

SAFELITE AUTOGLASS SCOPE OF WORK SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:
01	12/1/2021	

INTRODUCTION TO PROJECT:

Welcome to the Safelite Auto glass with FSU!

Our goals for this project are to collect all the information needed for our client to design new stores. FSU will be acting as 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:	In QuickBase		
Turnaround/Upload Time Frame:	24 hours from Site Survey Completion		
FSU Project Contacts			
Project Manager:	Jenna Miller	Scheduling:	FSU 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 on-site survey issues		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Susan Young		
3. After hours contact:	Jenna Millers 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 the date 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 and address any questions with the Project Manager prior to survey o Coordinate the feasible survey dates with FSU scheduling, then book travel o Coordinate with site contact prior to survey for site visit timing & any additional requirements o Contact Project Manager with any on-site issues or concerns o Enter "date surveyor deliverables in" in QuickBase upon uploading of deliverables 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 		

SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Field Drawings
2. Surveyor CAD
3. Still Photos
4. 360 Photos (Deliverable Link, See How to in Scope of Work 360)
5. Laser Photos
6. Field Report/SSR Due Diligence
7. Electrical Excel Form

I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

Extents/Column Dimension Plan	<ul style="list-style-type: none"> o Sketch of layout of space with overall dimensions front to back and side to side noted. If columns exist within space, Full placement, size, and spacing dimensions will be required as part of this drawing or as a separate drawing if necessary. Photos of the overall dimensions as shown on the laser are required for this plan. See attached examples in section VI at the end of this Scope of Work. o Sketch of elevations, to include items that are required in this Scope of Work
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II. SURVEY INFORMATION

Floorplan	<ul style="list-style-type: none"> o True placement of ALL items listed below: <ul style="list-style-type: none"> ▪ Exterior walls: must show demising wall and exterior wall thickness (if the exact thickness of the demising walls cannot be determined, draw them with an estimated thickness and note that it is an "assumed thickness") ▪ Interior walls, Partition walls, partial walls (to include height) ▪ Wall openings & pass-throughs (sill/header height) ▪ Bump-outs, recesses, and niches ▪ Doors (headers) ▪ Windows (sill/header height) ▪ Visible columns, visible embedded columns ▪ Restroom partitions ▪ Changes in levels, steps(height) and ramps (indicate slope) ▪ Roll-up security gates (to include length of protrusion height and AFF)
MEP	<ul style="list-style-type: none"> o Mechanical: True placement, to include size (WxHxD) and AFF of ALL items listed below: <ul style="list-style-type: none"> ▪ HVAC unit ▪ Compressors ▪ Evaporative coolers ▪ Gas meters ▪ Thermostats ▪ Wall-mounted HVAC registers ▪ Ductwork (below the ceiling grid/only if it is exposed) o Electrical: Exact placement of ALL Electrical elements listed below including size (WxHxD) and AFFs. <ul style="list-style-type: none"> ▪ Electrical panels ▪ Electrical meters ▪ Timers ▪ Disconnect switches ▪ Control panels ▪ Keypads ▪ Transformers

	<ul style="list-style-type: none"> ▪ Outlets ▪ Switches ▪ Sensors ▪ Cameras ▪ Conduit ▪ Wall-mounted lights ▪ Doorbell equipment <ul style="list-style-type: none"> ○ Plumbing: Exact placement of <u>ALL</u> plumbing elements listed including AFFs. <ul style="list-style-type: none"> ▪ Toilets ▪ Urinals ▪ Hand sinks ▪ Utility sinks, mop sinks ▪ Drinking Fountains ▪ Floor drains, floor sinks ▪ Grab bars ▪ Clean-outs ▪ Exposed plumbing (stub-outs, shut-offs) ▪ Water heater/ Insta-hots ▪ Water meters ▪ Shower stalls ○ Tel/Data: Exact placement of <u>ALL</u> elements listed below including size (WxHxD) and AFFs. <ul style="list-style-type: none"> ▪ Telephone ports ▪ Data Ports ▪ Tel/Data Boards ▪ Conduit ▪ Server equipment ▪ Routers/Wi-Fi equipment ▪ D-marc/MPOE ○ Fire/Life safety: General Placement of the items below: <ul style="list-style-type: none"> ▪ Exit signs ▪ Emergency Lights ▪ Sprinkler system equipment
RCP	<ul style="list-style-type: none"> ○ True placement of <u>ALL</u> items listed below: <ul style="list-style-type: none"> ▪ Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.) ▪ Ceiling Heights ▪ Soffit/changes in ceiling height ▪ Headers/beams ▪ T-grid ▪ Lights ▪ Cameras, camera panels/domes ▪ Speakers ▪ HVAC registers (supply/return) ▪ Sensors ▪ Access Hatches ▪ Smoke detectors ▪ Exit signs ▪ Emergency lights ▪ Sprinkler heads ▪ Fire strobes ▪ Ceiling fans

