

SAFELITE SCOPE OF WORK MATTERPORT

VERSION LOG:

Version	Date:	Revision notes:
01	12/06/2023	

INTRODUCTION TO PROJECT:

Welcome to the Safelite project with FSU!

The goal of this survey is to collect the existing conditions of the site as required by this scope of work. 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.

MATTERPORT CRITICAL PROJECT INFORMATION:			
Project Fee:	Fee on QuickBase		
Turnaround/Upload Time Frame:	Time frame on QuickBase		
FSU Project Contacts			
Project Manager:	Project Manager	Scheduling:	FSU Scheduler
Project Manager phone:	303-355-7274	Scheduling phone:	303-355-7274
Project Manager email:	Project Manager's Email	Scheduling email:	scheduling@fsusurveyor.com
FSU Project Escalation:	On Quickbase		
1. Project Manager:	Project Manager		
2. Vice President of Operations:	VP of Operations		
3. After hours contact:	Project Manager's Cell Phone		
Matterport Notes:	<ul style="list-style-type: none"> o Upload the Space to Matterport when you're on WiFi as the file sizes can be quite large over the cellular network. o Make sure your Space has at least one 3D scan. A project with only 360° Views cannot upload. o If you try uploading a Space and there's no room in your plan, it'll show up as "pending" in your account. Contact the BIM Manager in this case to clear space or expand the current plan. o Ensure the address and site name are properly entered into the Matterport App to ensure the back end can differentiate between sites. o Login <ul style="list-style-type: none"> o Username: projects@fsusurveyor.com o Password: FSUteamwork2023! 		

DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Matterport link

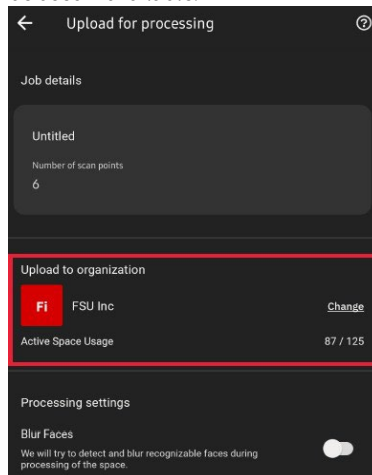
I. MATTERPORT INFORMATION

Open Project and Upload


- Go to the Jobs tab and open the job you want to upload.
- Tap Upload.



- Upload for Processing:
 - Ensure the project is uploaded to the FSU drive, no other drive should be used if available.



- Wait for the Space to upload. This can take some time depending on internet speed and project size.
- Keep the app open in the foreground while it is uploading.
- In the Job screen you can see the current progress on the Upload button.

	
Processing	<ul style="list-style-type: none"> ▪ While being processed by Matterport servers, this can take a few hours. Very large models can take 24-48 hours. ▪ You'll receive an email when your Space is complete.

II. MATTERPORT DELIVERABLES	
FINAL STEPS	<ul style="list-style-type: none"> ○ Copy Matterport link to Matterport link template. ○ Matterport link saved as, <i>SSSA_XXXX_CityST_MatterportLink</i> ○ Upload file to Final Deliverables.