

ROYSTON – 7-11 – WIN COFFEE PROJECT

SCOPE OF WORK

SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:

INTRODUCTION TO PROJECT:

Welcome to the Royston – 7-11 – Win Coffee Project 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 confirming masonry and merchandising units in the current sites. Surveyors will be updating CAD onsite, there may or may not be an existing .DWG file to use. 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.

SURVEYOR CRITICAL PROJECT INFORMATION:			
Project Fee:	Refer to QuickBase for Fee + Reimbursable travel		
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:	Susan Young		
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 though 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 o Invoicing will be done in Quickbase and within 7 days of uploading to FSU 		

SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Surveyor CAD
2. Still photos
3. Laser Photos
4. 360° Photos

Equipment Needed:

1. 360 Camera—Ricoh Theta
2. Tri-Pod—Geekoto AT24Pro
3. Laptop with AutoCAD (saving documents to 2015) and Microsoft Excel
4. Digital Camera or Cell Phone with capability to take pictures in various resolutions
5. Tape Measurer (recommend 35' with 10'+ extendibility)
6. Laser Tape Measurer (not required, but highly recommended)

I. AUTOCAD IS REQUIRED FOR THE SURVEYED SPACE

Objective	<ul style="list-style-type: none"> o FSU is taking the current existing CAD file if there is one present in QuickBase, to survey the current conditions and casework being used. 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 Photo Keys will be required for QA o DWG Template will be Royston's Template, all blocks will need to be used from their library, all layers will define in the SOW o Photo Key for Still, Laser, and 360° Photos will be provided on a separate sheet o DWG will be found in Toolbox – Site Drawings/Docs otherwise, please use the Surveyor Template in Toolbox – Surveyor CAD Template o Survey during Store Hours
Information Required on Drawings	<ul style="list-style-type: none"> o Dimensionally correct walls, accurately portraying door and window placements o Headers (shown using Hidden2 line type) and Power poles o All floor drains, floor sinks, clean outs, and direct connect plumbing elements o All electrical stub-ups and other electrical items that need to remain untouched at remodel o Electrical Panels, Veederroot systems & other wall mounted items that cannot be moved easily o All cabinets and their heights from floor to countertop (typically 34" or 36" AFF) o All countertop equipment and fixtures (everything that is NOT a cardboard vendor item) o All refrigeration items (should be denoted either Remote or Self-Contained)
Layering Expectations	<ul style="list-style-type: none"> o 0—all blocks should be created using the "0" layer. This will allow office personnel to change layers easily during design process. o 1-Interior and Exterior Walls—all walls, doors and windows should be captured using this layer o 2-Stub-Ups—any item that is currently penetrating the floor and cannot be relocated without trenching (ie, electrical boxes, drains and water lines, etc.) should be in this layer o 3-Electrical Layer—power poles, non-stub-up electrical boxes, outlets (if shown), light switches, veederroot systems, phone lines, etc. should be in this layer o 4-Fixture Layer—cabinets, non-electrical countertop items, shelving, storage racks, sinks, restroom fixtures should be in this layer o 5-Equipment—any item that requires electrical (ie, refrigeration, beverage, coffee, registers, etc.) should be shown in this layer. Cooler Doors are also shown in this layer. o 6-Dimension—any dimension line shown is placed in this layer o 7-Ceiling Grid—this is not used for Win Coffee