<p>Above Grid (HVAC and Sprinkler)</p>	<ul style="list-style-type: none"> o True placement of: <ul style="list-style-type: none"> ▪ Main Sprinkler lines (BO Height in the Front, Middle and Rear of Space) o General placement of <ul style="list-style-type: none"> ▪ HVAC ductwork* ▪ Roof deck penetrations* <p>*Anything over 11'-0" to 12' - 0" AFF FSU will be generally place items, for the safety of FSU's Surveyor.</p>
<p>Structural Plan</p>	<ul style="list-style-type: none"> o True placement (including size and AFF, in the front, middle and rear) of: <ul style="list-style-type: none"> ▪ Structural Beams (Type, Size and BO Height in the Front, Middle and Rear of Space) ▪ Columns including material and size. ▪ Joists (roof, floor, ceiling): Type, Size and BO Height in the Front, Middle and Rear of Space* ▪ Roof Deck (BO Height in the Front, Middle and Rear of Space) <p>*Anything over 11'-0" to 12' - 0" AFF FSU will be generally place items, for the safety of FSU's Surveyor.</p>
<p>Building Section</p>	<ul style="list-style-type: none"> o True placement of: <ul style="list-style-type: none"> ▪ Roof Deck ▪ Finish Ceiling Hts. ▪ Structural Beams ▪ Roof/Floor Joists ▪ Columns ▪ Structural Walls
<p>Exterior elevations <i>All sides of the building (Surveyor to draft elevations in cad)</i></p>	<ul style="list-style-type: none"> o True placement of: <ul style="list-style-type: none"> ▪ Main building elements ▪ Doors/frames ▪ Windows/mullions ▪ Awnings ▪ Wall-mounted lights ▪ Utility boxes Top od foundation wall ▪ Bollards ▪ Fire dep. Connections ▪ Finish materials ▪ Columns ▪ Architectural Details
<p>Photo Key</p>	<ul style="list-style-type: none"> o Floor plan with photos grouped by area or room o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location. o Above grid plan with group bubbles <ul style="list-style-type: none"> ▪ Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location.

SOW Continued...

III. PHOTOS

Photos	<ul style="list-style-type: none"> o Exterior photos ARE NOT to be taken at night o Photos to include exterior of the building, any visible meters, parking lot, accessible parking, ramps, path of travel to building, all areas of the surveyed space including in suite restrooms. <ul style="list-style-type: none"> ▪ All meters must have a context/location photo and close-up of all plates or labels o Photo resolution: 1280 x 960 minimum o Photos to be taken in landscape format only o Required photos: <ul style="list-style-type: none"> ▪ All Sides of Building ▪ Adjacent Tenants ▪ Remote utility rooms (with path of travel from site) ▪ Remote storage rooms (with path of travel from site) ▪ Close up photos of all MEP equipment labels ▪ Parking lot and accessible spaces ▪ Photo Book ▪ All rooms and spaces within the survey space ▪ Above grid / structural design and configuration of structural members ▪ Roof - to include RTUs and general photo array ▪ Entrances / exits - both sides, to include threshold ▪ Matterport Deliverable - 360 Degree Photos o Photo sequence order: regardless of the order of the photos taken, the surveyor will reorder the photos to this sequence: <ul style="list-style-type: none"> ▪ Exterior (front then rear) ▪ Interior ▪ Above ceiling ▪ Roof ▪ Extra space (remote power or phone room) o Interior photos: <ul style="list-style-type: none"> ▪ Complete store front photos ▪ Corner photos facing into the space (each corner, 2 photos with your back in the corner facing the opposite corner. 1 eye level photo, 1 ceiling photo) ▪ Architectural details such as millwork, wainscoting, structural relationships ▪ Utility equipment (HVAC units, filter systems, water heaters, electrical, water, gas...etc. ▪ Above ceiling photos: limited amount. Take several photos to document the structure type. o Include any equipment outside of the space, MPOE, Dmarc, and panels. o Include detail photos of any electrical panels that serve the space (detail photos of panels not within the space are still required) if equipment is not in the space, please take a path of travel from the space to the equipment location. o Close-up photos of: <ul style="list-style-type: none"> ▪ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire, as well as individual circuits on the box). ▪ Meters. ▪ MPOE and demarks. ▪ Utilities that service the space ▪ Rear door hardware from inside and outside of the space ▪ Roof Equipment <p>SOW Continued...</p>
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360 Photos	<ul style="list-style-type: none"> o Minimum one 360-degree photo per room o In larger rooms take 360-degree photos every 15'-0" in a grid layout o Include insides of closets, dressing rooms, and utility rooms o 360-degree photos must be taken on a tripod with lenses at 6'-0" A.F.F. o 360-degree photos must be taken using a remote trigger o 360-degree photos must meet or exceed the resolution of a Theta 360 S model <p>How to: https://matterport.com/</p>
Photo Deliverables	<ul style="list-style-type: none"> o Still Photos <ul style="list-style-type: none"> ▪ Folder 1: <i>SSSA_XXXX_CityST_Photos</i> ▪ Photo Naming Protocol: <i>SSSA_XXXX(5 Digit Site Number)_###</i> o Laser Photos <ul style="list-style-type: none"> ▪ Folder 2: <i>SSSA_XXXX_CityST_PhotoLaser</i> ▪ Photo Naming Protocol: <i>SSSA_XXXX(5 Digit Site Number)_###</i> o 360 Photos <ul style="list-style-type: none"> ▪ Folder 3: <i>SSSA_XXXX_CityST_360</i> ▪ Photo Naming Protocol: <i>SSSA_XXXX(5 Digit Site Number)_###</i> o Create the Matterport link and upload it

