

ROYSTON – 7-11 – WIN COFFEE PROJECT

SCOPE OF WORK

QUALITY CONTROL

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.

QUALITY CONTROL CRITICAL PROJECT INFORMATION:			
Turnaround/upload time frame:	3.75 Hours		
FSU Project Contacts			
Project Manager:	Jenna Miller	Scheduling:	Jenna Miller
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	jmillier@fsusurveyor.com	Scheduling email:	jmillier@fsusurveyor.com
FSU project Escalation:		For onsite survey issues	
1. Project Manager:	Jenna Miller		
2. After hours contact:	Jenna Miller cell phone		
QC responsibilities:	<ul style="list-style-type: none"> o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to Quality Control o Download and review Site AutoCAD, Photo Sequence, and Surveyor Scope of Work o Review QC Scope of Work thoroughly to make sure everything was covered and completed. o Contact Project Manager with any issues or concerns o 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 o Review all Deliverable Documents for Final Deliverables (Double Check Naming) o Enter amount of time it took to complete QC o Comment on Surveyor and CAD Drafter for feedback o In assignments, check Read for Delivery, Site Tab, fill in SF for site 		

DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

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

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 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.

II. SURVEY INFORMATION -Model Space- “Existing Floor Plan” Area	
<p>FLOOR PLAN FOH/BOH, All Walls, Doors, Wall Openings, Windows, Steps Ramps, Changes in Level 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>GENERAL EQUIPMENT ELEMENTS 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>FIXTURE PLAN ELEMENTS 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>MECHANICAL ELEMENTS FOH/BOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights) AFF <ul style="list-style-type: none"> o Compressors o Evaporative coolers o Gas meters o Thermostats o Wall-mounted HVAC registers
<p>ELECTRICAL ELEMENTS FOH/BOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights) AFF <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>PLUMBING ELEMENTS FOH/BOH</p>	<ul style="list-style-type: none"> o True Placement with (LxW w/ Heights) AFF. <ul style="list-style-type: none"> o Toilets o Urinals o Hand sinks o Floor drains, floor sinks o Clean-outs o Exposed Plumbing (stub-outs, shut-offs) o Water heaters with Capacity/Insta-Hots o Sump Pump o Restroom Accessories (Changing Tables, 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
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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 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_SurCAD
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V. QUALITY CONTROL CAD

FINAL STEPS	<ul style="list-style-type: none"> o Must use the correct project site template, layers, and blocks. CONFIRM SURVEYOR USED THE CORRECT TEMPLATE PER EACH PROJECT. o 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. o Upload all files to QuickBase, Final Deliverables tab, DWG File, Still Photos, and 360°. DOUBLE CHECK NAMING o QuickBase, Miscellaneous tab, fill out time, and Vendor comments for the surveyor. o QuickBase, Assignments, Mark Assignment <i>Ready for Delivery</i>. o Email the Project Manager once you are complete, and everything has been uploaded, comment on any concerns you had during QC process. o Save CAD as: RL7E_XXXXX_CityST_CAD
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