

Surveyor Scope of Work

Starbucks - SB6

INTRODUCTION

Objectives

This survey's purpose is to gather all necessary information to assist with the design of new stores, remodel existing ones, or expand/combine spaces. FSU will serve as the client's eyes and ears on site. Be on the lookout for any anomalies, as lengthy redlines for a 3D model or revisiting a site creates a heavy expense.

Confidentiality

Client information must be kept strictly confidential. When discussing the project with existing employees or site contacts, refer to it as an "insurance survey."

Site Regularity

Each site is unique and may have special requirements. This document is meant to be a general guideline for surveying. In general the PM will communicate with the site contact to get an "extent of survey" document. This can be anything from a CAD plan to a PDF or photos of the space. Ensure that the survey area encompasses all of this scope +20' of the surrounding area. This includes various areas that may need additional access while on site like adjacent rooms or other tenants.

Acceptance and Responsibilities:

By accepting this assignment and conducting the survey, you agree to the scope of work, deliverable requirements, delivery timeline, survey fee, and any other details provided below or by office staff. If the required information is not collected according to the scope, you may be required to revisit the site.

Quality and Professionalism:

Our Customer Service Standard is to exceed client expectations with a high level of professionalism. Surveys should be customized to meet the specific needs of each client and produced with care and pride. FSU utilizes strict protocols and review procedures to ensure the quality of its surveys. All FSU contractors are responsible for guaranteeing the quality of their work while adhering to FSU standards.

PROJECT OPERATIONS

Payment & Reimbursables

Payment Terms:

- Pay when Paid: FSU pays its vendors after receiving payment from its clients.
- Surveyors should submit invoices for the survey fee only via the vendor bill portal in Quickbase.
- The survey fee is defined in Quickbase.
- Payment terms vary depending on the client.
- Clients are invoiced after FSU reviews and fully delivers all survey components and deliverables.
 - The vendor payment timeline starts once FSU submits the project invoice to the client, not when independent contractors submit their invoices to FSU.
 - It takes approximately 7 business days for FSU staff to process survey deliverables from the field.
- FSU will pay vendor invoices within 5 business days of receiving client payment.

Reimbursable Travel Expenses

- Travel expenses must be submitted and processed per the FSU Vendor Expense Report Policy.

Deliverable Turnaround/Upload Timeframe

- Deliverables must be uploaded within 24 hours of survey completion.

Attire

- Collared shirt and full-length khaki pants preferred (no shorts).

- Safety vest, especially when working on the exterior of a site where there is vehicle traffic.
- FSU Badge/ID.

Prep Time

Touch Base with Site Contact: This can be via email or a phone call: 10 min

Charge Batteries: 5 min

Review Scope of Work: This includes scope or work and extents documents in Dropbox, site contact responses in Quickbase, and Quickbase notes: 30 min

Kick off call: 30 min

Check for Fastfields dispatch: 5 min

Book Travel: 1 hr

Total Estimated Time:

±2.5 hr (based on the tasks provided, subject to adjustment)

Site Time

Site time will vary depending on the site extents, site access hours, and scope of work. Generally speaking, Starbucks sites can be completed in one to one and a half days. When reviewing the scope of work, let the project manager know if you will need more than a day on site. If there are unexpected delays on site and an extension is needed to complete the survey, please contact the project manager immediately so they can communicate the change to Starbucks and the site contact.

Surveyors who are employers are required to take a lunch break each day per the FSU Handbook.

Closeout Tracking of Time

360 Photos: Renumber & Photo Map: 30 min

Matterport: Time: 5 min (95% done on site)

Registration: Time: 1 hr (60 min; field 360 handles most registration, quick verification and export)

SSR Finalization & Follow-Up Email: Time: 30 min

Still Photos: Renumber & Photo Map: 45 min

Upload Time: 15 min (to upload and organize files for S3/Dropbox)

Total Estimated Time:

±3 hr (based on the tasks provided, subject to adjustment)

Travel Rules

Travel & Expense Policy Summary

FSU reimburses reasonable business travel expenses for internal surveyors and employees. All travel costs (flights, lodging, transportation) must be pre-approved via the Teams Travel Channel, and receipts must be submitted in JPG or PDF format. **Please see the employee handbook (or for contractors, the [travel policy document](#))** for full details. [Please see here for GSA Links.](#)