	<ul style="list-style-type: none"> o 8-Existing Lights—this is not used for Win Coffee o 9-Diffusers and Returns—this is not used for Win Coffee o 10-Security—this is not used for Win Coffee, EXCEPT FOR OVERHEAD MENU BOARDS OVER FAST FOOD. Please show any hanging television in this layer. o All other layers are used in office only, no need describe purposes.
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II. SURVEY INFORMATION -Model Space- “Existing Floor Plan” Area	
<p style="text-align: center;">FLOOR PLAN</p> <p>FOH/BOH, All Walls, Doors, Wall Openings, Windows, Steps Ramps, Changes in Level</p> <p style="text-align: center;">FOH Cabinetry, Shelving, Furniture</p>	<ul style="list-style-type: none"> o True Placement (LxW w/ Heights) <ul style="list-style-type: none"> o Exterior Walls w/ Demising Wall Thickness o Interior Walls, Partitions, Partial Height Walls o Wall Openings/Pass Throughs o Visible Columns, Visible Embedded Columns o Doors with Header Heights o Windows (Sills and Header Heights) o Bump-Outs, Recesses, and Niches o Built-In Cabinetry, Countertops o Built-in Shelving o Built-In Furniture o Steps, Ramps, Changes in Level o All cabinets and their heights from floor to countertop (Typically 34” or 36” AFF) o All countertop equipment and fixtures (everything that is NOT a cardboard vendor item)
<p style="text-align: center;">GENERAL EQUIPMENT ELEMENTS</p> <p style="text-align: center;">FOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights) <ul style="list-style-type: none"> o ATMs o Safes o Built-in coolers/freezers o All refrigeration items (should be noted either Remote or Self-Contained)
<p style="text-align: center;">FIXTURE PLAN ELEMENTS</p> <p style="text-align: center;">FOH</p>	<ul style="list-style-type: none"> o True Placement (LxW w/ Heights) <ul style="list-style-type: none"> o Gondolas o Merchandisers (fixed) o Merchandisers (non-fixed) o Shelving Units o Free-standing coolers/freezers
<p style="text-align: center;">MECHANICAL ELEMENTS</p> <p style="text-align: center;">FOH/BOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights) <ul style="list-style-type: none"> o Compressors o Evaporative coolers o Gas meters o Thermostats o Wall-mounted HVAC registers
<p style="text-align: center;">ELECTRICAL ELEMENTS</p> <p style="text-align: center;">FOH/BOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights) <ul style="list-style-type: none"> o Electrical panels o Disconnect Switches o Outlets (Visible) o Emergency Gas Shut Off Identification o Power poles o Veederroot Systems o Any item that requires electrical o Monitors even if hanging from the ceiling
<p style="text-align: center;">PLUMBING ELEMENTS</p> <p style="text-align: center;">FOH/BOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights). <ul style="list-style-type: none"> o Toilets o Urinals o Hand sinks o Floor drains, floor sinks

	<ul style="list-style-type: none"> o Clean-outs o Exposed Plumbing (stub-outs, shut-offs) o Water heaters with Capacity/Insta-Hots o Sump Pump o Restroom Accessories, Changing Table/Grab Bars
Photo key: Basic	<ul style="list-style-type: none"> o Photo key showing where photo where taken by area o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location

III. PHOTOS

Overview	<ul style="list-style-type: none"> o 360° pictures should allow for complete coverage of entire store. Would recommend that more are taken than anticipated and allow office staff to select ones for use. o 360° Photos 5’ – 7’ Apart o Still Images are needed as well. There is a photo sequence within the Checklist file, but this is just a guide. Please note we expect our surveyors to use best judgement to highlight areas of concern using these pictures. All stub-ups and possible remodel obstacles should be captured. These are typically captured in 480x640. o Electrical Panels—this should be taken in higher resolution and should be easily read from an office setting. Please include data plate and identification sheet. VERIFY BEFORE LEAVING SITE THESE PICTURES ARE CLEAR. o MUST FOLLOW SURVEY PHOTO SEQUENCE, found in QuickBase, “Toolbox, SOW Photo Book”
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 o Inside Cabinets and Underneath Cabinets o Follow Excel Photo Key o Photo resolution: 480 x 640 minimum o Photos to be taken in landscape format only o Photo numbering: RL7E_SiteNumber_###
Photo Final Deliverables	<ul style="list-style-type: none"> o Still Photos <ul style="list-style-type: none"> o Folder 1: RL7E_XXXXX_CityST_Photos o Photo Naming Protocol: RL7E_XXXXX(5 Digit Site Number)_### o Laser Photos <ul style="list-style-type: none"> o Folder 2: RL7E_XXXXX_CityST_PhotoLaser o Photo Naming Protocol: RL7E_XXXXX(5 Digit Site Number)_### o 360° Photos <ul style="list-style-type: none"> o Folder 3: RL7E_XXXXX_CityST_360 o Photo Naming Protocol: RL7E_XXXXX(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 o Surveyor must update title block information with Site ID, FULL Address, Site Number, and Date o Save CAD as: RL7E_XXXXX_CityST_SurvCAD
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