IV. SURVEYOR CAD	
Surveyor CAD	<ul style="list-style-type: none"> o CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout o Surveyor must provide a base CAD (Completed on Site) that shows all walls, half-walls, doors, windows, columns, vertical floor changes, and soffits o Surveyor must guarantee the accuracy of their CAD to ¼ inch o Completed surveyor CAD must be saved in AutoCAD compatible format saved to version 2013 o Object snaps must be used o Surveyor must use the correct project template and layers o Door openings must be cut into walls o Surveyor CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed) o Surveyor CAD requested to annotate the title block with the following: Address, Site Number, North Arrow, Date, and Surveyor Name
Surveyor CAD deliverable	<ul style="list-style-type: none"> o Save CAD as: <i>SSSA_XXXX_CityST_SurvCAD</i>

V. SITE SURVEY REPORT	
SSR Due diligence	<ul style="list-style-type: none"> o <u>Surveyor to fill out all the lines highlighted in yellow of the Safelite Survey Due Diligence Form.</u> o <u>The field report must be filled out using PDF</u> o <u>“Unable to Determine” or “See hand drawing” is not an acceptable answer</u> o <u>If you are unable to answer a question, provide an explanation as to why</u>
SSR Due diligence Deliverable	<ul style="list-style-type: none"> o <u>Save Field Report as: <i>SSSA_XXXX_CityST_SSRDDR</i></u>

SOW Continued...

VI. ELECTRICAL PANEL INFORMATION

<p>Electrical Panel Information <i>(Surveyor needs to fill out the excel sheet that matches with the Panels, while on site)</i></p>	<ul style="list-style-type: none">○ Excel documents were provided by the client and needs to be filled out according with the type of Electrical panels and MDP that are on site.○ After fill the excel out please follow the instructions (placed on the excel) and copy and paste the specifical part of sheet to cad template.
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VII. REQUIRED HAND DRAWING EXAMPLES

