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Surveyor Standards and Scope of Work

Survey Purpose/Critical Information

Purpose of Survey: **Client plans to renovate existing commercial spaces for new EDJ stores.**

Critical Survey Information:

- Existing HVAC equipment
- Existing utilities
- Existing finishes
- Existing MEP

Note: All surveyor deliverables must be completed in full prior to upload. Surveyors must provide the following items for each site:

Surveyor Deliverables

- Photos
- Field Report
- Floor Plan Info
- MEP Plan Info
- Site Plan Info
- Surveyor CAD (*Includes Walk-Around Drawing*)

Note: Surveyors must submit field drawings (including a Walk-Around Drawing) which document ALL required SOW information. Surveyors must produce hand-drawn documentation of all elements listed in the project SOW tables below. All information must be clear, neat, and complete. Surveys will be considered incomplete if they do not meet these standards.

Your Walk-Around drawing must meet the following requirements:

- Must be hand-drawn and inclusive of all surveyed spaces.
- Must indicate ALL dimensions, including overalls, incrementals, doors, mullions and windows.
- Must include T-Grid starts at each separate grid system.

IMPORTANT NOTE: The "Walk-Around" drawing is required for all projects. No Exceptions.

The following colors must be used for all field drawings (see example field drawings):

- Black - floor plan background (walls, doors, windows, etc)
- Red - dimensions (horizontal)
- Green - all heights (vertical dims)
- Blue - all MEP, RCP, furniture, etc.

Surveyors are required to provide an electronic (.dwg) floor plan drawing which meets the following requirements:

- Electronic drawing must include all walls, columns, doors, windows, soffit/ceiling lines, and t-grid lines.
- Drawings are to be drawn in model space at full scale.
- The floor plan must be oriented with the main entry door at the bottom or to the right of the page.
- Surveyor CAD must meet the following requirements:
- Produced with an Autodesk product (AutoCAD, AutoSketch)

- Surveyors must guarantee the accuracy of their CAD.
- Object snaps must be used.
- Only object/symbol blocks provided by FSU in project templates are permitted.
- CAD lines must be straight (unless actual conditions differ).
- CAD lines must meet cleanly (snapped).
- Duplicate lines must be purged from the CAD.
- Door openings must be cut from walls.
- Window mullion detail must be drawn in CAD.

Special Requirements:

Photos Setup Summary

Photo Size: **640x480**

Photo Orientation: **Landscape**

Photo Grouping: **Submit All Photos in One Folder**

Photo Naming/Numbering: **FSU Naming/Numbering**

Photos include the following:

-Interior Photos

-Exterior Photos

-Site Photos

-Roof Photos

Photos may be taken at night?: **No**

Critical Photos:

- General photo array (all surveyed spaces, floors, walls, ceilings)
 - Exterior photo of storefront which shows street address above door.
 - Exterior photos of neighboring tenants on each side of the store.
 - Exterior photos of all HC and regular parking spaces/areas adjacent to the store.
 - Exterior photos of all entries to the store.
 - Exterior photos (2-3 pics of each side of the building), if applicable.
 - Exterior photos of signage (2-3 pics of existing signage, including multi-tenant signage) if applicable.
 - Exterior photos of all trash enclosures and exterior meters.
 - Exterior photos of any items needing attention (items that detract from the store appearance and customer appeal such as potholes, untended landscaping, damage to buildings and signs, graffiti, etc.
 - Interior Birds-eye photos, from as high as possible, in the main customer area from the front looking toward the rear and from the rear looking toward the front.
 - Interior photos of all equipment
 - Photos of electrical panels. For each panel, provide the following photos:
 - One to show panel box in context (so QC staff can see from the photos where the panel box is located).
 - One with panel door closed to show its label/name.
 - One with panel doors open.
 - Up to 5-7 photos to show the tags and markings of amps, volts, the schedule, and all of the circuit breakers (which may require more than one photo to show all).
 - Photos of all phone and data boards: All phone and data equipment must be photographed, no exceptions; even if its abandoned or in weird places.
 - Photos of unusual conditions: Unusual conditions photos must be taken with the photos in the room where theyre located (not at the end of the photo array).
 - Unusual conditions include ADA heads-up items, asbestos tiles, mold, mildew, sloped floors, damage to floor/wall/ceiling finishes, things that need repair or special attention, items that protrude from walls and interfere with furniture placement, stairs, power poles, etc.
- Photos General Notes**
- Include roof photos only if HVAC equipment is on the roof and is in use.

Surveyors must submit required photographs as described below. Surveys will be considered incomplete if they do not meet these standards.

The photos are an essential component of the survey and should approximate an experience of *“being on site”*. It is important that the photos progress smoothly through the space (do not jump around).