- Airfare: Book economy class flights at the lowest available fare, including Southwest. One checked bag is reimbursed. Leica Scanners must be carried on.
- Lodging: Stay within GSA per diem rates. Airbnb/VRBO is allowed if cost-effective with free cancellation. Additional nights require PM approval.
- Ground Transportation: Use the most economical option, including Uber/Lyft. Rental cars should be cost-effective, and fuel must be refilled before return. Personal car mileage is reimbursed at GSA rates.
- Parking & Tolls: Airport parking must be under \$10/day when available. Site parking and tolls are reimbursable with receipts.
- Meals: Reimbursed per GSA per diem rates, with a max 20% tip. Itemized receipts are required.
- Non-Reimbursable Items: Includes in-flight purchases, excess baggage fees, childcare, pet boarding, toiletries, airline club memberships, and fines.
- Traveler safety is a priority. Employees must provide emergency contacts before trips. Following these guidelines ensures full and timely reimbursement.

FSU project contacts:

Scheduling & Site Access Escalation:

1. Project Coordinator
2. Project Manager
3. VP of Operations

Survey & Scope Questions Escalation:

1. Project Manager
2. Revit/BIM Specialist

Equipment Issues on Site Escalation:

1. Revit/BIM Specialist
2. Project Manager

Surveyor Communication Requirements:

- Notify FSU (Project Manager) when all deliverables have been uploaded.
- Respond to drafters and FSU staff phone calls within 6 hours, emails within 12 hours.

Surveyor Responsibilities:

1. Review the provided 'Extent' drawing document.
2. Address any questions with the project lead prior to the survey.
3. Coordinate feasible survey dates with FSU, then book travel.
4. Coordinate with the site contact prior to the survey for site visit timing and any requirements.
5. Contact the Project Lead with any on-site issues or concerns impacting client needs or project timeline.
6. Enter the 'actual survey date' in Quickbase.
7. Enter the 'date surveyor deliverables in' in Quickbase.
8. Record the amount of time the survey took and any items of note in the 'survey update/site notes' field in Quickbase.
9. Upload all documentation/deliverables to Quickbase on time and notify the project lead. Note: All deliverables must be completed in full prior to upload; partial deliverable uploads will not be accepted.
10. Complete a Water Test sample from an unfiltered source at the site and seal the kit into a package with the provided mailing label and paperwork.

Point-Cloud Scanning:

Scope Consistency:

The scope of work stays unchanged regardless of the technology or technique used for the survey. All scope items must be completed. If a scan does not capture any scope item, ensure proper documentation is completed. This may include photos, field drawings or written documentation.

Device Inventory:

Ensure the device package is complete and 'checked out' from Quickbase resource tracking. This is to ensure the proper scanner and its satellite accessories are all tracked and accounted for.

Data Review:

Review with the Revit team if all scans and/or projects are backed up to the drive and can be deleted from the device.

Communication:

Communicate any issues or delays that happen on site with the scanning devices to the Revit team.

Best Practices:

- [BLK2Go 3D Laser Scanning Best Practices](#)
- [Tripod Based 3D Laser Scanning Best Practices](#)

Data Processing:

Process the point-cloud scan file in Register360 and upload the RAF project file to S3 (for internal users) or a file-sharing service (for contractors).

When using non-Leica based point-cloud technology, the deliverable will be to provide a unified, undecimated point cloud along with the raw scan data. The unified point cloud should be decimated (1mm) and unified to remove any unnecessary points but still keep the important details intact. Including the raw scan data so FSU can also import the scans and register if needed is also important.

Surveyor Deliverables

Extent of Survey Document Compliance

- Surveyors must submit a copy of the 'Extent of Survey' document with indications of completion for each required item.
- All areas within the dashed red box must be documented according to this scope of work and attached tables.

Point Cloud Scans

- Surveyors must ensure the scanner is adequately picking up all necessary information.
 - Scans must document all required scope information and 'Extent' defined items.
 - Make sure to check quickbase for site notes as well as any client communications that may have been discussed. If there are no notes, reach out to the Project Manager for details.
- Scans must pick up the following (But not limited to, see client specific scope for exact requirements):
 - Walk-around floor plan showing walls, doors, windows (sill/head height), and partial-height walls with all relevant dimensions.
 - Equipment and furniture should be 3'+ from scanner to capture details.
 - Demising wall thickness and location.
 - Structural and deck heights above finished floors (AFF).
 - Exterior and interior elevations, including glazing, mullions, sills, and overhangs.
 - Reflected ceiling plans (RCP) detailing headers, soffits, ceiling surfaces, changes, lighting, cameras, sensors, fire strobes, sprinklers, and vents.
 - Above ceiling plans include deck and structure, heights (AFF), penetrations, sprinkler lines (with pipe sizes and heights), and duct distribution plans (with sizes and heights).
 - Mechanical, electrical, plumbing, and fire sprinkler equipment and pipes/ducts.
 - Floor finishes and transitions, indicating material types and color changes.
 - Casework and built-ins for the entire space, including counters and cabinets.
 - Exterior plans and site information as applicable, reviewing the 'Extent of Survey' document for specifics.
 - Restrooms showing sinks, toilets, grab bars, water heaters, and general placements of dispensers.

