

Field Services Unlimited

Drafter Scope of Work

Surveyor Training - 2 - Revit - IHT2

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. Explain in the email which deliverables are missing and ask when they will be uploaded.

Project extents are outlined in the Revit file with masking region followed by a revision cloud. 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. If needed, 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 within the revit/rcp file, such as missing data, unclear scope outline or any other point cloud related issues, 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. Make sure to save often (every 10-15min) to avoid any delays in case of lost work. If standard Revit families do not exist, in-place models may be used. Please contact the **BIM Manager** for questions about the library or which families to use for clarity.

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 LOD Table for the detailed scope of work.

In the table, elements may be classified as either *Generic* or *Detailed* depending on the required level of accuracy and representation.

- *Generic*: These elements are intended to represent the general size, shape, and location of an object. They may be modeled in-place or created using standard generic Revit families. Generic elements are typically used when specific manufacturer data or precise geometry is not required.
- *Detailed*: These elements require a higher level of accuracy and should closely match the actual object in terms of geometry and parameters. Detailed elements should be modeled using Revit families that are either provided by the client or custom-built to accurately represent the object. This may include manufacturer-specific components or assemblies with full parametric data.

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 (within 24 hours of the end of survey) 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 2025*.
- 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 annotated areas and any adjacent areas leading into the annotated 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 annotated 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 drafted area.
- Locate any structural columns or walls and annotate these in the Revit model.

Uploading Process

- For contractors, files can be uploaded into the 'Survey Docs' tab in Quickbase (Please see page 7 of the [Vendor Portal Instructions](#) document). 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. Make sure the filename is using the "XXX – Draft" naming convention.

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

Vendor Name for All Sites	Assignment Type	Active/Canceled	Date CAD Assigned (override)	Date CAD Due
Upwork-Maksym Reva	Revit Drafter	Active	02-19-2025	02-24-2025

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.
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.

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