

Heartland Dental Clinic – Renovation/Expansion

SCOPE OF WORK

SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:

INTRODUCTION TO PROJECT:

Welcome to the Heartland Dental Clinics project with FSU!

Field Services Unlimited (FSU) aims to exceed all client expectations with a high level of professionalism. FSU will be acting as the client’s eyes and ears on site. Please pay attention to items that look out of the ordinary or expensive to correct. Heartland Dental Clinics (HDC) has expectations that differ from other FSU client requirements, which require special attention on the part of all team members. The surveyor is vital to this team because he/she ensures that a complete and presentable product is ready for delivery to the client.

SURVEYOR CRITICAL PROJECT INFORMATION:			
Project Fee:	In QuickBase		
Turnaround/Upload Time Frame:	48 hours from Site Survey Completion		
FSU Project Contacts			
Project Manager:	Jenna Miller	Scheduling:	FSU Scheduler
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmill@fsusurveyor.com	Scheduling email:	scheduling@fsusurveyor.com
FSU Project Escalation:	For on-site survey issues		
1. Vice President of Operations:	Susan Young		
2. 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"> ○ This project has reimbursable expenses. <li style="background-color: yellow;">○ Reimbursable expenses are due no later than 7 days from the date of survey. Any expenses submitted past 7 days will not be paid. ○ Surveyor will fill out the expense report through their vendor portal on QuickBase ○ Receipts are required for all expenses 		
Surveyor Responsibilities:	<ul style="list-style-type: none"> ○ Thoroughly review the Scope of Work and address any questions with the Project Manager prior to survey ○ Coordinate the feasible survey dates with FSU scheduling, then book travel ○ Coordinate with site contact prior to survey for site visit timing & any additional requirements ○ Contact Project Manager with any on-site issues or concerns ○ Enter “date surveyor deliverables in” in QuickBase upon uploading of deliverables ○ 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 		

SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

I. HAND DRAWINGS ARE REQUIRED FOR THE SURVEYED SPACE	
Extents/Column Dimension Plan	<ul style="list-style-type: none"> ○ 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. ○ Surveyors must submit field drawings which document <i>ALL required SOW information</i>. Surveyors must produce hand-drawn documentation of all elements listed in the project SOW below.
Field Documents	<ul style="list-style-type: none"> ○ Field Documents: <ul style="list-style-type: none"> ○ Dimensioned Floor Plan ○ Reflected Ceiling Plan ○ MEP Plan ○ Other surveyor sketches ○ Surveyor CAD template (with Base plan drawn) ○ Field Report ○ Digital Photographs

II. SURVEY INFORMATION	
<ul style="list-style-type: none"> ➤ Floorplan <ul style="list-style-type: none"> ➤ * Dimensioned Floor Plan (or Extents Dimension Plan and Column Dimension Plan) 	<ul style="list-style-type: none"> ● Walls and partial walls <ul style="list-style-type: none"> ▪ Wall thickness ▪ Top of wall (T.O.W.) height where occurs ● Columns and bump-outs ● Doors and framed openings (WxH) ● Windows and pass-through openings (WxH Sill HT) ● Storefront assemblies (document frames and mullions) ● Built-in Cabinetry/ shelving / Furniture (document WxDxH) ● Dental chairs ● Floor Hatches and access panels (WxD and exact location in the space) ● Vertical Floor Transitions – Steps, ramps, etc. <ul style="list-style-type: none"> ▪ Stairs/steps - # of treads/risers, depth of tread, height of risers. ▪ Ramps – slope, distance of ramp, total vertical rise of ramp ● Stationary / Fixed Equipment (WxLxH) ● Roll-up security grates ● Show interior finishes – floor and wall, to include millwork (base, chair rail, crown molding, etc.) ● Dimensions – dimensions in each room and for the entire interior if possible ● Notate location of demising walls (don't forget to do this!) ● Existing sidewalk around the building or at the storefront if an inline space. ● Exterior columns / canopy at entrance ● Room name ➤ Equipment <ul style="list-style-type: none"> ● Dental Chair ● X-Ray arm Locations ● Ceiling-mounted equipment, to include track lighting over dental chairs

<p>➤ Mechanical / Electrical / Plumbing</p>	<ul style="list-style-type: none"> • Exact placement (location, size and AFF) of: <ul style="list-style-type: none"> ▪ HVAC registers/diffusers ▪ Thermostats ▪ Wall-mounted HVAC registers ▪ Telephone/Data boards (size, location, AFF) ▪ Telephone Ports ▪ Data Ports ▪ Electrical Panels (WxHxD AFF) ▪ Transformers ▪ Outlets ▪ Switches ▪ Sensors ▪ Cameras ▪ Wall-Mounted lights ▪ Doorbell ▪ Toilets and Urinals (center to nearest wall) ▪ Hand sinks, Utility sinks, mop sinks, floor drains, floor sinks ▪ Drinking Fountains ▪ Grab bars ▪ Clean-outs ▪ Exposed plumbing (stub-outs, shut-offs, etc.) (diameter, length or AFF) • General placement (location within 2 inches) of: <ul style="list-style-type: none"> ▪ HVAC units ▪ Compressor ▪ Evaporative Coolers ▪ Electric Meter ▪ Disconnect Switches ▪ Control Panels / Keypads ▪ Timers ▪ Conduit ▪ Gas Meter ▪ Water heaters/ Insta-Hots ▪ Water meter ▪ Demarc/ MPOE
<p>Fire / Life Safety</p>	<p>➤ Fire / Life Safety (may be located on the walls and/or ceiling)</p> <ul style="list-style-type: none"> • True placement (location, size and AFF) of: <ul style="list-style-type: none"> ▪ Fire alarm pulls ▪ Fire pin (ansul) pull panel ▪ Fire strobes ▪ Fire alarm control panels ▪ Exit signs ▪ Emergency lights ▪ Sprinkler system equipment • General placement (location within 2 inches) of: <ul style="list-style-type: none"> ▪ Fire Extinguishers