Photos

- Photos cannot be taken at night unless the client requires an overnight survey. In those cases, we will try to capture photos closer to dawn or dusk. This allows us to use available lighting more effectively during overnight surveys. If shooting is only possible during the midnight hours, be prepared to use a long exposure camera on a tripod to maximize light capture.
- Provide a photo key organized by area.
- Include photos of all surveyed areas (interior and exterior), architectural details, utility equipment, and all associated utility systems.
- For existing Starbucks stores (if applicable), include photos of:
 - All front-of-house (FOH) and back-of-house (BOH) equipment and labels.
 - Customer seating, furniture, casework, cabinetry, and merchandise displays.
 - Under-counter conditions, showing drains and outlets. (Use a 360 Camera if space allows)
- Provide comprehensive above-ceiling photos and a roof photo array capturing all rooftop equipment.
 - When taking above ceiling photos using a 360 Camera. HDR Rendering may not be sufficient. In those doing a manual long exposure may be the best practice.

- Document the path from accessible parking to the front entry door, from the surveyed space to the trash area, and from the surveyed space to common bathrooms (if applicable).
- Photo Format:
 - Minimum size: 1920x1440
 - Minimum resolution: 200 dpi
 - Landscape format only.
- Photo Naming & Numbering: Use the format (SITE #)-(SITE-NAME)-photos_###, e.g., 10899_001-University-Student-Center-Photos_001.

360-Degree Photos

- Capture 360-degree photos using a tripod mounted at 5'-6' AFF, utilizing a remote trigger to avoid self-portraits.
- Create a key for each 360-degree photo.
- Take at least one 360-degree photo in each surveyed area. 360 photos should not be taken further than 10' from each photo location.
- 360-degree photos should not be resized and cannot replace standard array photos.
- Use the format (SITE #)-(SITE-NAME)-360 photos_###, e.g., 10899_001-University-Student-Center-360 Photos_001.

Site Survey Report (SSR)

- Surveyors must submit a completed SSR for each site using the Fastfields app.
- The SSR must be fully filled out. Notify the SSR Project Manager via Teams or phone if something is missing or unable to be captured.
- The SSR will be considered incomplete if any field information is missing without communication with the PM and could warrant a return.

Water Sample Test:

- Conduct a water test sample from an unfiltered source at the site and seal the kit in a package with the mailing label and paperwork.
- Upload the mailing label and paperwork to Dropbox, if there is no access to Dropbox, send directly to the Project Manager.
- Shipping Instructions:
 - The sample must be shipped as part of the on-site survey and should be completed immediately after finishing the site.
 - Do not travel with the sample to your home or next site.
- It is the surveyors responsibility to monitor the number of water test kits on their person, and to make sure that if they are running low (less than 6) that they reach out to Project Coordinator to receive additional water test kits.
- Notify the Project Manager immediately if unable to complete the water test.

Surveyor 3D Pre-Site Checklist

Site Number: _____ Site Address: _____

Scope and Documentation Review

- Understand the objectives and deliverables outlined in the scope. Confirm any specific tasks, extents, or requirements provided by the PM.
- Thoroughly review the Teams channel & quickbase for scope notes, kick-off call notes, and any additional comments from the PM.
- Check Dropbox for client-provided documents located in the 'Client Provided' or SOW folder.
- Review the 'SC Responses' tab on the Quickbase site page to gather critical site information, including access details, parking, hours, roof access, ceiling heights, and ladder availability.
- Internal kickoff call with either BIM Manager or Project Manager (This can be covered in the Project Coordinator meeting each Monday)

Site Contact and Access Confirmation

- Reach out to the site contact within 24 hours of the scheduled survey to verify site readiness and clarify any last-minute details.
- Confirm specific site requirements, including access logistics, equipment needs, and special accommodations.
- Save the site contact's details in your phone or notes for easy access.
- If a ladder is required and the site cannot provide one, make arrangements for a ladder rental. For assistance, contact the Project Coordinator.

