

# SAFELITE AUTOGLASS

## SCOPE OF WORK

### QUALITY CONTROL

#### VERSION LOG:

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

#### INTRODUCTION TO PROJECT:

Welcome to the Safelite Autoglass 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.

QUALITY CONTROL CRITICAL PROJECT INFORMATION:			
Project Fee:	Fee on QuickBase		
Turnaround/Upload Time Frame:	Time frame on QuickBase		
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:	Items from Scope of Work missing from Surveyor and/or CAD Drafter, CAD Drafter Uploads incomplete, missing, and/or late.		
1. Project Manager:	Jenna Miller		
2. Vice President of Operations:	Susan Young		
3. After hours contact:	Jenna Millers Cell Phone		
QC Responsibilities:	<ul style="list-style-type: none"> <li>o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to Quality Control</li> <li>o Download and review CAD Drafters AutoCAD, Field Drawings, Field Report, and Photos</li> <li>o Review Scope of Work thoroughly to make sure everything was covered and completed.</li> <li>o Make the latest CAD Template and layers were used, (On QuickBase)</li> <li>o Contact Project Manager with any issues or concerns</li> <li>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</li> <li>o Review all Deliverable Documents for Final Deliverables (Double Check Naming)</li> <li>o Enter amount of time it took to complete QC</li> <li>o Comment on Surveyor and CAD Drafter for feedback</li> <li>o In assignments, check Read for Delivery</li> <li>o Site Tab, fill in SF for site</li> </ul>		

## DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. CAD/PDF
2. Still Photos
3. SSR/Due diligence (COMBINED)
4. Matterport Link
5. Photo Book

### I. HAND DRAWING IS REQUIRED FOR THE SURVEYED SPACE

<p>Extents/Column Dimension Plan (QC will use this information to check)</p>	<ul style="list-style-type: none"> <li>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.</li> <li>o Sketch of elevations, to include items that are required in this Scope of Work</li> </ul>
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### II. QC INFORMATION

<p>Floorplan</p>	<ul style="list-style-type: none"> <li>o True placement of <b>ALL</b> items listed below:             <ul style="list-style-type: none"> <li>▪ 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”)</li> <li>▪ Interior walls, Partition walls, partial walls (to include height)</li> <li>▪ Wall openings &amp; pass-throughs (sill/header height)</li> <li>▪ Bump-outs, recesses, and niches</li> <li>▪ Doors (headers)</li> <li>▪ Windows (sill/header height)</li> <li>▪ Visible columns, visible embedded columns</li> <li>▪ Restroom partitions</li> <li>▪ Changes in levels, steps(height) and ramps (indicate slope)</li> <li>▪ Roll-up security gates (to include length of protrusion height and AFF)</li> </ul> </li> </ul>
<p>MEP</p>	<ul style="list-style-type: none"> <li>o Mechanical: True placement, to include size (WxHxD) and AFF of <b>ALL</b> items listed below:             <ul style="list-style-type: none"> <li>▪ HVAC unit</li> <li>▪ Compressors</li> <li>▪ Evaporative coolers</li> <li>▪ Gas meters</li> <li>▪ Thermostats</li> <li>▪ Wall-mounted HVAC registers</li> <li>▪ Ductwork (below the ceiling grid/only if it is exposed)</li> </ul> </li> <li>o Electrical: Exact placement of <b>ALL</b> Electrical elements listed below including size (WxHxD) and AFFs.             <ul style="list-style-type: none"> <li>▪ Electrical panels</li> <li>▪ Electrical meters</li> <li>▪ Timers</li> <li>▪ Disconnect switches</li> <li>▪ Control panels</li> <li>▪ Keypads</li> <li>▪ Transformers</li> <li>▪ Outlets</li> <li>▪ Switches</li> </ul> </li> </ul>

