

H&R BLOCK – HRB2 – RENOVATION-UPGRADES SCOPE OF WORK MATTERPORT

VERSION LOG:

Version	Date:	Revision notes:
1.0	12/06/2023	
1.1	01/25/2024	Add more detailed steps.
1.2	05/22/2025	Update formatting. Update objective.

INTRODUCTION TO PROJECT:

Welcome to the H&R Block Renovation-Upgrades 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. This project is typically completed in trips including multiple sites based on region. Sites are typically existing occupied H&R Blocks. A lockbox code and authorization letter will be provided. A ladder will be required to view lightbulb type and for lightbulb photos. Call the Project Manager for any issues on site.

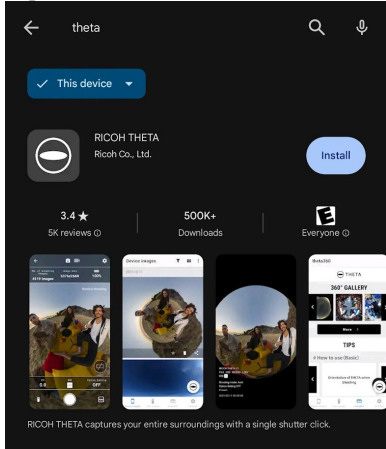

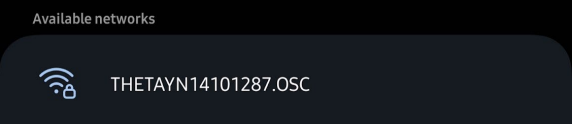
MATTERPORT CRITICAL PROJECT INFORMATION:			
Project Fee:	Fee on QuickBase		
Turnaround/Upload Time Frame:	Time frame on QuickBase		
FSU Project Contacts			
Project Manager:	Project Manager	Project Coordination:	Project Coordinator
Project Manager phone:	303-355-7274	Project Coordination Phone:	303-355-7274
Project Manager email:	Project Manager’s Email	Project Coordination 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"> ○ Upload the Space to Matterport when you’re on WiFi as the file sizes can be quite large over the cellular network. ○ Make sure your Space has at least one 3Dscan. Aproject with only 360° Views cannot upload. ○ 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 BIMManager in this case to clear space or expand the current plan. ○ Ensure the address and site name are properly entered into the Matterport App to ensure the back end can differentiate between sites. ○ Login <ul style="list-style-type: none"> ○ Username: projects@fsusurveyor.com ○ Password: FSUteamwork2023! 		

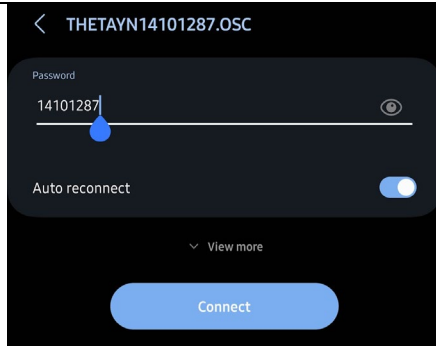
DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