Travel Arrangements

- The project coordinator can assist in travel research and booking. Any additional travel arrangements (this may include flights, hotels, and rental cars) will be submitted to the project coordinator for approval within 24 hours of survey assignment.
- Confirm your arrival time at the destination and the site. Ensure the Project Coordinator has all the required details to avoid scheduling conflicts.

Equipment Readiness

- Verify that all survey equipment is accounted for, functional, and fully charged. Perform any necessary pre-survey maintenance or calibration. (Do not survey with damaged equipment.)
- Double-check all relevant documentation, including site notes and responses, are accessible during the survey.

Matterport

- Confirm if there is a Matterport by checking the site in Quickbase. There is a checkbox under the Site ID that will be checked if a Matterport is required.

Ready to Survey

- Verify the survey date, time, and location.
- Ensure alignment with the client's and PM's expectations.
- Compile and send any last-minute questions to the PM for clarification before heading out.
- Any outstanding equipment issues or site questions are brought to the attention of the PM.
- Upload *signed* Pre-Site Checklist to dropbox (in the project folder)

Signature: _____

Surveyor 3D On-Site Checklist

Site Number: _____ Site Address: _____

Arrival at Site

- Confirm access to the survey area and discuss any special instructions with the site contact.
- Identify unique conditions that may affect scanning or photography (obstructive or reflective surfaces).

Scan Coverage

- Entire survey area, 20-30 feet beyond scope boundaries unless otherwise instructed by the PM.
- Above grid: Focus near structural columns, beams, HVAC equipment, ducts, avoiding obstructions
- Exterior walls and adjacent seating areas (if within scope).
- Back of house areas and corridors.
- If areas are locked or inaccessible, contact the PM immediately.

360-Degree Photos

- Take one photo per small room and a photo every 10 feet in larger spaces.
- Exterior areas extending 20+ feet beyond the scope extent.
- Ensure all 360 photos are captured with HDR enabled.

Matterport

- Confirm if there is a Matterport by checking the site in Quickbase.
- Matterport is completed and uploaded while on site.

Still Photos

Macy's Starbucks sites require photos of ext, entrances and interior entrances of the mall for signage placement locations.

- Exterior building photos documenting building entry and existing signage - NOT to be taken at night.
- Exterior of the space (may differ from building exterior). To include all adjacent rooms and spaces within 25 feet of the Starbucks space.
- All interior spaces and rooms (including closets, restrooms, MEP rooms, corridors, vestibules, etc.) in the Starbucks café, back of house, and back engine/bar.
- Context and close up documentation of all panels, switchgear, HVAC equipment, and telecom equipment serving the space. If a label is visible, it must be photographed clearly so the label is legible.
- Close up documentation of all existing equipment including a label photo.
- Path of Travel to common/shared restrooms (if not within the Starbucks space)
- Interior of common/shared restrooms
- Path of travel to remote electrical/telecommunication/mechanical rooms
- Interior of electrical/telecommunication/mechanical rooms
- Path of travel to remote storage
- Interior of remote storage
- Path of travel to trash area
- Interior of trash area
- Delivery path from loading dock/delivery area to space
- Loading dock/delivery area
- Unique conditions
- Existing furniture
- Areas of concern
- Above ceiling photos
- Exterior and shared seating areas
- Photo of water and sewer line sizes, if accessible.
- Photos below the bar (if possible) so we can see any floor drains.
- Below space (if necessary - check the scope).
- Manager's office (if applicable)

Water Sample Test

- Collect a sample from an unfiltered source. Seal and label the sample kit appropriately.

Site Survey Report (SSR)

- Complete the SSR onsite using the Fast Fields App.
- Upload the completed SSR from the site or as soon as possible if internet access is unavailable.
- Directly send a photo of water/sewer lines with a caliper to the SSR PM via Teams before leaving the site.

Finalizing on site

- Ensure all required deliverables (photos, 360-degree photos, laser scan data, and Survey Report (SSR)) are captured. Pay extra attention to any areas with potential coverage gaps.
- Verify that all equipment is accounted for and securely packed for transport.
- Review Teams or Dropbox to confirm that all surveyed areas are complete and no revisit is necessary.
- Upload signed On-Site Checklist to dropbox (in the project folder)

Signature:

Surveyor 3D Post-Site Checklist

Site Number: _____ Site Address: _____

Water Test

- Ship the completed water test kit to Pentair.
- Email proof of shipping to the Project Coordinator and Revit PM.
- Upload Water Test shipment proof to Dropbox in the Working Folder.

