

Heartland Dental Clinic – Renovation/Expansion

SCOPE OF WORK

QUALITY CONTROL

VERSION LOG:

Version	Date:	Revision notes:

INTRODUCTION TO PROJECT:

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

<p>GENERAL REVIEW</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify site address and site ID # with QuickBase <input type="checkbox"/> Verify site address with Google Maps <input type="checkbox"/> Verify North Arrow with Google Maps <input type="checkbox"/> Add name in QC space in title block <input type="checkbox"/> Check square footage in model space with what is shown on the title block <input type="checkbox"/> Check square footage shown on sheet with what is shown in QuickBase. Edit QuickBase accordingly <input type="checkbox"/> Review each sheet tab – ensure proper placement of plans <input type="checkbox"/> Verify that annotative and viewport scales are the same
<p>DRAWING REVIEW</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Compare the AutoCAD plan against the surveyor’s field documents. <input type="checkbox"/> Reference photos to verify all required information has been documented.

<p>I. SURVEY INFORMATION</p>	
<p>➤ Floor Plan (Dimensioned Floor Plan (or Extents Dimension Plan and Column Dimension Plan))</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Layer walk (model space - LAYWALK) <input type="checkbox"/> Confirm floor plan entry is either on the right side of the sheet or to plan South. The orientation depends on the plan configuration. <input type="checkbox"/> If partial height walls exist, confirm notation of AFF <input type="checkbox"/> Look for site specific items, such as bump-outs, columns, etc. Confirm that these items are located as shown in the field documents. <input type="checkbox"/> Verify that demising walls have been identified <input type="checkbox"/> Verify that each room has a room name <input type="checkbox"/> Floor hatches, if present, should be shown in their exact location and size. Identifying note should be present. <input type="checkbox"/> Confirm that floor and wall finishes including millwork are notated <input type="checkbox"/> Confirm that each room has a length and width dimension. <input type="checkbox"/> Windows – confirm sill and head height (AFF) <input type="checkbox"/> Doors – confirm head height is noted. <input type="checkbox"/> Confirm that sidewalk and columns at the entrance should have been documented <input type="checkbox"/> Confirm location and size of all access panels within the space
<p>➤ Photo Key (Photo Key Plan will show on Floor Plan)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm that photo reference bubbles are correctly added to the plan and labeled accordingly
<p>➤ FFE (Fixtures, Furniture, and Equipment Plan)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm that built-in cabinetry, countertops, and shelving are shown and labeled with description of item and AFF. <input type="checkbox"/> Confirm that dental chairs are placed correctly.
<p>➤ MEP</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm location of <u>ALL</u> MEP as shown on the field documents. Reference photos. AFF required. <input type="checkbox"/> Includes but not limited to the following: <ul style="list-style-type: none"> <input type="checkbox"/> HVAC registers/diffusers/grilles <input type="checkbox"/> Thermostats <input type="checkbox"/> Tele/Data boards (size, location, AFF) <input type="checkbox"/> Tele/Data Ports <input type="checkbox"/> Electrical Panels (WxHxD AFF) <input type="checkbox"/> Transformers

	<ul style="list-style-type: none"> <input type="checkbox"/> Outlets <input type="checkbox"/> Switches <input type="checkbox"/> Sensors <input type="checkbox"/> Cameras <input type="checkbox"/> Light fixtures <input type="checkbox"/> Doorbell <input type="checkbox"/> Toilets and Urinals (center to nearest wall) <input type="checkbox"/> Hand sinks, Utility sinks, mop sinks, floor drains, floor sinks <input type="checkbox"/> Clean-outs <input type="checkbox"/> Drinking Fountains <input type="checkbox"/> Exposed plumbing (stub-outs, shut-offs, etc.) (diameter, length or AFF) <input type="checkbox"/> Grab bars (notate AFF and size of grab bar) <input type="checkbox"/> General placement (location within 2 inches) of: <ul style="list-style-type: none"> <input type="checkbox"/> HVAC units <input type="checkbox"/> Compressor <input type="checkbox"/> Evaporative Coolers <input type="checkbox"/> Electric Meter <input type="checkbox"/> Disconnect Switches <input type="checkbox"/> Control Panels / Keypads <input type="checkbox"/> Timers <input type="checkbox"/> Conduit <input type="checkbox"/> Gas Meter <input type="checkbox"/> Water heaters/ Insta-Hots <input type="checkbox"/> Water meter <input type="checkbox"/> Demarc/ MPOE <input type="checkbox"/> Confirm that all surface mounted and recessed elements have been documented. <input type="checkbox"/> Confirm that all fire/life safety have been documented with AFF.
<p>➤ RCP</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm ceiling type and heights <input type="checkbox"/> Confirm grid layout – check grid starts <input type="checkbox"/> Confirm soffit/ header heights <input type="checkbox"/> Confirm access panel location and size <input type="checkbox"/> Confirm Sprinkler location <input type="checkbox"/> Confirm electrical at ceiling <input type="checkbox"/> Confirm location of ceiling mounted emergency exit signage <input type="checkbox"/> Reference photos to confirm that documentation of all ceiling mounted, and recessed elements has been provided.

II. DIGITAL PHOTOGRAPHS	
<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
<ul style="list-style-type: none"> ➤ Photos Saved As 	<ul style="list-style-type: none"> ➤ <i>HDC2_XXXXX_CityST_Photos</i>
<ul style="list-style-type: none"> ➤ Photo Final Deliverables 	<ul style="list-style-type: none"> ○ Still Photos <ul style="list-style-type: none"> ○ Folder 1: <i>HDC2_XXXXX_CityST_Photos</i> ○ Photo Naming Protocol: SMST_XXXXX(5 Digit Site Number)_### ○ Laser Photos <ul style="list-style-type: none"> ○ Folder 2: <i>HDC2_XXXXX_CityST_PhotoLaser</i> ➤ Photo Naming Protocol: HDC2_XXXXX(5 Digit Site Number)_###

III. FIELD REPORT	
<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>

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 ○ <i>Confirm the Title Block is filled out as a whole, including address, site number, north arrow, Surveyor Name, CAD Name, QC Name.</i> ○ <i>Confirm Viewports match the shown Scale on each Sheet.</i> ○ All layouts and title blocks need to be filled out. ○ Layout Sheets turned into a single PDF, <i>HDC2_XXXX_CityST_PDF.</i> ○ CAD saved as, <i>HDC2_XXXX_CityST_CAD.</i> ○ Place single PDF and CAD in single folder, <i>HDC2_XXXX_CityST_CADPDF</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. <i>HDC2_XXXX_CityST_Photos</i> ○ Review the field report to make sure everything is filled out, saved correctly, <i>HDC2_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.
FINAL DELIVERABLES TAB	<ul style="list-style-type: none"> ○ Place single PDF and CAD in single folder, <i>HDC2_XXXX_CityST_CADPDF</i>, zipped. ○ Photos, <i>HDC2_XXXX_CityST_Photos</i> ○ Field Report, <i>HDC2_XXXX_CityST_FieldReport</i>