Quality of photos will be based on clarity, color, and composition. All photos must be appropriately lit and well-focused with sharp, clearly defined edges.

“Standard photo array” includes all surveyed areas and elements. In addition, all project-specific, critical photos must be included as described in photo setup summary above.

Photo Formatting

See Photo Setup summary above.

Photo Naming (FSU Standard)

Photos Folder Naming: **Project Code_Site Number_CityST-Photos** (Example: **XXX_01234_DenverCO-Photos**)

Individual Photos Naming: **Project Code_Site Number-Photo Number** (Example: **XXX_01234-001**)

- ❖ Note that there are no spaces or symbols: &, *, \$, commas or periods, etc. in any of the naming formats
- ❖ Note that the photo number above is a three-digit number. (Example: 001, 002,...100 NOT 01, 02,...100)
- ❖ All photo sequences must start with the number one (001).

Photo Key(s) Summary

Photo Key Presentation:

Photos Key Type:

Photo Key General Notes:

All Photos to be Keyed?

If NO, include the following photo keys:

Field Report Setup Summary

Field Report Template: [Client Template](#)

Insert Photos? **No**

Field Report General Notes:

-Surveyors are not required to complete pages 8 and 9 of the EDJ field report (Landlord and Permitting information)

Include the following Field Report sections:

-Exterior Evaluation

-Interior Evaluation

-Site Evaluation

-Utilities Evaluation

-ADA "Heads-Up" Evaluation

-HVAC/RTU Evaluation

-Permitting Research

Surveyors must submit a completed *field report* for each site. Current field report templates must be used and must be submitted in electronic format (not hand written). If the field reports are not completed in full or are turned in with blank fields they will be considered incomplete.

Site Access Summary

-FSU to contact Landlord to schedule survey(s)

Site Access Hours: **Varies per site/LL**

Site Access Notes:

Floor Plan SOW Summary

Include Finishes? **YES**

Include General Equipment? **NO**

Special Requirements:

| MAJOR FLOOR PLAN ELEMENTS: (REQUIRED IN SURVEYOR CAD) | | Placement | | Required measurements | | | | | Notes |
|--|---|-----------|---------|-----------------------|-----|-----|-----|-----|---|
| | | Exact | General | L | W | H | DIA | AFF | |
| FSU Default | Exterior walls | ✓ | | ✓ | ✓ | | | | Include wall thicknesses |
| | Interior walls, partitions, partial-ht. walls | ✓ | | ✓ | ✓ | ✓ | | | Include wall thicknesses |
| | Bump-outs, recesses, niches | ✓ | | ✓ | ✓ | ✓ | | ✓ | |
| | Wall openings/pass-throughs | ✓ | | ✓ | ✓ | ✓ | | ✓ | |
| | Columns, embedded columns | ✓ | | ✓ | ✓ | ✓ | ✓ | | |
| | Doors | ✓ | | | ✓ | ✓ | | | |
| | Windows | ✓ | | ✓ | ✓ | ✓ | | ✓ | -Include mullion detail -Include sill hts. |
| | Storefront assemblies | ✓ | | ✓ | ✓ | ✓ | | | Include mullion detail |
| | Vestibules | ✓ | | ✓ | ✓ | ✓ | | | |
| MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD) | | Placement | | Required measurements | | | | | Notes |
| Exact | General | L | W | H | DIA | AFF | | | |
| FSU Default | Built-in cabinetry, countertops | ✓ | | ✓ | ✓ | ✓ | | ✓ | |
| | Built-in shelving | ✓ | | ✓ | ✓ | | | ✓ | |
| | Built-in Furniture | ✓ | | ✓ | ✓ | | | | |
| | Built-up window display boxes | ✓ | | | ✓ | ✓ | | | |
| | Hand rails (interior only) | ✓ | | ✓ | | | | ✓ | |
| | Floor hatches (access panels) | ✓ | | ✓ | ✓ | | | | |
| | Built-in Display Platforms | ✓ | | ✓ | ✓ | ✓ | | | |
| | Steps, Ramps, Changes in Level | ✓ | | ✓ | ✓ | ✓ | | | Include # and height of risers |
| | Escalators | ✓ | | ✓ | ✓ | | | | |
| | Elevator Shafts | ✓ | | ✓ | ✓ | | | | |
| | Restroom Partitions | ✓ | | ✓ | ✓ | | | | |
| FINISHES: | | Placement | | Required measurements | | | | | Notes |
| Exact | General | L | W | H | DIA | AFF | | | |
| FSU Default | Wall finishes (e.g.: painted drywall, ready for paint, wall paper, wainscoting, slat walls, peg board, exposed brick, CMU, etc.) | | ✓ | | | | | | -Indicate finish in ALL rooms -Indicate loc. of material changes |
| | Floor finishes (e.g.: carpet, concrete, tile, VCT, wood, laminate, etc.) | | ✓ | | | | | | -Indicate finish in ALL rooms -Indicate loc. of material changes |
| | Ceiling finishes (e.g.: ACT, drywall, open to deck, glued tile, etc.) | | ✓ | | | | | | -Indicate finish in ALL rooms -Indicate loc. of material changes |
| | Baseboards | | ✓ | | | | | | -Indicate ALL locations |
| | Chair Rails | ✓ | | | | | | ✓ | -Indicate ALL locations |
| | Crown Moulding | | ✓ | | | | | | -Indicate ALL locations |