<ul style="list-style-type: none"> ➤ Reflected Ceiling Plan <ul style="list-style-type: none"> ➤ (Locate all recessed and surface mounted elements on the ceiling) 	<ul style="list-style-type: none"> • Ceiling type (gypsum board, ACT, soffit, etc.) • Ceiling heights (AFF) in all areas • Ceiling grid starts • Ceiling mounted / recessed elements, may include: <ul style="list-style-type: none"> ▪ Lights ▪ Cameras, Speakers ▪ HVAC registers/diffusers ▪ Sensors ▪ Fire/Life Safety equipment ▪ Sprinkler heads ▪ Ceiling fans ▪ Switches
<ul style="list-style-type: none"> ➤ Surveyor CAD FSU requires that ALL surveyors draft the base plan while on site using the template provided by FSU. The surveyor CAD base plan includes (but is not limited to) the following: 	<ul style="list-style-type: none"> • Walls • Partial walls • Columns and bump-outs • Doors • Windows • Ceiling grid starts in each room with new grid • Soffits • Headers

<h3>III. FIELD REPORT</h3>	
<ul style="list-style-type: none"> ➤ FIELD REPORT 	<p>The field report will include photos and description of each piece of equipment associated with the space. This field report is used alongside the AutoCAD plan and should be cross-referenced accordingly.</p>

<h3>IV. DIGITAL PHOTOGRAPHS</h3>	
<ul style="list-style-type: none"> ➤ Photos <ul style="list-style-type: none"> ➤ The surveyor shall review all photos before leaving the site to ensure good composition and excellent clarity 	<ul style="list-style-type: none"> ➤ Interior photos <ul style="list-style-type: none"> ▪ Standard FSU Photo Array in all areas of the survey space ▪ Provide context photo before entering a new space ▪ Detail photos of all equipment ▪ Detail photos of damaged areas ▪ Entrances / Exits – both sides, include threshold ▪ MEP equipment with closeup photo documentation of all labels and identifying markers. ➤ Exterior photos <ul style="list-style-type: none"> ▪ Adjacent Tenants ▪ Parking lot with accessible parking spaces ▪ Path-of-Travel from accessible parking to site entrance ▪ Path-of-Travel from Public Right-of-Way to site entrance ▪ Remote utility rooms – include Path-of-Travel from site ▪ Signage – to include building and pylon signage ▪ HVAC – photos of equipment and equipment labels (this includes Mech. Equipment on the roof) ➤ Formatting <ul style="list-style-type: none"> ▪ 1280x960 pixels ▪ Landscape format only ▪ Photos shall be taken during daylight hours ▪ Photo naming – Client_Site#-Photo number Example: HDC2_12345-001

➤ Photo Final Deliverables	<ul style="list-style-type: none"> ○ Still Photos <ul style="list-style-type: none"> ○ Folder 1: HDC2_XXXXX_CityST_Photos ○ Photo Naming Protocol: HDC2_XXXXX(5 Digit Site Number)_### ○ Laser Photos <ul style="list-style-type: none"> ○ Folder 2: HDC2_XXXXX_CityST_PhotoLaser ➤ Photo Naming Protocol: HDC2_XXXXX(5 Digit Site Number)_###
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V. UPLOADING THE DELIVERABLES	
<p>Surveyors are required to upload all survey components to their Quickbase vendor portal as specified below</p>	<p>Deliverable Upload Deadline</p> <ul style="list-style-type: none"> ▪ Field drawings: 48 hours following onsite documentation ▪ Field Report: 48 hours following onsite documentation ▪ Photos: 48 hours following onsite documentation <p><i>It is the responsibility of the surveyor to contact the FSU Project Manager (before beginning the survey) if the survey will be delayed or extenuating site circumstances exist that will prolong the length of the survey.</i></p> <ul style="list-style-type: none"> • Once Deliverables are submitted, please fill out Surveyor Vendor Bill • Fill out Expense Report for Site with receipts saved as PDF
Surveyor CAD	<ul style="list-style-type: none"> ○ Surveyor must use template provided on QuickBase and correct layers ○ Surveyor must provide a base CAD (completed on site) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, and soffits ○ Place in CAD, Site Address, Site Number, North Arrow, Date and Surveyor Name in Title block of CAD ○ Surveyor must guarantee the accuracy of their CAD to ¼ inch ○ Completed surveyor CAD must be saved in AutoCAD compatible format save to 2013 ○ Object snaps must be used ○ Surveyor must use the correct project template ○ Door openings must be cut into walls ○ Surveyor CAD must show exterior and demising wall thickness
CAD Saved As	○ HDC2_XXXXX_CityST_SurvCAD
Field Report Saved As	○ HDC2_XXXXX_CityST_FieldReport
Photos Saved As	<ul style="list-style-type: none"> ○ HDC2_XXXXX_CityST_Photos ○ HDC2_XXXXX_CityST_LaserPhotos
Field Drawings	○ HDC2_XXXXX_CityST_FieldDrawings