

Field Services Unlimited

Drafter Scope of Work

Humana Conviva 3D - HC3D

Drafting Notes

Find and download the Revit “XXX – assign” file from the Dropbox _Working Deliverables folder (link provided in the assignment email). Rename the file to “XXX – Draft” and ensure you open it with the correct version of Revit.

Download the following items from the same folder as mentioned above:

- Point Cloud
- Support CAD drawings
- PDF documents
- Photos
- Photo keys
- 360 images
- LGS files

Review all the provided site information and address any questions with the project manager. If there are immediate questions and the project manager is unavailable, please contact the BIM manager. Review Quickbase and the Teams Channel for any specific site notes prior to starting the assignment. (Quickbase *Site Notes* can be found on the **Site Info** tab.)

If any of the above files are missing, follow the following protocol:

1. Send an email to the team including the following: Surveyor, BIM Manager, Project Manager.
2. Include the Site ID and Site Name in the Subject Line with the words ‘Missing Deliverables’ - ex: HC3D123 - Florida State University - Missing Deliverables
3. Tell the surveyor which deliverables are missing and ask when they will be uploaded.

Project extents are outlined in the Revit file with red dashed lines. The model should extend approximately twenty (20) feet beyond these boundaries to capture contextual details, unless otherwise specified in the extent document. Review the Scope & LOD document below and follow the client’s typical and special requests (found in the Revit file as notes in the floor plan). Ensure a clear understanding of the scope and limits. Reach out to the BIM manager for any questions.

The Point Cloud will already be linked inside the Revit file. Unzip the Point Cloud file in your working folder, then relink the .rcp file in Revit by selecting the linked file, clicking “Upload From,” and choosing the .rcp file. **If any issues arise with Revit or the .rcp file, contact the BIM manager immediately to avoid delays.**

Model the project accurately using Point Cloud data, checking all images to ensure no important details are missed.

Prior to submitting the draft take a short break and check the model for missing or floating items, clean unnecessary views, reference lines, etc.

Once the draft is complete, follow the steps in “Uploading Process” and notify the FSU team that the assignment is ready for review.

Scope of Work and LOD

Please see Scope of Work & LOD Table for the detailed scope of work.

Point Cloud Inaccuracies

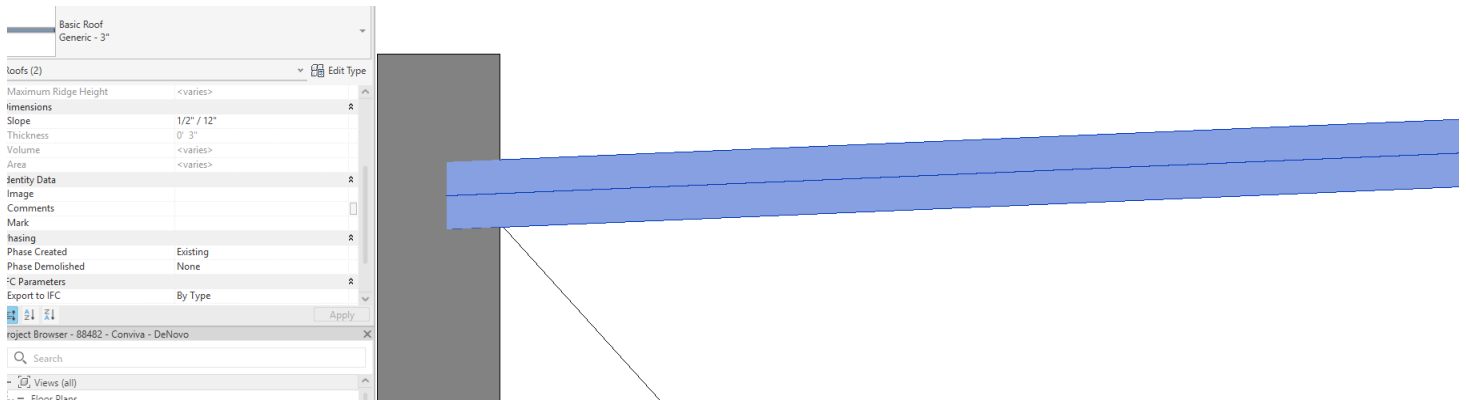
If you find inaccuracies, disjointed or missing information in the point cloud, please contact the BIM manager with visual examples of the issue prior to moving forward in the assignment.

