

MCG ARCHITECTURE - BUY BUY BABY MGBB SCOPE OF WORK QUALITY CONTROL

VERSION LOG:

Version	Date:	Revision notes:
03	04/12/2022	minor
02	04/04/2022	minor
01	12/23/2021	

INTRODUCTION TO PROJECT:

Welcome to the Buy Buy Baby 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"> o Thoroughly review the Scope of Work and address any questions with the Project Manager prior to Quality Control o Download and review CAD Drafters AutoCAD, Field Drawings, Field Report, and Photos o Review Scope of Work thoroughly to make sure everything was covered and completed. o Make the latest CAD Template and layers were used, (On QuickBase) 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 Ready for Delivery o Site Tab, fill in SF for site o Review SOW as required, SOW changes per site. Review Site Notes in QuickBase. 		

DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. CAD/PDF
2. Still Photos
3. Field Report

I. HAND DRAWINGS ARE REQUIRED FOR THE SURVEYED SPACE

Extents/Column Dimension Plan (QC will use this information to check the CAD draft)	<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. QUALITY CONTROL 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) ▪ Visible columns, visible embedded columns ▪ Doors (headers height) ▪ Windows (sill and header height) ▪ Bump-outs, Recesses and Niches ▪ Floor hatches (access Panels) ▪ Changes in levels, steps, and ramps ▪ Escalators ▪ Elevator shafts ▪ Restroom partitions ▪ Wall finishes ▪ Floor finishes (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.) ▪ Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.)
General Equipment Elements	<ul style="list-style-type: none"> o True placement (LxWxH and AFF) of: <ul style="list-style-type: none"> ▪ Compactors ▪ Built-in coolers/freezers ▪ Roll-up security grates ▪ Loading dock lifts/equipment ▪ Roller/Conveyor systems
OPT-MEP <i>OPTIONAL: this is subject to change, option is on site by site basis</i>	<ul style="list-style-type: none"> o Mechanical: true placement of the elements listed below including AFFs. <ul style="list-style-type: none"> ▪ HVAC units ▪ Compressors ▪ Evaporative coolers ▪ Gas meters ▪ Thermostats ▪ Wall-mounted HVAC registers o General Placement of: <ul style="list-style-type: none"> ▪ Ductwork o Electrical: True placement of the elements listed below including AFFs. <ul style="list-style-type: none"> ▪ Tel./Data boards (Phone Line - Copper or Fiber to Determine) ▪ Electrical panels

	<ul style="list-style-type: none"> ▪ Electrical meters ▪ Timers ▪ Disconnect switches ▪ Control panels ▪ Keypads ▪ Transformers ○ Plumbing: True placement of the plumbing elements listed below including AFFs. <ul style="list-style-type: none"> ▪ Toilets ▪ Urinals ▪ Hand sinks ▪ Utility sinks, mop sinks ▪ 3-comp/2-comp sinks ▪ Drinking fountains ▪ Floor drains, floor sinks ▪ Grab bars ▪ Clean-outs ▪ Exposed plumbing (stub-outs, shut-offs) ▪ Water heaters/Insta-Hots ▪ Water meters ▪ Shower stalls ▪ Restroom Accessories
<p>Fire/Life Safety Plan Elements Equipment listed will always show on main SOW.</p>	<ul style="list-style-type: none"> ○ True placement of the items below, including AFFs: <ul style="list-style-type: none"> ▪ Exit signs ▪ Emergency Lights ▪ Sprinkler system equipment
<p>OPT-Fire/Life Safety Plan Elements <i>OPTIONAL: this is subject to change, option is on site by site basis</i> Equipment listed will always show on main SOW.. ▶</p>	<ul style="list-style-type: none"> ○ True placement of the items below, including AFFs: <ul style="list-style-type: none"> ▪ Fire alarm pulls ▪ Fire pin (ansul) pull panel ▪ Fire strobes ▪ Fire alarm control panels ▪ Exit signs ▪ Emergency Lights ▪ Sprinkler system equipment <p>***Emergency Lights, Exit Signs, and Sprinkler System Equipment to show on Arch. main option.</p>
<p>OPT-HVAC Plan Elements <i>OPTIONAL: this is subject to change, option is on site by site basis</i></p>	<ul style="list-style-type: none"> ○ True Placement of, (to include AFFs): <ul style="list-style-type: none"> ▪ Roof deck penetrations ○ General Placement of (to include AFFs): <ul style="list-style-type: none"> ▪ HVAC Ductwork Heights and Size

Continued...