Upload Data and Documentation

- Upload all laser scan data to Dropbox or the designated storage platform (e.g., S3 bucket). Ensure proper file naming and organization. This should be completed within 24 hours of survey completion. If there is any reason for delay, contact the project manager and BIM manager *immediately*.
- Upload the still and 360-degree photo keys (with photo keys) to Dropbox.

Survey Report (SSR)

- If any SSR items are incomplete or require clarification, send an email to the site contact with the Project Manager (PM) and SSR assignee copied. Use a clear subject line (e.g., Starbucks Site Survey – SITE NAME - Outstanding Questions). Request the site contact to "Reply All" with answers.

Final Steps

- Go into Quickbase into the site and then into the assignment tab, and input the date that all deliverables have been uploaded. This will trigger the status to change and the rest of the team will know they can begin their portion of the work.
- Discuss any issues or observations encountered on-site that could impact the project, such as coverage concerns, with the Project Manager immediately.
- Input site feedback into Quickbase for the project manager and project coordinator.
- Ensure all timecards are input accurately.
- Upload all expenses to the project manager within 24 hours of survey completion. If there is any reason for delay, contact the project manager.
- Upload *signed* Post-Site Checklist to dropbox (in the project folder)

Signature:

Site Modeling Setup

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FSU uses **Amazon S3** to store point cloud scans, organized into **buckets**. To efficiently download these scans, use **S3 Browser** ([Download here](#)). The **Pro version** is optional but improves speed and supports multi-thread uploads. Alternatively, you can mount S3 buckets as drives using **TNTDrive** ([Download here](#)).

For this program the drive used is: **FSUSBUX**

1. Mount the **FSUSBUX** drive or access it via S3 Browser.
2. Navigate to the relevant **Starbucks project folder**, identified by the **Project ID** (found in QuickBase under the **Site Info** tab).

View map		Requires SSR?	CAD or Revit?
		Yes	Revit
Project Code	Related Project #	Amazon S3 Bucket	Direct Folder Link to S3
SBN	377	fsusbux	https://s3.console.aws.amazon.com/s3/buckets/fsusbux?region=us-east-1&prefix=SBN/LS-032078/&showversions=false
**S.F. (Contract)	Require Actual Square Footage Surveyed?	S.F. (Surveyed)	Modeled S.F.
5200	No		

3. Open the **Scan Files** sub-folder and download the **RAF file** (Register 360 data).
4. Save the **RAF file** directly into your **Cyclone Register 360 Archive Folder** to maintain organization.

Follow the steps for Registering a site: [Registration](#)

Once registration is complete, export the following deliverables from Register 360:

- LGS File (For virtual tour viewing)
- RCP File (For integration into Revit)

Upload both files to Dropbox (Right), inside the Point Cloud Folder of the respective project.

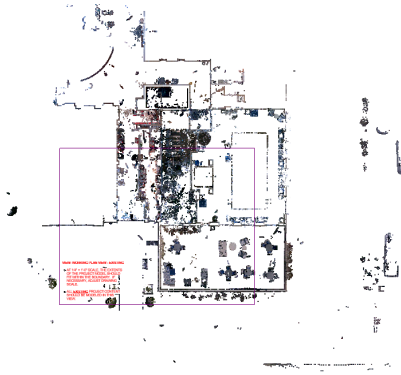
Name	Status	Date modified	Type
Archive	📁	3/12/2025 12:53 PM	File folder
Client Provided	📁	3/28/2025 9:13 AM	File folder
Final Deliverables	📁	3/24/2025 11:42 AM	File folder
Photos	📁	3/12/2025 12:53 PM	File folder
Point Cloud	📁	3/12/2025 12:53 PM	File folder

Once the files are completely exported from Register 360, Open Revit. In this case of this project it is **Revit 2023**.

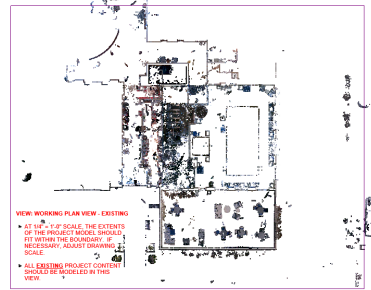
The template can be found in this location: FSU Team Dropbox\Client Active Projects\SB6_Admin\Template

1. Navigate to 1st Floor - Working Plan - Existing view.
2. Go to the Insert tab → Insert Point Cloud (or use Manage Links).
3. Use Positioning: Origin to Internal Origin to correctly place the floor at the proper elevation.
4. Adjust the working view extents to fit within the Purple Border. If needed, scale the point cloud accordingly.