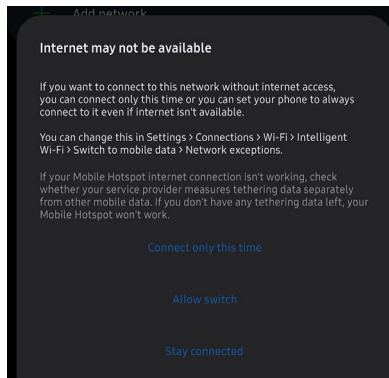
1. Matterport link

I. MATTERPORT INFORMATION

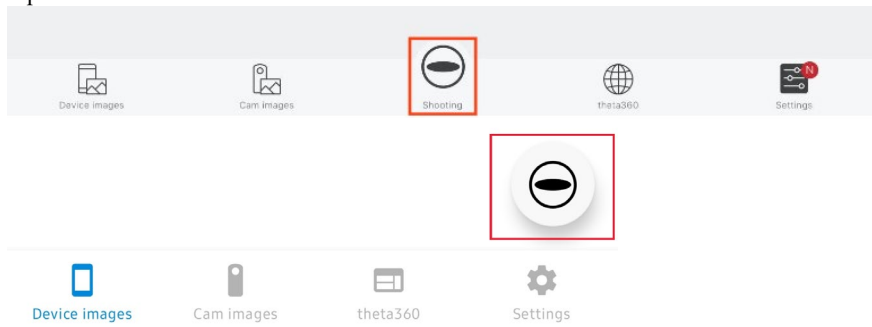
<p>What You'll Need</p>	<ul style="list-style-type: none"> ▪ A tablet or smartphone. ▪ A Ricoh Theta 360° camera.* ▪ The latest version of the Matterport app. ▪ The Ricoh Theta app. <p>*This set of instructions guides you through the process of configuring your Theta camera for future integration with Matterport. While there are various Theta Cameras compatible with the Matterport app, each may have slight differences, but the general workflow remains consistent throughout the setup process.</p>
<p>Theta App</p>	<ul style="list-style-type: none"> ▪ Open the App Store and search for RICOH THETA ▪ Tap the Get/Install button to install the application on your device. 
<p>Sync Your Camera With Your Device</p>	<ul style="list-style-type: none"> ▪ Ensure the camera and phone/tablet are charged and powered on. ▪ For certain cameras, activate the device's Wi-Fi using either a Bluetooth or a Wi-Fi symbol.  <ul style="list-style-type: none"> ▪ Once activated, access the smart device's Wi-Fi settings. Locate the camera network among the available networks, typically named similar to the theta name in the image.  <ul style="list-style-type: none"> ▪ The password for the network will correspond to the camera number (disregard the YN).



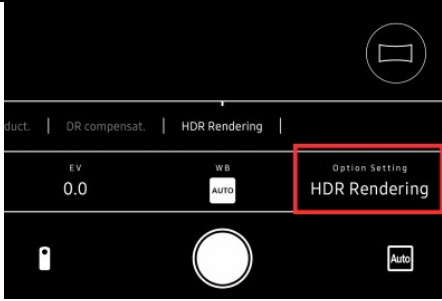
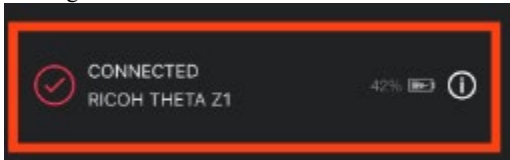
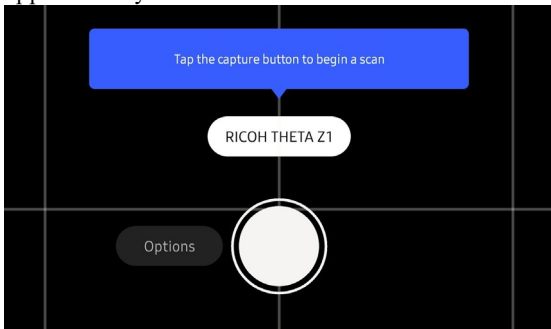
- The device may indicate a lack of connectivity, stay connected even without internet service.

