

Heartland Dental Clinic – Renovation/Expansion

SCOPE OF WORK

CAD DRAFTER

VERSION LOG:

Version	Date:	Revision notes:

INTRODUCTION TO PROJECT:

Welcome to the Heartland Dental Clinics project with FSU!

Field Services Unlimited aims to exceed all client expectations with a high level of professionalism. CAD drawings are customized and tailored to the needs of each client and should be produced with care and pride. 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 drafter is vital to this team because he/she ensures that a complete and presentable product is ready for delivery to the client.

CAD DRAFTER CRITICAL PROJECT INFORMATION:	
Project Fee:	In QuickBase
Turnaround/Upload Time Frame:	48 hours from scheduled date
FSU Project Contacts	
Project Manager/Scheduler:	Jenna Miller
Project Manager phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com
FSU Project Escalation:	Items from Scope of Work missing from Surveyor, Surveyor Uploads incomplete, or Surveyor Deliverables are late.
1. Project Manager:	Jenna Miller
CAD Drafter Agreement:	<ul style="list-style-type: none"> ○ The CAD drafting fee has been pre-determined and accepted by the CAD drafter. By accepting this fee and conducting the work, the drafter accepts the scope of work (SOW), agrees to the deliverable requirements, delivery deadline and payment terms.
CAD Drafter Communication Standards:	<ul style="list-style-type: none"> ○ CAD drafters must contact surveyors to address survey questions or missing data ○ CAD drafters must notify the FSU Project Manager of any delays in CAD production
CAD drafter Responsibilities:	<ul style="list-style-type: none"> ○ Using the appropriate layers, complete the baseplan to include all items noted in the drafter’s SOW and documented by the Surveyor in the field documents. ○ Provide annotation and dimensions as illustrated in the AutoCAD example plan and as stated in the SOW. ○ Update the title block to reflect site-specific information (with the exception of the QC Reviewer) ○ Review all AutoCAD tabs/sheets to ensure proper layout and placement of drawings within the viewport. ○ Confirm accurate scale of viewports. ○ Ensure that plan and detail scales match that shown on the drawing title. ○ Ensure that all annotation (including dimension text) is 1/8” high in paper space. ○ Ensure that all plan information is shown in the final CAD document. If additional sheets are needed, contact the project manager for direction. If the floor plan does

	<p>not fit within a 1/8" scaled viewport, please reach out to the project manager with a scale recommendation.</p> <ul style="list-style-type: none"> ○ Review all Photos and address any items missing or concerns to the Surveyor and PM. ○ Contact the project manager with questions as needed.
--	---

I. CAD DRAFTING STANDARDS	
<p>➤ CAD DRAWING STANDARDS <i>(Review these standards before you begin drafting)</i></p>	<ul style="list-style-type: none"> ➤ Using the Surveyor CAD, add all elements in this SOW as well as any items documented by the surveyor ➤ ANNOTATION SCALE: The viewport scale and the text/DIMENSIONS within that viewport must both be set to the same scale. If the drafter needs to change the viewport scale, the drafter needs to change the annotation scale for the text/dimensions as well. All text/dimensions should read at 1/8" in paper space. Do not upload a CAD file with text/dimensions that are less than 1/8" high in paper space. ➤ Rotate drawing as required so that entry door is either on the right side of the drawing or the bottom of the drawing, depending on the shape of the surveyed space. Place lower left corner of plan at 0,0,0. ➤ Notes with leaders – the arrow of the leader should touch the object in which the note applies. Leaders that have a dot instead of an arrow is used to callout a surface or area. ➤ Place dimensions as required by this scope of work. Align dimensions in a neat and orderly fashion. ➤ Label surface-mounted items with (SM)
<p>➤ Getting Started</p>	<p>Download the following items from QuickBase:</p> <ul style="list-style-type: none"> ● Surveyor CAD file ● Surveyor Photos (for reference only) ● Surveyor Field Drawings (for reference only) ● Update the title block in each sheet tab ● Add all surveyed items to the base plan in Model Space. These items may include, but may not be limited to, the following:

II. SURVEY INFORMATION	
<p>➤ Floor Plan * Dimensioned Floor Plan (or Extents Dimension Plan and Column Dimension Plan)</p>	<ul style="list-style-type: none"> ○ Layers – ensure that linework has been placed on the correct layers ○ Drawing orientation – ensure that the drawing orientation is correct. Depending on the shape of the space, the entry door should be located to the right side of the plan (plan East) or to the bottom of the plan (or plan South) ○ VP Scale – viewport scales 1/8", 3/16" or 1/4" but not less than 1/8"=1'-0" ○ Doors – notate door head heights ○ Windows – notate sill and head heights ○ Columns – notate column (type, size, furring type, etc.) ○ Changes in floor – notate and dimension changes as needed <ul style="list-style-type: none"> ▪ Stairs – # threads and risers, depth of treads, height of risers and width of stairs ▪ Ramps – length and width of ramp, total vertical height of ramp and direction of slope

	<ul style="list-style-type: none"> ○ Access panels – document location and size of all access panels within the space ○ Sidewalk and Columns – sidewalk and columns at the entrance should have been documented by the surveyor ○ Furniture – dental chair should have been located by the surveyor. Document ○ Built-in Cabinetry/ shelving / Furniture - document location and size (WDH) ○ Dimensions – provide length and width dimensions for each space. Provide overall interior dimensions if provided by the surveyor. ○ Finishes – Provide notation for floor and wall finishes. This includes millwork. ○ Demising walls – Provide notation stating which walls are demising walls. ○ Notation – provide surveyor notation as required ○ Photo reference – add photo reference bubbles to the plan ○ Room Name – provide room name in each space
<p>➤ MEP – show all MEP elements documented by the surveyor.</p>	<ul style="list-style-type: none"> ○ Show exact placement (location, size and AFF) of: <ul style="list-style-type: none"> ▪ HVAC registers/diffusers/grilles ▪ Thermostats ▪ Tele/Data boards (size, location, AFF) ▪ Tele/Data Ports ▪ Electrical Panels (WxHxD AFF) ▪ Transformers ▪ Outlets ▪ Switches ▪ Sensors ▪ Cameras ▪ Light fixtures ▪ Doorbell ▪ Toilets and Urinals (center to nearest wall) ▪ Hand sinks, Utility sinks, mop sinks, floor drains, floor sinks ▪ Clean-outs ▪ Drinking Fountains ▪ Exposed plumbing (stub-outs, shut-offs, etc.) (diameter, length or AFF) ▪ Grab bars (notate AFF and size of grab bar) ○ 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

	<ul style="list-style-type: none"> ➤ FIRE / LIFE SAFETY – show all Fire / Life Safety within the survey space: <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 & Above Ceiling Plan 	<ul style="list-style-type: none"> ○ Label ceiling heights AFF ○ Label all soffits and header heights ○ Access panels – show exact location, size and material type ○ Show ceiling grid where located ○ Show all elements on the ceiling, whether surface-mounted or recessed including track lights over dental chairs

III. CAD DRAFTER DELIVERABLES	
<ul style="list-style-type: none"> ➤ DELIVERABLES 	<ul style="list-style-type: none"> • The CAD drafter deliverable includes ONLY the CAD file. File requirements are: <ul style="list-style-type: none"> ○ Save CAD file as AutoCAD v2013 ○ Final LAYWALK ○ In Title Block, Fill in CAD Drafter Name ○ Upload the CAD file to QuickBase, in the SURVEY DOCS tab under First Draft CAD ○ Fill in Hours ○ Submit Vendor Bill
<ul style="list-style-type: none"> ➤ CAD Saved As 	<ul style="list-style-type: none"> • HDC2_#####_CitySt_CAD