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

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

<b>III. PHOTOS</b>	
Photos	<ul style="list-style-type: none"> <li>○ Exterior photos <b>ARE NOT</b> to be taken at night</li> <li>○ 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"> <li>▪ All meters must have a context/location photo and close-up of all plates or labels</li> </ul> </li> <li>○ Photo resolution: <b>1280 x 960</b> minimum</li> <li>○ Photos to be taken in <b>landscape</b> format only</li> <li>○ <b>Required photos:</b> <ul style="list-style-type: none"> <li>▪ All Sides of Building</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Adjacent Tenants</li> <li>▪ Remote utility rooms (with path of travel from site)</li> <li>▪ Remote storage rooms (with path of travel from site)</li> <li>▪ Close up photos of all MEP equipment labels</li> <li>▪ Parking lot and accessible spaces</li> <li>▪ Photo Book</li> <li>▪ All rooms and spaces within the survey space</li> <li>▪ Above grid / structural design and configuration of structural members</li> <li>▪ Roof - to include RTUs and general photo array</li> <li>▪ Entrances / exits - both sides, to include threshold</li> <li>▪ Matterport Deliverable - 360 Degree Photos</li> </ul> <ul style="list-style-type: none"> <li>○ Photo <b>sequence</b> order: regardless of the order of the photos taken, the surveyor will reorder the photos to this sequence: <ul style="list-style-type: none"> <li>▪ Exterior (front then rear)</li> <li>▪ Interior</li> <li>▪ Above ceiling</li> <li>▪ Roof</li> <li>▪ Extra space (remote power or phone room)</li> </ul> </li> <li>○ Interior photos: <ul style="list-style-type: none"> <li>▪ Complete store front photos</li> <li>▪ 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)</li> <li>▪ Architectural details such as millwork, wainscoting, structural relationships</li> <li>▪ Utility equipment (HVAC units, filter systems, water heaters, electrical, water, gas...etc.</li> <li>▪ Above ceiling photos: limited amount. Take several photos to document the structure type.</li> </ul> </li> <li>○ Include any equipment outside of the space, MPOE, Dmarc, and panels.</li> <li>○ 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.</li> <li>○ <b>Close-up</b> photos of: <ul style="list-style-type: none"> <li>▪ Electrical equipment including panel boxes (with all marking-make, model, serial number, amps, volts, phase, wire, as well as individual circuits on the box).</li> <li>▪ Meters.</li> <li>▪ MPOE and demarks.</li> <li>▪ Utilities that service the space</li> <li>▪ Rear door hardware from inside and outside of the space</li> </ul> </li> <li>○ Roof Equipment</li> </ul>
<p align="center"><b>360 Photos</b></p>	<ul style="list-style-type: none"> <li>○ Minimum one 360-degree photo per room</li> <li>○ In larger rooms take 360-degree photos every 15'-0" in a grid layout</li> <li>○ Include insides of closets, dressing rooms, and utility rooms</li> <li>○ 360-degree photos must be taken on a tripod with lenses at 6'-0" A.F.F.</li> <li>○ 360-degree photos must be taken using a remote trigger</li> <li>○ 360-degree photos must meet or exceed the resolution of a Theta 360 S model</li> </ul>
<p align="center"><b>Photo Deliverables</b> <i>(QC will use those to review plan. Only Still photos and Matterport Link are Final Deliverables)</i></p>	<ul style="list-style-type: none"> <li>○ Still Photos <ul style="list-style-type: none"> <li>▪ Folder 1: <i>SSSA_XXXX_CityST_Photos</i></li> <li>▪ Photo Naming Protocol: <i>SSSA_XXXX(5 Digit Site Number)_###</i></li> </ul> </li> <li>○ Laser Photos <ul style="list-style-type: none"> <li>▪ Folder 2: <i>SSSA_XXXX_CityST_PhotoLaser</i></li> <li>▪ Photo Naming Protocol: <i>SSSA_XXXX(5 Digit Site Number)_###</i></li> </ul> </li> <li>○ 360 Photos <ul style="list-style-type: none"> <li>▪ Folder 3: <i>SSSA_XXXX_CityST_360</i></li> <li>▪ Photo Naming Protocol: <i>SSSA_XXXX(5 Digit Site Number)_###</i></li> </ul> </li> </ul>

	o Create the Matterport link and upload it
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#### IV. FIELD REPORT (SSR/DUE DILIGENCE)

SSR Due diligence	o QC to review all lines highlighted in yellow
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#### V. ELECTRICAL PANEL INFORMATION

Electrical Panel Information <i>(QC to review this on CAD draft)</i>	<ul style="list-style-type: none"> <li>o 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.</li> <li>o 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.</li> </ul>
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#### VI. QUALITY CONTROL CAD

FINAL STEPS	<ul style="list-style-type: none"> <li>o CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout.</li> <li>o CAD must be saved in AutoCAD compatible format saved to version 2013.</li> <li>o Object snaps must be used.</li> <li>o Must use the correct project template and layers.</li> <li>o Door openings must be cut into walls.</li> <li>o CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed).</li> <li>o Quality Control requested to annotate the title block with the following: QC Name</li> <li>o All layouts and title blocks need to be filled out.</li> <li>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.</li> <li>o <b>Review the SSR/Duediligence</b> (except the SSR/permit part of it)</li> <li>o CAD saved as, <u>SSSA_XXXX_CityST_CAD</u>.</li> <li>o PDF saved as <u>SSSA_XXXX_CityST_PDF</u>.</li> <li>o Compressed CAD/PDF file saved as, <u>SSSA_XXXX_CityST_CADPDF</u>.</li> <li>o Photo book: follow the Photo Book Scope of Work to generate the photo Book (PDF file) and upload the file in Final Deliverables: <u>SSSA_##### (5 digit site Number)_CitySt_PhotoBook</u></li> <li>o Still photo saved as: <u>SSSA_XXXX (5-digit site number) _Photos</u></li> <li>o <b>Make sure to upload CAD/PDF, Still Photos, Photo Book, SSR/Due diligence and Matterport link to Final Deliverables.</b></li> <li>o Email the Project Manager you are complete, and everything has been uploaded, comment on any concerns you had during QC process.</li> <li>o QuickBase, Miscellaneous tab, fill out time, and Vendor comments for the surveyor and CAD Drafter.</li> <li>o QuickBase, Assignments, Mark Assignment Ready for Delivery.</li> <li>o QuickBase, Site, Fill out SF on Site Tab.</li> </ul>
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