Communicating Delays

All assignments are expected to be delivered on time on the due date (and time if applicable) included in the assignment email. If any delays arise and there is a possibility of not meeting a deadline, please reach out to the Project Manager immediately to request an extension. **Extensions may not be granted if delays are not communicated in a timely manner.**

Clients Requirements

- The project must be completed using **Revit 2024**
- Floor materials must be divided into separate floor plates based on material changes (e.g., tile, carpet, concrete).
- The roof membrane and structural roof deck must be modeled as two distinct elements for coordination and detailing. Notice Below how there are two 3” roofs stacked, to make essentially a 6” roof deck.



- Demising walls must extend to the underside of the structural slab or roof, not just to the ceiling level.
- Exterior ceilings must be modeled where applicable and include:
- Ceiling-mounted lighting fixtures placed in their as-installed positions.
- Security cameras or other required ceiling-mounted devices should be modeled reflecting their true field locations and mounting heights

Uploading Process

- For contractors, files can be uploaded into the 'Survey Docs' tab in Quickbase. If the file is too large to upload to Quickbase, please contact the BIM manager for an alternate upload method.
- For employees, files should be uploaded to Dropbox in the 'Working Deliverables' folder for the project.

Quickbase Assignment Status

1. Go into the site in Quickbase, and click the pink 'Assignment' tab (7 tabs over from the left).
2. Scroll down to the area that says 'Revit Drafter Assignment Tracking'.
3. Input the date that the draft assignment was uploaded.

Revit Drafter Assignment Tracking

Revit Status
 Delivered

Revit Modeler
 Reva

Related Vendor (Revit Modeler) - Employee?2
 No

Related Vendor (Revit Modeler) - Employee?2 (Manual)

Date Assignment Starts
 02-19-2025

Date Assignment Due
 02-24-2025

Date Revit Model In

Vendor Employee (Revit Modeler Snapshot)

Revit Done In-House

Revit Assignments

New Assignment More ▾

	Vendor Name for All Sites	Assignment Type	Active/Canceled	Date CAD Assigned (override)	Date CAD Due (override)	Expected Time to Complete Assignment	Total Revit Modeler Time C
	Upwork-Maksym Reva	Revit Drafter	Active	02-19-2025	02-24-2025	0.00	

Revit Assignment Notes

4. Save and close. This will trigger the assignment status to change to 'Ready for QC'.

Feedback

Feedback is required for each assignment. Feedback should be given to either the surveyor, the BIM manager, or both. All feedback should be entered into Quickbase.

1. Go into the site in Quickbase, and click the purple 'Miscellaneous' tab (4 tabs over from the right).
2. Scroll down to the area that says 'Vendor Feedback'.
3. Click the 'Add Vendor Feedback' button.
4. Fill out the below required information.

Site/Project Info.

Project
 Starbucks Licensed Stores

Site ID#
[SBUX251](#)

Site City
 Los Angeles

Site State
 CA

Surveyor Email Address
dwilliams@fsusurveyor.com

Surveyor
 Williams

Surveyor 2

CAD Drafter
 Upwork-Maksym Reva

Revit Modeler
 Upwork-Maksym Reva

QC Person

FF

Who is it For? *

Send Feedback Email? *
 Yes
 No

Feedback Provider*

Feedback Sent?

Date Feedback Sent

Feedback line items

Choose File no file selected

5. A redline/feedback document can be uploaded here.
6. Save and close.
7. Scroll to the 'Feedback line items' section and click 'Add Feedback Line Item'.

8. Fill out the following information. Save and close when finished.

▼ **Site Info**

Project Starbucks Licensed Stores Site ID# SBUX251 Site City Los Angeles

▼ **Issue Info**

Who is it For? * BIM X Category * General Information X Notes * Point Cloud issues in back of house.

Save & close Cancel

Timecards (Employees Only)

Timecards should be done using the start/stop button in Quickbase. The stop button should be used each time that you are stepping away from the computer, working on another task, or when joining a call or meeting that is not related to the Revit draft assignment.

1. Go into the site in Quickbase and scroll over to the pink 'Assignments' tab.
2. Click the small pencil (edit) button, next to your Revit draft assignment. This will bring you into the assignment.
3. Scroll down to the 'Time Cards' section.
4. Click the 'START' button.

▼ **Time Cards**

Track Time

START

Time Cards

Team Member	Task	Time Card Date	Start Date	Start Time	Stop Date	Stop Time	Hours (calculated)	Time Card Notes
No Time Card records found								

of Time Card records (No Stop Time)
0

5. Use the same process to stop the assignment time card.