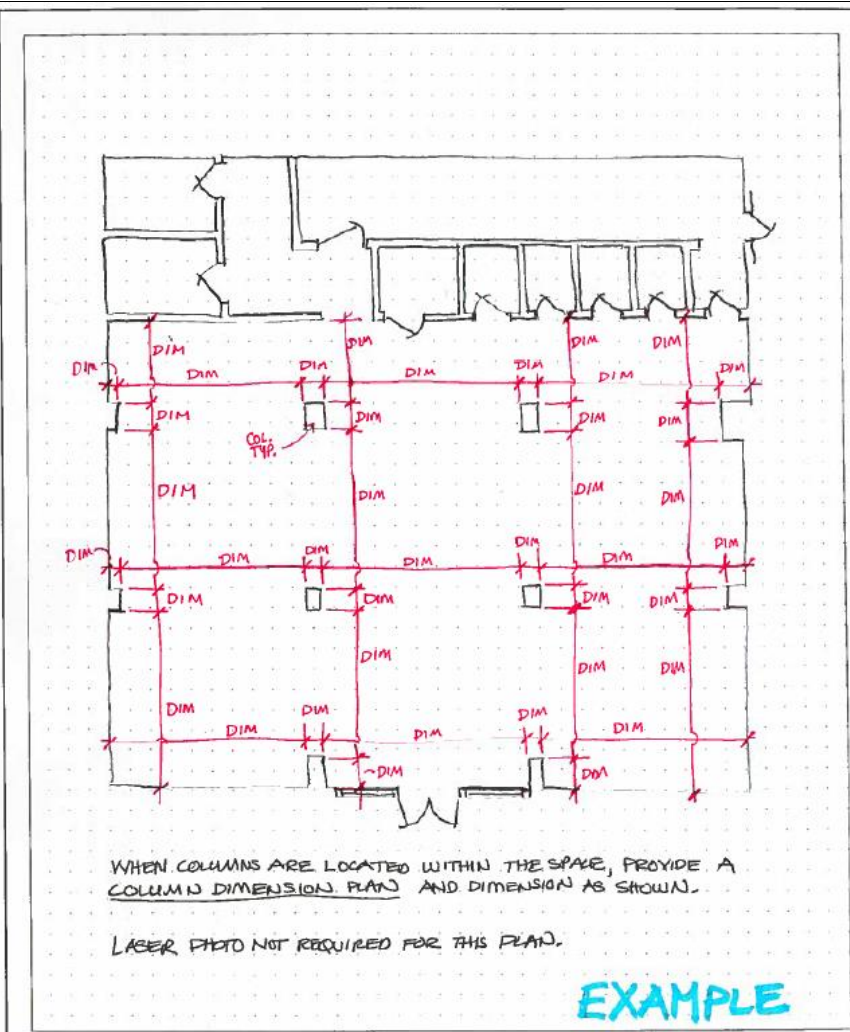
<b>IV. SURVEYOR CAD</b>	
Surveyor CAD	<ul style="list-style-type: none"> <li>o CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout</li> <li>o Surveyor must provide a base CAD (<b>Completed on Site</b>) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, and soffits</li> <li>o Surveyor must guarantee the accuracy of their CAD to ¼ inch</li> <li>o Completed surveyor CAD must be saved in AutoCAD compatible format saved to version 2013</li> <li>o Object snaps must be used</li> <li>o Surveyor must use the correct project template and layers</li> <li>o Door openings must be cut into walls</li> <li>o Surveyor CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed)</li> <li>o Surveyor CAD requested to annotate the title block with the following: Address, Site Number, North Arrow, Date, and Surveyor Name</li> <li>o <b>SAVE CAD AS:PDS_XXXX_CityST_SURVCAD</b></li> </ul>

<b>V. FIELD REPORT</b>	
Pacific Dental Field Report	<ul style="list-style-type: none"> <li>o <i><b>Surveyor to fill out the Pacific Dental Services Field Report in its entirety</b></i></li> <li>o <i><b>The field report must be filled out using Microsoft Word</b></i></li> <li>o <i><b>“Unable to Determine” or “See hand drawing” is not an acceptable answer</b></i></li> <li>o <i><b>If you are unable to answer a question, provide an explanation as to why</b></i></li> </ul>

