

PACIFIC DENTAL SERVICES

SCOPE OF WORK

QUALITY CONTROL - QC

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.

QUALITY CONTROL CRITICAL PROJECT INFORMATION:			
Project Fee:	Fee on Quickbase		
Turnaround/Upload Time Frame:	Time frame on Quickbase		
FSU Project Contacts			
Project Manager:	Jenna Miller	Scheduling:	Jenna Miller
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com	Scheduling email:	jmillier@fsusurveyor.com
FSU Project Escalation:	Items from Scope of Work missing from Surveyor and/or CAD Drafter, CAD Drafter Uploads incomplete, missing, and/or late.		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Susan Young		
3. After hours contact:	Jenna Millers Cell Phone		
QC Responsibilities:	<ul style="list-style-type: none"> o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to Quality Control o Download and review CAD Drafters AutoCAD, Field Drawings, Field Report, and Photos o Review Scope of Work thoroughly to make sure everything was covered and completed. o Make the latest CAD Template and layers were used, (On Quickbase) o Contact Project Manager with any issues or concerns o 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 o Review all Deliverable Documents for Final Deliverables o Enter amount of time it took to complete QC o Comment on Surveyor and CAD Drafter for feedback o In assignments, check Read for Delivery o Site Tab, fill in SF for site 		

DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

- Final CAD w/ PDFs
- Final Photos
- Final Field Report

I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

<p>Extents/Column Dimension Plan (QC will use this information to check)</p>	<ul style="list-style-type: none"> 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.
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II. QC INFORMATION

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

Site Plan To show on Floor Plan sheet	<ul style="list-style-type: none"> o Changes in levels, steps(height) and ramps (indicate slope and note if it is compliant or non-compliant)
Roof Plan	<ul style="list-style-type: none"> o Plan showing exact placement of: <ul style="list-style-type: none"> ▪ All RTU and/or HVAC equipment ▪ Collect RTU curb and RTU sizes
Photo Key To show on Floor Plan sheet	<ul style="list-style-type: none"> o Floor plan with photos grouped by area or room o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. o 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.

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

	<ul style="list-style-type: none"> ▪ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire, as well as individual circuits on the box). ▪ Meters. ▪ MPOE and demarks. ▪ Utilities that service the space ▪ Rear door hardware from inside and outside of the space ▪ Roof Equipment <ul style="list-style-type: none"> ○ Photo Folder naming protocol: <i>PDS_XXXX (5 digit site number)_Photos</i> ○ Photo naming protocol: <i>PDS_XXXX (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>PDS_XXXX (5 digit site number)_Laser</i> ○ Photo Naming Protocol: <i>PDS_XXXX (5 digit site number)_###</i>

IV. QUALITY CONTROL CAD

FINAL STEPS	<ul style="list-style-type: none"> ○ CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout. ○ CAD must be saved in AutoCAD compatible format saved to version 2013. ○ Object snaps must be used. ○ Must use the correct project template and layers. ○ Door openings must be cut into walls. ○ CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed). ○ Quality Control requested to annotate the title block with the following: QC Name ○ All layouts and title blocks need to be filled out. ○ Layout Sheets turned into a single PDF, <i>PDS XXXX CityST PDF</i>. ○ CAD saved as, <i>PDS XXXX CityST CAD</i>. ○ Place single PDF and CAD in single folder, <i>PDS XXXX CityST CADPDE</i>, zipped. ○ Review photos to make sure they are up to standards from the SOW, make sure photos are saved correctly, along with Folder and photo naming. ○ Review the field report to make sure everything is filled out, equipment numbers match with cad draft, saved correctly, <i>PDS XXXX CityST FieldReport</i> as PDF. ○ Upload all files to Quickbase, Final Deliverables tab, CAD/PDF, Photos, and Field Report. ○ Quickbase, Miscellaneous tab, fill out time, and Vendor comments for the surveyor and CAD Drafter. ○ Quickbase, Assignments, Mark Assignment Ready for Delivery. ○ Quickbase, Site, Fill out SF on Site Tab. ○ Email the Project Manager you are complete, and everything has been uploaded, comment on any concerns you had during QC process.
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V. 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	✓		✓	✓				Include wall thicknesses
	Interior Walls, Partitions, Partial-Ht. Walls	✓		✓	✓	✓			Include wall thicknesses
	Bump-outs, Recesses, Niches	✓		✓	✓	✓		✓	Sill & Header Call Out
	Wall openings/Pass-Through	✓		✓	✓	✓		✓	
	Columns, Embedded Columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
	Windows	✓		✓	✓	✓		✓	-Include Mullion Detail -Include Sill Height -Include Header Height
Storefront	✓		✓	✓	✓		✓	-Include Sill Height -Include Header Height	

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

	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	✓		✓	✓	✓		✓	Provide depth (depth of the deepest item on board)
	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	✓						✓	Provide CL dim to closest wall
	Urinals	✓						✓	Provide CL dim to closest wall
	Hand sinks	✓						✓	Provide CL dim to closest wall
	Water meters	✓						✓	-Provide CL dim to closest wall -Provide water line diameter

	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		✓		✓	✓		✓	-Specify Type of Beams -AFF In 3 Locations on the plan (Front Middle, Rear of Space)
	Columns	✓		✓	✓	✓	✓		
	Joists		✓		✓	✓		✓	-AFF In 3 Locations on the plan (Front Middle, Rear of Space) -Indicate Joist Spacing
	Roof Deck		✓					✓	-AFF In 3 Locations on the plan (Front Middle, Rear of Space)