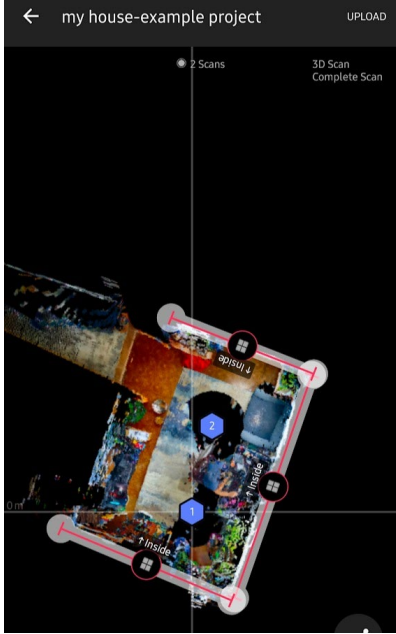
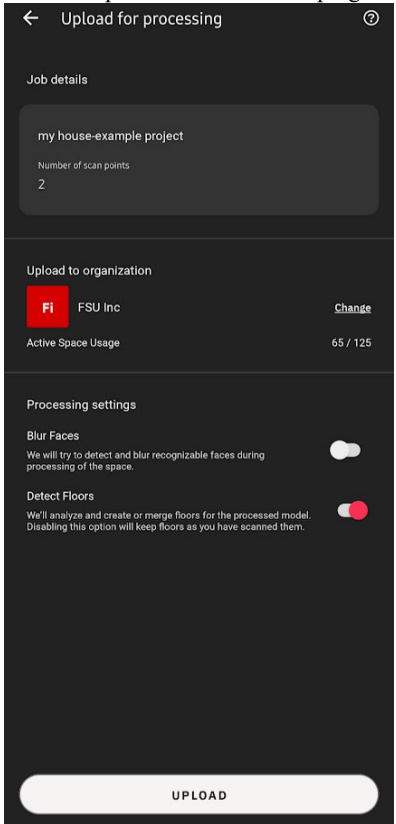



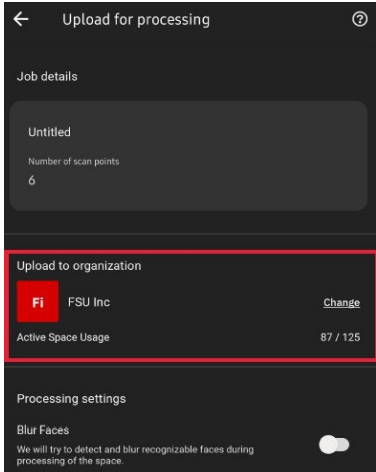
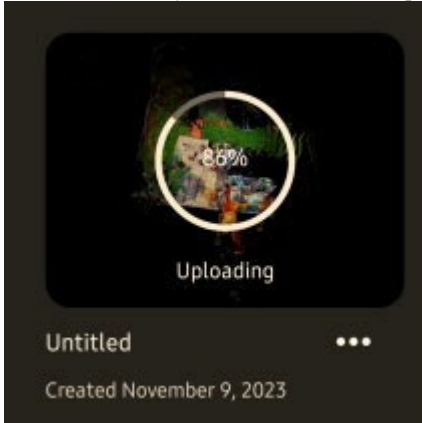
- Open the Theta app by tapping on it..
- Within the Theta app, tap the Shooting button at the center of the screen, or on mobile, tap the Camera icon.

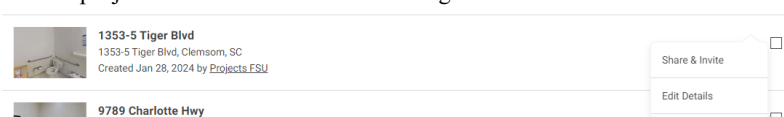
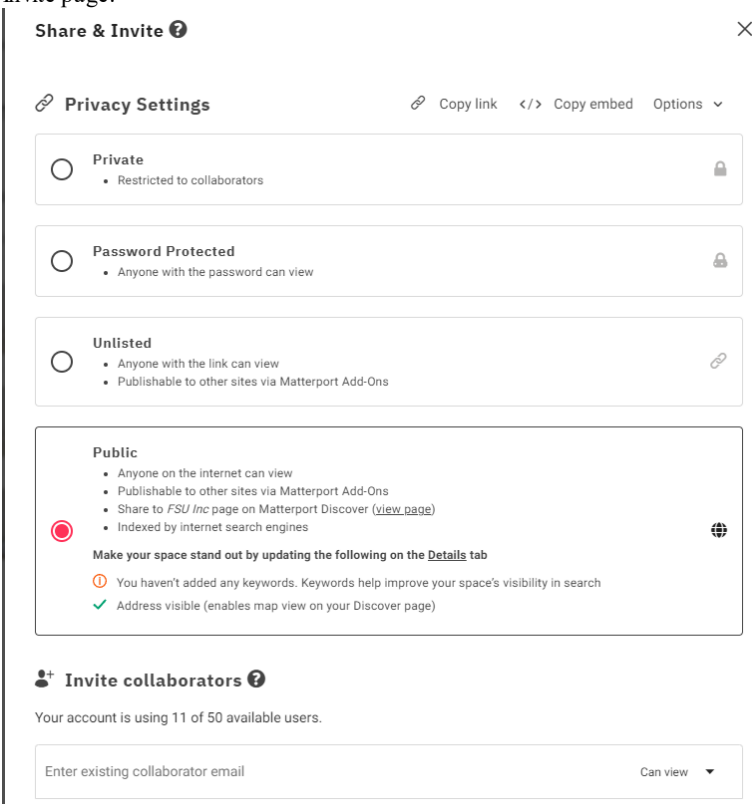