**VI. REQUIRED HAND DRAWING EXAMPLES**

Extents Dimension Plan



<p>Photo of Laser</p>	
<p>Column Dimension Plan</p>	 <p>WHEN COLUMNS ARE LOCATED WITHIN THE SPACE, PROVIDE A COLUMN DIMENSION PLAN AND DIMENSION AS SHOWN.</p> <p>LASER PHOTO NOT REQUIRED FOR THIS PLAN.</p> <p><b>EXAMPLE</b></p> <p>Project Name: _____ Surveyor: _____          Site Number: _____ City / State: _____ Date: _____          Drawing Title: <u>COLUMN DIMENSION PLAN</u> Page: _____ of _____</p> <p><b>FSU</b> Field Services Unlimited          303.355.7274          www.fsusurveyor.com</p>

### VII. TABLE SUMMARY

Summary Table o 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	✓		✓	✓	✓		✓	<b>Sill &amp; Header Call Out</b>
	Wall openings/Pass-Through	✓		✓	✓	✓		✓	
	Columns, Embedded Columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
	Windows	✓		✓	✓	✓		✓	<b>-Include Mullion Detail -Include Sill Height -Include Header Height</b>
Storefront	✓		✓	✓	✓		✓	<b>-Include Sill Height -Include Header Height</b>	

	MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Handrails (interior only)	✓		✓				✓	<b>-Interior only</b>
	Floor hatches (access panels)	✓		✓	✓				
	Steps, Ramps, Changes in Level	✓		✓	✓	✓			<b>Access to space and interior of the space: -step height -indicate ramp slope and note if it is compliant or non-compliant</b>
	Restroom Partitions	✓		✓	✓	✓			
	ATMs, Safes, Roll-up security gates		✓	✓	✓	✓		✓	<b>If applicable inside the space</b>

	MECHANICAL ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	HVAC units	✓		✓	✓	✓		✓	

	MAJOR ELECTRICAL ELEMENTS: (All Elec. Elements)	Placement		Required measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Tel./Data boards	✓		✓	✓	✓		✓	<b>Provide depth (depth of the deepest item on board)</b>
	Electrical panels	✓		✓	✓	✓		✓	
	Electrical meters	✓						✓	
	Timers	✓		✓	✓	✓		✓	
	Disconnect switches	✓		✓	✓	✓		✓	
	Control panels	✓		✓	✓	✓		✓	
	Transformers	✓		✓	✓	✓		✓	
D-Marc/MPOE	✓						✓		

	PLUMBING ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Toilets	✓						✓	<b>Provide CL dim to closest wall</b>
	Urinals	✓						✓	<b>Provide CL dim to closest wall</b>
	Hand sinks	✓						✓	<b>Provide CL dim to closest wall</b>
	Water meters	✓						✓	<b>-Provide CL dim to closest wall -Provide water line diameter</b>

	FIRE PROTECTION and LIFE SAFETY ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Fire alarm Control Panels		✓					✓	
	Sprinkler system equipment		✓					✓	

	ROOF PLAN ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Access Hatches		✓						
	Parapet Walls	✓		✓	✓				
	RTUs	✓		✓	✓	✓			
	RTU Curbs	✓		✓	✓				

	STRUCTURE PLAN / Above Ceiling ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Structural Beams		✓		✓	✓		✓	<b>-Specify Type of Beams -AFF In 3 Locations on the plan (Front Middle, Rear of Space)</b>
	Columns	✓		✓	✓	✓	✓		
	Joists		✓		✓	✓		✓	<b>-AFF In 3 Locations on the plan (Front Middle, Rear of Space) -Indicate Joist Spacing</b>
	Roof Deck		✓					✓	<b>-AFF In 3 Locations on the plan (Front Middle, Rear of Space)</b>