MEP Plan SOW Summary

Primary MEP Equip. Only? **NO**

Include Life Safety Elements? **YES**

Include Restroom Accessories? **NO**

Special Requirements:

| | ELECTRICAL ELEMENTS: <i>(All Elec. Elements)</i> | Placement | | Required measurements | | | | | Notes | |
|---------------------|--|-----------|---------|-----------------------|---|---|-----|-----|--------------------------------|---|
| | | Exact | General | L | W | H | DIA | AFF | | |
| FSU Default | Tel./Data boards | ✓ | | | ✓ | ✓ | | | | |
| | Electrical panels | ✓ | | | ✓ | ✓ | | | -Provide depth if SM | |
| | Electrical meters | ✓ | | | | | | | | |
| | Timers | ✓ | | | | | | | | |
| | Disconnect switches | ✓ | | | | | | | | |
| | Control panels | ✓ | | | | | | | | |
| | Key pads | ✓ | | | | | | | Indicate type of key pad | |
| | Transformers | ✓ | | | ✓ | ✓ | | | | |
| | Outlets | ✓ | | | | | | | ✓ | -Indicate typ. AFF -Indicate if surface mounted (SM) |
| | Switches | ✓ | | | | | | | ✓ | -Indicate typ. AFF -Indicate if surface mounted (SM) |
| | Sensors | ✓ | | | | | | | | |
| | Cameras | ✓ | | | | | | | | |
| Conduit | ✓ | | | ✓ | | ✓ | | ✓ | | |
| Wall-mounted lights | ✓ | | | | | | | ✓ | | |
| Doorbell equip. | ✓ | | | | | | | | Indicate type of control panel | |

| | MECHANICAL ELEMENTS: | Placement | | Required measurements | | | | | Notes | |
|-------------|-----------------------------|-----------|---------|-----------------------|---|---|-----|-----|-------|--------------------|
| | | Exact | General | L | W | H | DIA | AFF | | |
| FSU Default | HVAC units | ✓ | | ✓ | ✓ | | | | | |
| | Compressors | ✓ | | ✓ | ✓ | | | | | |
| | Evaporative coolers | ✓ | | ✓ | ✓ | | | | | |
| | Gas meters | | ✓ | | | | | | | |
| | Thermostats | ✓ | | | | | | | ✓ | -Indicate typ. AFF |
| | Wall-mounted HVAC registers | ✓ | | | | ✓ | ✓ | | ✓ | |
| | Ductwork | ✓ | | | ✓ | ✓ | | | ✓ | |

| | PLUMBING ELEMENTS: | Placement | | Required measurements | | | | | Notes | |
|--|---|-----------|---------|-----------------------|---|---|-----|-----|-------|---|
| | | Exact | General | L | W | H | DIA | AFF | | |
| FSU Default | Toilets | ✓ | | | | | | | | Provide CL dim to closest wall |
| | Urinals | ✓ | | | | | | | | Provide CL dim to closest wall |
| | Hand sinks | ✓ | | | | | | | | Provide CL dim to closest wall |
| | Utility sinks, mop sinks | ✓ | | | ✓ | ✓ | | | | |
| | 3-comp/2-comp sinks | ✓ | | | ✓ | ✓ | | | | |
| | Drinking fountains | ✓ | | | ✓ | ✓ | | ✓ | | |
| | Floor drains, floor sinks | ✓ | | | ✓ | ✓ | | ✓ | | |
| | Grab bars | ✓ | | | ✓ | | | | | Place to center of attachment |
| | Clean-outs | ✓ | | | | | | ✓ | ✓ | -Indicate floor and wall clean outs -Provide AFF if wall clean out |
| | Exposed plumbing (stub-outs, shut-offs) | ✓ | | | | | | ✓ | | |
| | Water heaters/Insta-Hots | ✓ | | | | | | ✓ | | |
| | Water meters | | ✓ | | | | | | | |
| Shower stalls | ✓ | | | ✓ | ✓ | | | | | |
| Restroom Accessories <i>(if required)</i> <i>(Soap disp., TP, paper towels, etc.)</i> | | ✓ | | | | | | | | |