- Ensure HDR rendering is activated when capturing 360 images. While Matterport does this automatically, it's essential to be mindful of it when capturing 360s for future use.

	
<p>Login to Matterport</p>	<p>Every user should have an individual login. However, for contractors, there is a shared generic login assigned. If you are an FSU employee, please reach out to the BIMmanager for your login credentials. If you are a contractor, utilize projects@fsusurveyor.com along with the provided password.</p> <ul style="list-style-type: none"> ▪ Click the settings button ▪ Click sign in ▪ Type in your username and password ▪ Click sign in
<p>Shoot With Your Theta with the Matterport App</p>	<ul style="list-style-type: none"> ▪ From the device's screen, launch the Matterport app. ▪ Select the Settings icon at the top-left corner of the screen or bottom right on a mobile device. ▪ Verify that your mobile device is connected to your Ricoh Theta device at the bottom-left. ▪ If you follow the above steps, Matterport will establish this connection automatically. ▪ Confirm the connection between the Matterport app and your camera with the displayed message 
<p>Starting Your First Project</p>	<ul style="list-style-type: none"> ▪ From the Matterport app home screen, initiate a new job by tapping the + button. ▪ Provide all relevant information for the Site address. ▪ Enter Model Information, using "Project Site ID#" from QuickBase as Showcase name. ▪ Click save to confirm details. ▪ Capture a photo by clicking the round button; the scan data processing takes approximately 15 seconds.  <ul style="list-style-type: none"> ▪ Upon completion, a photogrammetric scan of your space will be visible. ▪ Move the camera/tripod to the next location, ensuring each scan marks windows, mirrors, or other areas for trimming. ▪ Repeat steps 4-7 until the project has been completed. ▪ Once all scan coverage has been photographed and appropriately marked, disconnect from the camera Wi-Fi.

	 <ul style="list-style-type: none">▪ Connect to an internet-enabled Wi-Fi network.▪ Click the upload button in the top right.  <ul style="list-style-type: none">▪ Ensure that "Upload to Organization" is set to FSU Inc.▪ Click upload.
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<p>Open Project and Upload</p>	<ul style="list-style-type: none"> ▪ Go to the Jobs tab and open the job you want to upload. ▪ Tap Upload.  <ul style="list-style-type: none"> ▪ Upload for Processing: <ul style="list-style-type: none"> ○ Ensure the project is uploaded to the FSU drive, no other drive should be used if available.  <ul style="list-style-type: none"> ▪ 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. 
<p>Processing</p>	<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.

<p>Creating the Link</p>	<ul style="list-style-type: none"> Creating the link must be done on a computer. It does not work in the app on a mobile device. Go to the project and select the 3 dots on the right. Then select Share and Invite.  <ul style="list-style-type: none"> Change the Privacy Settings to Public. Click the Copy Link text at the top of the Share & Invite page. 
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II. MATTERPORT DELIVERABLES	
<p>FINAL STEPS</p>	<ul style="list-style-type: none"> Copy Matterport link to Matterport link template. Matterport link saved as, <i>HRB2 XXXX CityST MatterportLink</i> Upload file to Final Deliverables.