Extents Dimension Plan

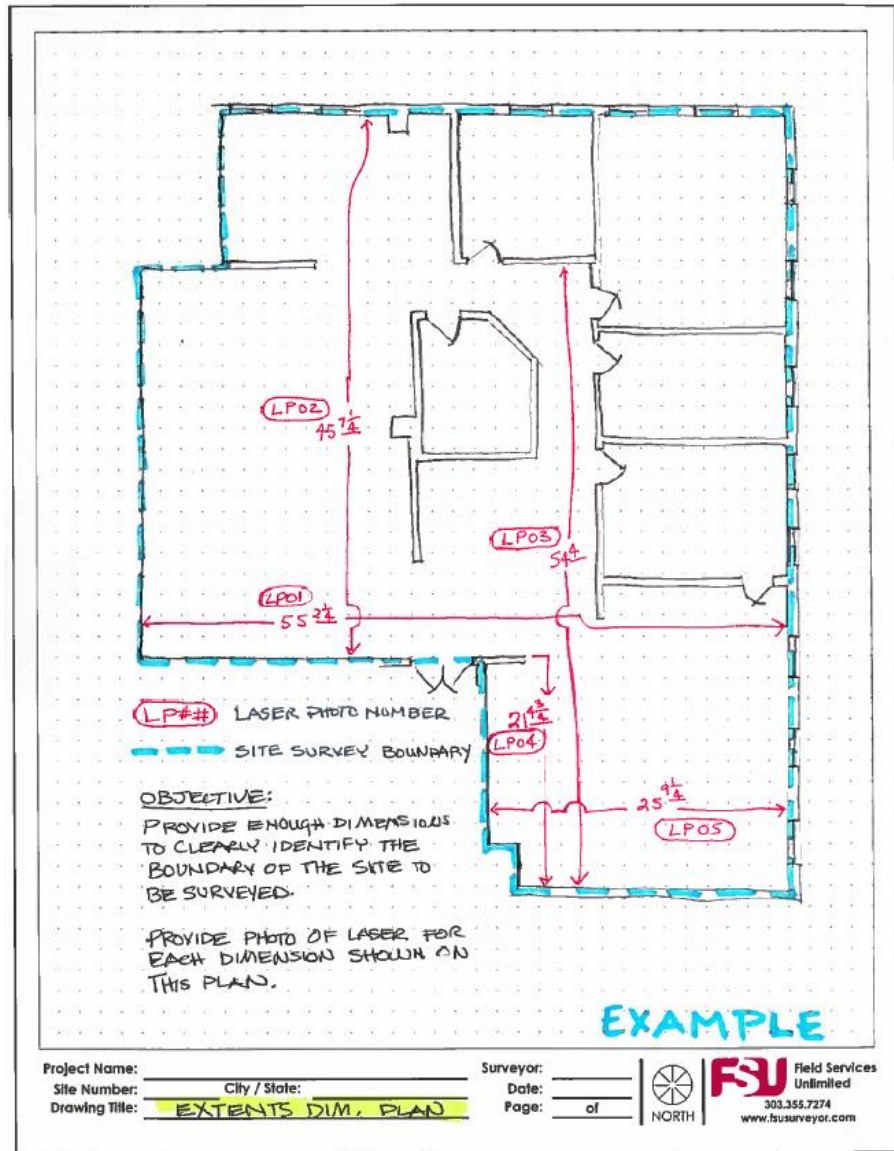


Photo of Laser



Column Dimension Plan

WHEN COLUMNS ARE LOCATED WITHIN THE SPACE, PROVIDE A COLUMN DIMENSION PLAN AND DIMENSION AS SHOWN.

LASER PHOTO NOT REQUIRED FOR THIS PLAN.

EXAMPLE

Project Name: _____ City / State: _____ Surveyor: _____
 Site Number: _____ Date: _____
 Drawing Title: COLUMN DIMENSION PLAN Page: _____ of _____

FSU Field Services Unlimited
 303.355.7274
 www.fsusurveyor.com

NORTH

VIII. TABLE SUMMARY

Summary Table o The following SOW tables define required elements and placements in greater detail.

	FLOOR PLAN ELEMENTS: (REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Exterior Walls	✓		✓	✓				Include wall thicknesses
	Interior Walls, Partitions, Partial-Ht. Walls	✓		✓	✓	✓			Include wall thicknesses
	Bump-outs, Recesses, Niches	✓		✓	✓	✓		✓	Sill & Header Call Out
	Wall openings/Pass-Throughs	✓		✓	✓	✓		✓	
	Columns, Embedded Columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
Windows	✓		✓	✓	✓			✓	-Include Mullion Detail -Include Sill Height -Include Header Height

	MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD)	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Steps, Ramps, Changes in Level	✓		✓	✓	✓			-step height -indicate ramp slope
	Restroom Partitions	✓		✓	✓	✓			-including height
	Roll-up security gates	✓		✓	✓	✓		✓	

	MECHANICAL ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	HVAC units	✓		✓	✓	✓		✓	-take photos of the units and their labels.
	Compressors	✓		✓	✓	✓		✓	
	Evaporative coolers	✓		✓	✓	✓		✓	
	Gas meters	✓						✓	
	Thermostats	✓						✓	
	Wall-mounted HVAC registers	✓			✓	✓		✓	
	Ductwork	✓		✓	✓	✓	✓	✓	-to show on the MEP only if it is below the ceiling grid and it is exposed.

