

**HR BLOCK – CAMPAIGN**  
QUALITY ASSURANCE CHECKLIST  
2020v03

**TITLEBLOCK REVIEW**

- Verify site address and site ID # with Quickbase
- Verify site address with Google Maps
- Verify North Arrow with Google Maps
- Add name in QC space in title block
- Check square footage in model space with what is shown on the title block
- Check square footage shown on sheet with what is shown in Quickbase
- Layer walk (model space - LAYWALK)

**PHOTO REVIEW**

- Check the photos for correct photo naming convention (**HRB\_12345-###**).
- Check the photo pixel size (**640x480**) – Pixels are noted in the properties box under the ‘details’ tab.
- Quickly review the photos for the following:
  - Landscape view
  - Photos were taken during daylight hours
  - Clarity (unrecognizable photos should be deleted. Blurry photos should be deleted.)
  - Duplicate photos – Keep the better photo, delete the other
  - Accidental photos – delete
  - Surveyor reference photos – these are photos used by the surveyor (usually containing a measuring tape) to aid in drafting the base plan. Remove these photos from the photo array. Save in the project folder for now.
  - Laser photos – Remove from the photo array and save in the project folder. Use these photos when reviewing the AutoCAD floor plan against the Extents Dimension Plan and the Column Dimension Plan.
- Photo Array - Verify that photos have been taken according to the ‘STAND HERE MAP’
- Exterior Photos – Verify that photos been taken in these areas:
  - Three photos of storefront (photos 1-3 on the Stand Here Map’)
  - Three photos of each exposed side of the building associated with the space.
  - Photographs of any items that will need attention or that detract from the store appearance.
- Interior Photos – Verify that photos been taken in these areas:
  - In each room within the survey space
  - Contextual photos – photo of door before entering new space
  - Restroom photos – fully documented
  - Utilities/MEP elements with close-up photos of all labels
  - Unusual conditions or items of concern
- Check the photos against the Photo Key Plan
- Finish up
  - Compress photos using .ZIP – compressed files should be no larger than 50,000 KB
  - Name zipped folder ‘**HRB\_XXXX\_CityST-Photos**’ (no spaces)
  - Upload to MS Teams \ General \ Files

**DRAWING REVIEW** – compare the AutoCAD plan against the surveyor’s field documents. Reference photos as needed.

❖ **FLOOR PLAN**

- Confirm dimensions (include window sill and head heights, partial wall heights, etc.)
- Look for site specific items, such as bump-outs, columns, etc. Confirm that these items are located as shown in the field documents
- Confirm existing finishes as labeled on the title block
- Confirm notation of demising and load-bearing walls

❖ **FFE**

- Confirm location of all MEP as shown on the field documents
- Confirm typical AFF information with what is shown on the field documents
- Confirm furniture has been added - Reception desk and Tax Prep. Desks only.
- SLBO - If there’s an HRB sign hanging in the window that is plugged into an outlet on the wall (or ceiling) it should be labeled “SLBO”. If the outlet used for the sign is not visible, this notation should not be provided.

❖ **RCP**

- Confirm ceiling type and heights
- Confirm grid layout – check grid starts
- Confirm soffit/ header heights
- Confirm HVAC register location
- Confirm Sprinkler location
- Confirm electrical at ceiling
- Confirm if SLBO outlet exists and labeled
- Confirm location of ceiling mounted emergency exit signage

**WRAP IT UP**

- AutoCAD file - Save file with ‘FINAL’ at the end
- PDF Sheets - Create a single PDF file containing all AutoCAD sheets tabs
- Field Report – Export to PDF (if assigned the Field Report QC)
- Place all deliverable items in the ‘Final Deliverables’ tab in Quickbase
- QC status – check the box “ready for delivery”
- Add time to QB timecard
- Add drafting / survey feedback