<p>Sprinkler Plan Elements Equipment listed will always show on main SOW.</p>	<ul style="list-style-type: none"> o True Placement of the items below, including AFFs: o <i>Size of main line, Size of incoming fire service line, distribution to the store, description of the type of service. (On Field Report)</i>
<p>OPT-Sprinkler Plan elements <i>OPTIONAL: this is subject to change, option is on site by site basis</i></p> <p>Equipment listed will always show on main SOW.. ▶</p>	<ul style="list-style-type: none"> ▪ True Placement of the items below, including AFFs: ▪ Main Sprinkler Lines ▪ Size of Main Water Line ▪ Size of Incoming Fire Service Line ▪ Distribution to the Store ▪ Description of the type of service <p><i>***Size of main line, Size of incoming fire service line, distribution to the store, description of the type of service. (On Field Report)</i></p>
<p>Structural Plan <i>Any obstructions under 15'-0" AFF to have FSU identify and document obstruction.</i></p>	<ul style="list-style-type: none"> o True placement of (including AFFs): ▪ Structural Beams (Height at Front, Middle, and Rear of Space) ▪ Structural Walls ▪ Columns ▪ Joists (roof, floor, ceiling) (Height at Front, Middle, and Rear of Space) ▪ Roof Deck (Height at Front, Middle, and Rear of Space)
<p>RCP</p>	<ul style="list-style-type: none"> o True placement of the items listed below, to include AFFs: ▪ Ceiling heights ▪ Soffit/changes in ceiling height ▪ Headers/beams ▪ Smoke detectors ▪ Exit signs ▪ Emergency lights
<p>Roof plan</p>	<ul style="list-style-type: none"> o True placement of: ▪ Access hatches ▪ Parapet walls (to include height) ▪ Steps/changes in level ▪ Drainage lines ▪ Direction of roof slope ▪ Roof vents ▪ Exhaust fans ▪ RTUs (to include size - LxWxH) ▪ Condensers ▪ Satellites ▪ Roof drains ▪ Piping (gas, elec, cond.) ▪ Areas of congestion
<p>Exterior Elevation <i>Store Front Only</i></p>	<ul style="list-style-type: none"> o True placement of, to include heights, of: ▪ Main building elements ▪ Doors/frames ▪ Windows/mullions ▪ Awnings ▪ Wall-mounted lights ▪ Wall-mounted signs ▪ Utility boxes ▪ Piping ▪ Gutters/downspouts ▪ Roof ladders ▪ Bollards ▪ Fire Dept. Connections ▪ Finish materials ▪ Columns

Store front section	<ul style="list-style-type: none"> o True placement of: <ul style="list-style-type: none"> ▪ Roof Deck (at int. of space) ▪ Finish Ceiling Hts. ▪ Structural Beams ▪ Roof/Floor Joists ▪ Bulkheads ▪ Entry Doors
Photo Key	<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.

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 ▪ Path of travel from accessible parking to site entrance ▪ 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 ▪ Landscaping ▪ Signage, Pylon, and Monument ▪ 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 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. <p>Continued...</p>

	<ul style="list-style-type: none"> 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
Laser Photos	<ul style="list-style-type: none"> o <u>Laser photos are to be delivered separately from regular site photos</u> o Folder Naming Protocol: MGBB_XXXX (5 digit site number)_Laser o Photo Naming Protocol: MGBB_XXXX (5 digit site number)_###
Photo Deliverables	<ul style="list-style-type: none"> o Still Photos <ul style="list-style-type: none"> ▪ Folder 1: MGBB_XXXX_CityST_Photos ▪ Photo Naming Protocol: MGBB_XXXX(5 Digit Site Number)_### o Laser Photos <ul style="list-style-type: none"> ▪ Folder 2: MGBB_XXXX_CityST_PhotoLaser ▪ Photo Naming Protocol: MGBB_XXXX(5 Digit Site Number)_###

IV. QUALITY CONTROL DELIVERABLES

FINAL STEPS	<ul style="list-style-type: none"> o CAD Floorplan Orientation: Main entry facing right or bottom depending on space layout. o CAD must be saved in AutoCAD compatible format saved to version 2013. o Object snaps must be used. o Must use the correct project template and layers. o Door openings must be cut into walls. o CAD must show exterior and demising wall thickness (Be sure to note if demising wall thickness is assumed). o Quality Control requested to annotate the title block with the following: QC Name o All layouts and title blocks need to be filled out. o CAD saved as, <u>MGBB_XXXX_CityST_CAD</u> o PDF saved as <u>MGBB_XXXX_CityST_PDF</u> 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 Review the field report to make sure everything is filled out correctly. o Upload compressed file w/ CAD and PDF files, Still Photos and Field Report to Final Deliverables: <ul style="list-style-type: none"> ▪ Compressed CAD/PDF file saved as, <u>MGBB_XXXX_CityST_CADPDF</u> ▪ Field report saved as: <u>MGBB_XXXX_CityST_Field Report.</u> ▪ Photos saved as: <u>MGBB_XXXX_CityST_Photos.</u> o QuickBase, Miscellaneous tab, fill out time, and Vendor comments for the surveyor and CAD Drafter. o QuickBase, Assignments, Mark Assignment Ready for Delivery. o QuickBase, Site, Fill out SF on Site Tab. o Email the Project Manager you are complete, and everything has been uploaded, comment on any concerns you had during QC process.
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