| | LIFE SAFETY ELEMENTS: | Placement | | Required measurements | | | | | Notes |
|-------------|------------------------------|-----------|---------|-----------------------|---|---|-----|-----|-------|
| | | Exact | General | L | W | H | DIA | AFF | |
| FSU Default | Fire extinguishers | | ✓ | | | | | | |
| | Fire alarm pulls | ✓ | | | | | | | |
| | Fire pin (ansul) pull panel | ✓ | | | | | | | |
| | Fire strobes | ✓ | | | | | | | |
| | Fire alarm control panels | ✓ | | | | | | | |
| | Exit signs | ✓ | | | | | | | |
| | Emergency Lights | ✓ | | | | | | | |
| | Sprinkler system equipment | ✓ | | | ✓ | ✓ | | | |

Site Plan SOW Summary

Site Plan Drawn: In CAD

Site Plan Scale: Diagrammatic (Drawn From Google Earth Image)

Include ADA Info? Yes

If YES, Include the following ADA info:

-HC Parking Spaces and Signage

Site Plan Special Requirements:

-General placement of HC parking (if applicable)

-CAD includes either a building plan or a site plan (depending site conditions). Locations in multi-story commercial buildings require a building plan. Locations in single-story strip centers require a site plan.

-Building plan includes common restrooms, utility rooms, stairways, elevators, etc. (general placement, diagrammatic).

| | SITE PLAN ELEMENTS: | Placement | | Required measurements | | | | | | |
|-------------|--|-----------|---------|-----------------------|---|---|-----|-----|-------|-------------------------------|
| | | Exact | General | L | W | H | DIA | AFF | Notes | |
| FSU Default | Ext utilities (meters, panels) | | ✓ | | | | | | | |
| | Curb at perimeter of surveyed space | | ✓ | | | ✓ | | | | |
| | Parking lot islands | | ✓ | | | | | | | |
| | Trash enclosures | | ✓ | ✓ | ✓ | | | | | |
| | Light posts | | ✓ | | | | | | | |
| | Signage | | ✓ | ✓ | ✓ | | | | | |
| | Ingress/Egress to site/shopping center | | ✓ | | | | | | | |
| | Main Entry to Surveyed Space | | ✓ | | | | | | | |
| | Bollards (if required) | ✓ | | | | ✓ | ✓ | | | |
| | Loading Docks/Areas (if required) | ✓ | | ✓ | ✓ | ✓ | | | | |
| | Non-compliant slopes (if required) | ✓ | | ✓ | ✓ | | | | | Indicate location and slope |
| | HC parking spaces (if required) | ✓ | | ✓ | ✓ | | | | | |
| | HC paths of travel (if required) | ✓ | | ✓ | ✓ | | | | | Provide min. width along path |

Survey Turnaround Time

Surveyor deliverables are due **48 hours** from the time of survey completion.

Surveyors are required to upload all survey components to Quickbase, or as required for each project. It is the responsibility of the surveyor to update Quickbase with **proposed survey dates, actual survey dates, and upload dates.**

FSU Customer Service Standard

Field Services Unlimited aims to exceed all client expectations with a high level of professionalism. Surveys are customized and tailored to the needs of each client and should be produced with care and pride.

FSU Survey Quality Assurance

Field Services Unlimited assures the quality of its surveys through maintaining strict protocols and review procedures. It is the responsibility of all FSU contractors to guarantee the quality of their work while adhering to all FSU standards.

Dress Code

Standard FSU dress code applies.

Surveyor Communication Standards

- ❖ Surveyors are required to contact FSU with any on-site issues.
- ❖ Surveyors are required to contact FSU Project Leads with any Scope Of Work (SOW) questions.
- ❖ Surveyors are required to respond to CAD Drafters and FSU staff phone calls within 6 hours.
- ❖ Surveyors are required to respond to CAD Drafters and FSU staff emails within 12 hours.

Survey Fee

\$420.00 per site

Survey fee includes survey equipment and travel to the site.

By accepting this work and conducting this survey surveyor accepts the scope of work, deliverable requirements, delivery time-line, and survey fee.

Payment terms

- ❖ Pay when paid. FSU pays its vendors after it has been paid by its clients.

- ❖ Payment terms vary from client to client. Most are net 30 or 45 day terms.
- ❖ Clients are invoiced after full delivery of all survey components.
 - Note: Vendor payment timeline starts once FSU submits the project invoice to the client
 - (*Not* when independent contractors submit their invoices to FSU).
- ❖ It takes approx. 7 days for FSU CAD and QC staff to process surveys from the field if there are no quality or accuracy issues.
- ❖ FSU will pay vendor invoices within a maximum of 5 business days from receipt of client payments.