Incorrect:



Correct:



- 1) Align Levels:
 - a) Create a left-to-right section through the entire building (ideally covering the Starbucks area).
 - b) Set the view depth to 1-2 feet to ensure level accuracy.
 - c) Align the floor level to the Interior 1st Floor Level and adjust as needed.
- 2) Align Horizontally:
 - a) Create an up-down section through the building.
 - b) Set the view depth to 1-2 feet and align the Interior 1st Floor Level correctly.
 - c) Align the floor level to the Interior 1st Floor Level and adjust as needed.
- 3) Fine-tune in Ceiling Plan:
 - a) Open Ceiling Plan: 1st Floor - Working Ceiling - Existing.
 - b) Change the Top Primary Range to 10 feet to view ceiling walls clearly.
 - c) Place a Reference Plane along a long exterior or interior wall for alignment.
- 4) Final Adjustments:
 - a) In the Floor Plan, extend the section view range to capture the full space.
 - b) Adjust the Interior 2nd Floor Level to align with the highest point of the decking.

Save the Revit model using the naming format: **“Site ID” - assign**

Export the RAF from register 360 but add “-clean” at the end of the file name to ensure the QC’ed and finished point cloud is differentiated from the survey deliverable. Upload this file back to the same location that you downloaded the original RAF from.

Field Services Unlimited

Drafter Scope of Work

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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.

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: SBUX123 - 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. For Starbucks-provided libraries, refer to (link) and ensure the correct families are used, particularly for engine casework. If Starbucks standard Revit families do not exist, in-place models may be used.

It is expected that a personal QC will be done prior to submitting.

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.

Starbucks Scope vs. Limited Scope

Each project will include clearly defined boundaries for two distinct modeling scopes: Starbucks Scope and Limited Scope. These scopes are typically outlined within the Revit file using labeled regions or revision clouds, and it is essential to understand the differences between these two areas to ensure accurate modeling.

The **Starbucks Scope** represents the primary Starbucks space and requires modeling to full scope. This includes comprehensive detail across all disciplines, including architecture, structure, mechanical, electrical, plumbing (MEP), and furniture, fixtures, and equipment (FFE). All Starbucks standard families must be used, and great attention must be given when modeling finishes (where needed), floor transitions, equipment, and any specific

branding elements. It is crucial to capture all loose and fixed equipment within the Starbucks extents, ensuring that the model accurately reflects the store layout.

The **Limited Scope** pertains to any adjacent or surrounding areas required for contextual reference but does not necessitate full MEP or FFE modeling. In this scope, the focus is on architectural elements such as walls, doors, windows, and floor changes, along with structural components including columns, beams, and load-bearing walls. The Limited Scope should remain clean and minimal, serving primarily to provide context for the Starbucks Scope, with no detailed modeling of mechanical equipment or furniture unless explicitly noted in the scope document.

If the scope boundaries are unclear or missing in the Revit file, it is important to contact the **BIM Manager** before proceeding. Misinterpreting the scope can result in unnecessary rework or project delays.

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 2023.
- Use only Starbucks-provided families for existing Starbucks locations. [Found Here](#)
- Do not, under any circumstances, alter or change the Starbucks template.
- Floor material changes should be modeled as separate floor plates. Style or pattern variations, as well as material identifications such as carpet or tile, must be included within the Starbucks areas and any adjacent areas leading into the Starbucks for rendering purposes.
- Use the most similar family available—material accuracy is not required, only the correct family type matters.
- All furniture, casework, and equipment within the Starbucks extents must be included in the model. This includes loose and fixed equipment. Equipment on counters must have its equipment "name" updated to the make and model number visible in on-site photos.
- Before uploading the model to Quickbase, ensure there are no floating objects within the Starbucks space.
- Locate any structural columns or walls and make a note of these in the Revit model.

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

Vendor Name - Formula
Feedback Provider *
Feedback Sent?
Date Feedback Sent

Feedback line items

no file selected

5. A redline/feedback document can be uploaded here.
6. Save and close.
7. Scroll Pto the 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
Category * General Information
Notes *

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.