	MAJOR ELECTRICAL ELEMENTS: (All Elec. Elements)	Placement		Required measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Electrical panels	✓		✓	✓	✓		✓	
	Electrical meters	✓						✓	
	Timers	✓		✓	✓	✓		✓	
	Disconnect switches	✓		✓	✓	✓		✓	
	Control panels	✓		✓	✓	✓		✓	
	Key Pads	✓		✓	✓	✓		✓	
	Transformers	✓		✓	✓	✓		✓	

	MINOR ELECTRICAL ELEMENTS: (All Elec. Elements)	Placement		Required measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Outlets	✓						✓	
	Switches	✓						✓	
	Sensors	✓						✓	
	Cameras	✓						✓	
	Conduit	✓		✓			✓	✓	
	Wall-mounted lights	✓						✓	
	Doorbell equipment	✓						✓	

	PLUMBING ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Toilets	✓						✓	Provide CL dim to closest wall
	Urinals	✓						✓	Provide CL dim to closest wall
	Hand sinks	✓						✓	Provide CL dim to closest wall
	Utility sinks/mop sinks	✓						✓	Provide CL dim to closest wall
	Drinking Fountains	✓						✓	Provide CL dim to closest wall
	Floor drains, floor sinks	✓		✓	✓		✓		Provide CL dim to closest wall
	Grab bars	✓		✓				✓	Provide CL dim to closest wall
	Clean-outs	✓					✓	✓	Provide CL dim to closest wall
	Exposed Plumbing (stub-out, shut offs)	✓		✓	✓		✓	✓	Provide CL dim to closest wall
	Water heater/insta-hots	✓		✓	✓	✓	✓	✓	Provide CL dim to closest wall
	Water meters	✓						✓	-Provide CL dim to closest wall -Provide water line diameter
	Shower stalls	✓		✓	✓				

	TEL/DATA ELEMENTS:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Telephone ports	✓						✓	Provide CL dim to closest wall
	Data ports	✓						✓	Provide CL dim to closest wall
	Tel./Data boards	✓		✓	✓	✓		✓	Provide depth (depth of the deepest item on board)
	Conduit	✓						✓	Provide CL dim to closest wall
	Server equipment	✓						✓	Provide CL dim to closest wall
	Routers/Wi-Fi equipment	✓						✓	Provide CL dim to closest wall
	D-marc/MPOE	✓						✓	Provide CL dim to closest wall

	FIRE/LIFE SAFETY:	Placement		Required Measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
	Exit signs		✓					✓	
	Emergency Lights		✓					✓	
	Sprinkler system equipment		✓					✓	

	RCP ELEMENTS:	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.)	✓						✓	
	Ceiling Heights	✓						✓	
	Soffit/changes in ceiling height	✓						✓	
	Headers/beams	✓						✓	
	T-grid	✓							
	Lights	✓		✓	✓			✓	-note pendants AFF
	Cameras, camera panels/domes	✓							
	Speakers	✓							
	HVAC registers (supply/return)	✓		✓	✓				
	Sensors	✓							
	Access Hatches	✓		✓	✓				
	Smoke detectors	✓							
	Exit signs	✓							
	Emergency lights	✓							
	Sprinkler heads	✓						✓	-Note length of protrusion of the heads
Fire strobes	✓								
Ceiling fans	✓								

	ABOVE GRID	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
	Main Sprinkler lines	✓					✓	✓	-BO height in the front, middle, and Rear of Space
	HVAC ductwork		✓				✓	✓	
	Roof Deck penetrations		✓	✓	✓				

	STRUCTURAL PLAN ELEMENTS:	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Structural Beams	✓			✓	✓		✓	-Specify Type of Beams -BO height in the front, middle, and Rear of Space
	Columns	✓		✓	✓	✓	✓		-Including material and size
	Joists	✓			✓	✓		✓	-BO height in the front, middle, and Rear of Space -type, size
	Roof Deck	✓						✓	-BO height in the front, middle, and Rear of Space

	BUILDING SECTION	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Roof Deck	✓							
	Finish Ceiling Hts.	✓							
	Structural Beams	✓							
	Roof/Floor Joists	✓							
	Columns	✓							
	Structural Walls	✓							

	EXTERIOR ELEVATIONS ELEMENTS (All sides of the building):	Placement		Required Measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
FSU Default	Main building elements	✓							
	Doors/frames	✓							
	Windows/mullions	✓							
	Awnings	✓							
	Wall-mounted lights	✓							
	Utility boxes Top of foundation wall	✓							
	Bollards	✓							
	Fire dep. Connections	✓							
	Finish materials	✓							
	Columns	✓							
	Architectural Details	✓							