

Edward Jones Survey Checklist

Site #: _____ Site address: _____

1. Plans

- Floor Plan :

- Complete walk-around drawing provided? Yes No
- Room finish materials noted (Floors, Walls, Ceilings, and etc.)? Yes No
- T-grid starts gathered at each independent grid? Yes No
- Ceiling height provided in each room? Yes No
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- FFE Plan:

- All MEP elements documented? Yes No
- All MEP AFFs documented? Yes No

2. Surveyor CAD

- Standard Surveyor CAD provided: Yes No

3. Site Plan/ Building Plan

- Provide Google earth mark-up of site plan? Yes No
- Generally place on Site Plan: Location of space, All Utilities, Light poles, HC parking, trash enclosures, signage, main entry to space and Curbs at perimeter of survey space w/ curb heights. Yes No

4. Field Report

- Field Report complete and in MS Word format? Yes No
- Electrical service information gathered? Yes No
- HVAC unit (RTU/VAV) information gathered? Yes No

5. Photos

- Standard photo array provided for all surveyed areas? Yes No
- Birds eye view photos provided in main customer area? Yes No
- Standard photo array provided for common restrooms? Yes No N/A
- Standard photo array provided for common areas adjacent to site? Yes No N/A
- Standard photo array provided for exterior and roof? Yes No N/A
- Standard Electrical panel photos provided? Yes No
- Photos in landscape and resized to 640 x 480 pixels? Yes No
- Correct photo naming protocol used? (**EDJ-XXXX-001**) Yes No

Please notify the office immediately should you be unable to gather any of the required information.
303-355-7274

I certify that the above information is correct and that all required information has been gathered.

Signed: _____

Date: _____