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QC Scope of Work

Starbucks - SB6

Scope of Work and LOD

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

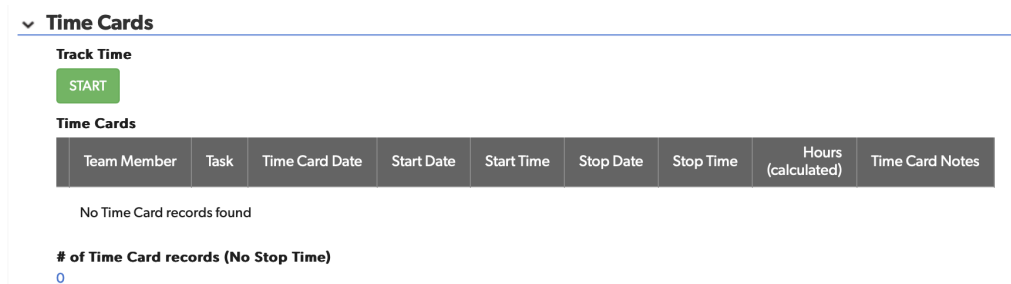
Communicating Delays

All QC assignments are expected to be delivered on time on the required 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.

Timecards

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 QC 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 QC assignment. This will bring you into the assignment.
3. Scroll down to the 'Time Cards' section.
4. Click the 'START' button.



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

Client Requested Deliverables

All client-requested deliverables must be uploaded to the Final Deliverables folder in Dropbox after the QC process is complete. If any required deliverables are missing, notify the Project Manager immediately.

Starbucks Deliverables List:

- Final Revit File
- Still Photos
- 360 Photos
- Photo Key Plan(s)
- Schematic Drawings
- Proof of Water Test
- SSR Documents (Reference Document, SSR Document, Research Folder)
- Matterport (if required - this can be checked in Quickbase)

Final Revit File

- Remove all references, reference planes and point cloud.
- Delete any unnecessary sections and 3D views.
- Ensure the view range is set properly for a clean and professional appearance.

Photos

Rename all zipped photo files to include the full project number and name before uploading.

Example: "XXXX-XX - SITE NAME - Still Photos" "XXXX-XX - SITE NAME - 360 Photos"

Photo Key Sheets

- These are separate from the Schematic Drawings and not required in the Starbucks PDF.

- Located in the 01 GENERAL sheet list under G006 & G007.
- Must be printed separately from schematic drawings.

Schematic Drawing Sheets

View templates ensure consistency between deliverables. All annotations and dimensions must be placed on these drawings—working views should never be printed without the view template applied. To make adjustments while retaining the template settings, apply the view template, then remove it. This allows for modifications, such as adjusting the view scale, while maintaining the intended formatting.

Elevations for Starbucks should be included using the designated interior and exterior view templates.

Create the sheets for printing. These can be found under Sheets → 00 Schematic, including:

- SD0 - Schematic Site Plan
- SD1 - Schematic Exterior Elevations
- SD2 - Schematic Floor Plan
- SD3 - Schematic RCP

Proof of Water Test

This document is provided by the surveyor and is located in the project folder.

Rename the file accordingly:

Example: “XXXX-XX - SITE NAME - Water Test Label”

SSR Documents

The SSR team completes the site survey report for each Starbucks project. The QC assignee must assist in gathering the required information via the point cloud and Revit model.

The SSR questions are posted as a questionnaire in the project’s Team channel. SSR answers should be placed in a word document and uploaded to Dropbox in the SSR folder.

Check for the SSR questions prior to starting the QC. If the questions are missing, contact the SSR Assignee via the Teams channel immediately to prevent project delays. Tag the SSR Project Manager as well.

If information cannot be confirmed, follow these guidelines for answering:

- ‘Not visible via site scans’ → Use this answer if the data was not gathered during the survey due to lack of visibility.
- ‘N/A’ → Use this answer if the question does not apply to the existing space.
- ‘Lowest X’-X” → If multiple elements have varying heights, provide the lowest height.

Provide as much information as possible and communicate any missing details.

Matterport

Some projects may require a Matterport virtual tour. To confirm, go to the site in Quickbase. Directly under the Site ID, there will be a ‘Matterport’ line. If this box is checked, then a Matterport is required.

Site Actions

Site Sales Status:
 Surveyor(s) Assigned:

Site Info

Record ID#: 21289

Project Name: Starbucks Licensed Stores

Site Priority:

Site ID#: 107580-00

One-Off Site
 No Site Survey
 SSR Only
 Multi-floor Survey?
 Training Site?
 Return Visit?
 Matterport?
 Expedited Site
 Requires SSR Override?

