

KOHL'S-CENTER CORE SURVEY'S KSPR SCOPE OF WORK SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:
V1.0	2/13/2023	-ceiling height and other minor revisions were added to the scope

INTRODUCTION TO PROJECT:

Welcome to the Kohl's -Center Core Survey's with FSU!

Our goal is for this project is to collect all the information needed for our client to design a store within a store concept. FSU will be acting for the client's eyes and ears on site. Please pay attention for items that look out of the ordinary or expensive to correct. Kohl's will be providing a space to another vendor; we will need to confirm the middle pad for this vendor to take over. It is crucial that all dimensions are confirmed in the prepped CAD File under the toolbox. All photo dimensions need to match the dimension in CAD.

SURVEYOR CRITICAL PROJECT INFORMATION:			
Project Fee:	Determined in QB		
Turnaround/upload time frame:	24 hours from site survey completion		
FSU Project Contacts			
Project Manager:	Jenna Miller	Scheduling:	Scheduler
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com	Scheduling email:	scheduling@fsusurveyor.com
FSU project Escalation:	For onsite survey issues		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Jenna Miller		
3. After hours contact:	Jenna Miller cell phone		
Dress Code:	Shirt with a Collar and Khaki or any non-denim trousers		
Reimbursable expenses:	<ul style="list-style-type: none"> o This project has reimbursable expenses. o Reimbursable expenses are due no later than 7 days from day of survey. Any expenses submitted past 7 days will not be paid. o Surveyor will fill out the expense report through their vendor portal on Quickbase o Receipts are required for all expenses 		
Surveyor responsibilities:	<ul style="list-style-type: none"> o Thoroughly review the Scope of Work, Address any question with Project Manager prior to survey o Coordinate with FSU the feasible survey dates, then book travel o Contact Project Manager with any on-site issues or concerns o Enter 'actual survey date' in Quickbase and date surveyor deliverables in' in Quickbase o Upload all documentation/deliverables to Quickbase on time, send notification to project lead. Note: all deliverables must be completed in full prior to upload, partial deliverable uploads will not be accepted 		

	<ul style="list-style-type: none"> o Invoicing will be done in Quickbase and within 7 days of uploading to FSU o Surveyor to call store, 24 HR ahead to let the manager know when they will be onsite o Surveyor is to be DISCREET o DO NOT OVERRIDE DIMENSIONS o Contact PM if there are any RED FLAGS or MAJOR CHANGES.
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SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Surveyor CAD
2. Still photos (Laser or tape measure photos to be included in the still photo folder)

I. AUTOCAD IS REQUIRED FOR THE SURVEYED SPACE

Objective	<ul style="list-style-type: none"> o FSU is taking the current existing CAD file of Kohl's and confirming dimensions of floor transitions from the mid-section (that is the focus) to the center of the first column on the pad out of space, on both sides, front and back of that area. The surveyor will be drafting while onsite, the current AutoCAD will have guidelines and annotations to follow to complete the scope of work. Any found discrepancies please contact the PM. o Dimensions will already be placed in CAD for guidance o Photo bubbles will be placed for reference o Annotations of center pad information o Do NOT unfreeze the layers o Work in 0 Layer o If the dimensions do not match, surveyor will need to adjust the transition lines for correction o If a column is out of place, call the PM, as this is a RED FLAG o If a column is furred out, you will need to go above grid to confirm and generally place, if there is a roof drain, (Annotation is already created just needs to be edited) o Sprinkler Line, to confirm if it is flex or hard piping above grid in middle pad area, (Annotation is already created just needs to be edited) o Ceiling & soffit heights to be noted in Cad o Ladder will be on site o Can work around business hours, PM will need to know to coordinate with client
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II. SURVEY INFORMATION

Model Space in .DWG	<ul style="list-style-type: none"> o Dimensions, Confirming the dimensions from the mid-section pad (this is the focus). o Start from the center of the first column to edge of tile, edge of tile to edge of tile, edge of tile to centerline of column, centerline of column to centerline of column, centerline of column to edge of tile, edge of tile to edge of tile, edge of tile to centerline of column, overall dimension of middle pad (Edge of tile to edge of tile). o This will be taken for all sides of the pad, see AutoCAD Deliverable for Example. o Will need to confirm dimensions by taking photos of the tape or laser measurement to confirm dimensions. o Dimension overall matching the line of front to back o Dimension over all side to side of dimension (Edge of the pad/tile to Edge of the pad/tile) o Visible Columns, Visible Embedded Columns – Confirm Size, Type, and Placement in Designated Areas o Confirm Floor Transitions, adjust accordingly to match dimensions, o Confirm and General place Roof Drains in CAD o Sprinkler line type, Flex or Hard Piping o Note Ceiling and soffit heights
Photo key: Basic	<ul style="list-style-type: none"> o Photo key showing where photos were taken by area o Photo measurements to confirm tape/laser measurement

	<ul style="list-style-type: none"> o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location o Photos above grid for confirmation of roof drains and type of sprinkler line
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III. PHOTOS

Still Photo	<ul style="list-style-type: none"> o Exterior photos ARE NOT to be taken at night o Photos to include interior of the areas surveyed and marking dimensions, center pad to be surveyed and above grid information o Photo resolution: 1024 x 768 minimum o Photos to be taken in landscape format only o Photo numbering: KSPR_SiteNumber_###
Photo Final Deliverables	<ul style="list-style-type: none"> o Still Photos & Laser / tape measurements <ul style="list-style-type: none"> o Folder 1: KSPR_XXXX_CityST_Photos o Photo Naming Protocol: KSPR_XXXX(5 Digit Site Number)_###

IV. SURVEYOR CAD

Surveyor CAD	<ul style="list-style-type: none"> o Surveyor must use template provided on QuickBase and correct layers (0 Layer Only) o Confirm or adjust dimension line and floor transitions if anything is out of place call PM o Confirm dimensions of furred columns and size and placement of column above grid o Confirm and placement of Roof Drain o Confirm sprinkler line is flex or solid. o Photo Key Still and Measurement photos to match placement and measurement. o Save CAD as: <ul style="list-style-type: none"> o KSPR_XXXX_CityST_SurvCAD
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