1. Log in to Matterport using either your personal FSU account or the following credentials:
Teamwork@fsusurveyor.com
 Password: see resources tab for password
2. Locate the project, verify, and correct the name and project number if needed.
3. Set the Matterport sharing status to "Unlisted."
4. Get the Virtual Tour Microsoft Word template from the site on quickbase in the **Survey Docs** (Toolbox Section) tab.
5. Open the Word document & copy the share link and paste it into the "XXXX-XX - SITE NAME - Virtual Tour" template document (location TBD).
6. Title the document using the following naming protocol: "XXXX-XX - SITE NAME - Virtual Tour"
7. Print the document as a PDF and upload it to the Final Deliverables folder.

Quickbase Close Out

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 QC Assignment Tracking'.
3. Input the date that the QC assignment was uploaded.

Revit QC Assignment Tracking

Status - Overall: To Be Surveyed

Revit QC Assignee: [Empty]

Date Revit QC in:

Date Revit QC Assignment Starts: **04-07-2025** Date Revit QC Assignment Due: **04-08-2025** Related Vendor (Revit QC) - Employee?2

Revit QC Assignments

New Assignment More ▼

Vendor Name for All Sites	Assignment Type	Active/Canceled	Date QC Due (override)	Date

4. Save and close. This will trigger the assignment status to change to 'QC Complete/On Time'.

- Go back to the main site page and enter the square footage of the Revit model. (This is the size of the entire model, not just the Starbucks space.)
- If the point cloud square footage is missing, please add that as well. If the point cloud square footage has been input, confirm it is accurate.

fsusbux <https://s3.console.aws.amazon.com/region=us-east-1&prefix=SB6/LS-0521827&showversion=false>

Age Surveyor? **S.F. (Surveyed)** **Modeled S.F.**

arkDocs

Feedback

- Feedback is required for each assignment. Feedback should be given to Revit Drafter.
 - All feedback should be entered into Quickbase.
- Go into the site in Quickbase, and click the purple 'Miscellaneous' tab (4 tabs over from the right).
 - Scroll down to the area that says 'Vendor Feedback.'
 - Click the 'Add Vendor Feedback' button.
 - Fill out the below required information.

▼ **Site/Project Info.**

Project	Site ID#	Site City	Site State	Surveyor Email Address	St
Starbucks Licensed Stores	SBUX251	Los Angeles	CA	dwilliams@fsusurveyor.com	
Surveyor	Surveyor 2	CAD Drafter	Revit Modeler	QC Person	FF
Williams			Upwork- Maksym Reva		

Who is it For? * Vendor Name - Formula Feedback Provider *

Send Feedback Email? * Yes No Feedback Sent? Date Feedback Sent

▼ **Feedback line items**

Choose File no file selected

- A redline/feedback document can be uploaded here.
- Save and close.
- Scroll to the the 'Feedback line items' section and click 'Add Feedback Line Item'.
- 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 Category * General Information Notes * Point Cloud issues in back of house.

Save & close Cancel

Confirm Purchase Order (PO)

- Go into the Quickbase site and scroll to the teal 'Site Invoicing' tab.
- Scroll down to the 'Site Invoicing' section.
- Check for the PO number, and be sure the attachment has also been uploaded.
- If the PO or attachment is missing, notify the Project Manager immediately.

Procure Access

- All Starbucks projects are uploaded to Procure.

- Login using the shared Teamwork account:
teamwork@fsusurveyor.com
(See resources tab for password)
- Once logged in, confirm that we have access to the site folder. The Site ID or site name might vary from the Site ID and Project ID in Quickbase. If you are unable to find the folder, contact the Project Manager immediately.

Final Quick QC After Taking a Break

Once the initial modeling and quality control (QC) checks are complete, it is essential to perform a final quick QC after taking a break. This break ensures that you can approach the model with fresh eyes, minimizing the chance of overlooking any details or errors. After returning from the break, review the model one last time to verify that no crucial elements were missed, particularly in areas that may have been rushed or overlooked during the initial review. Pay close attention to the Starbucks Scope, ensuring all required details are captured and that nothing has been left out or misrepresented.

Adding a Site to a Good Marketing Site

If the model seems suitable for marketing purposes, notify the **BIM Manager**. This step is important if the model can be utilized for client-facing deliverables or promotional materials. After ensuring the site is properly finalized, notify the BIM Manager that the process has been completed and that the model is now ready for the next steps. This keeps the BIM Manager informed and can transfer all files for possible marketing.

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Deliverable Example

Starbucks - SB6

Link to deliverables are stored on dropbox: [HERE](#)