



Ace Cash Express

April 1, 2016

Surveyor Standards and Scope of Work

Survey Purpose/Critical Information

Purpose of Survey: **CT designers plan to use FSU as-built data to reconfigure ACE stores.**

Critical Survey Information:

-Unusual conditions

-Slopes in finish floor

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

Surveyor Deliverables

-Walk-Around Drawing

-Surveyor CAD

-Photos

-Field Report

-Floor Plan Info

-MEP Plan Info

-RCP Info

-Photo Key

Special Requirements:

Note: All surveyor deliverables must meet the following requirements:

Surveyors must submit field drawings 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.

“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.

- ❖ 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.
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Photos Setup Summary

Photo Size: 640x480

Photo Orientation: Landscape

Photo Grouping: Submit All Photos in One Folder

Photo Naming/Numbering:

Photos include the following:

-Interior Photos

-Exterior Photos

Photos may be taken at night?: No

Critical Photos:

-Unusual conditions

-Slopes in finish floor

Photos General Notes

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).
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Photo Key(s) Summary

Photo Key Presentation: In CAD, Combined w/ Plans

Photos Key Type: Blocks

Photo Key General Notes:

All Photos to be Keyed? Yes

If NO, include the following photo keys:

Field Report Setup Summary

Field Report Template: [Client Template](#)

Insert Photos? **No**

Field Report General Notes:

Include the following Field Report sections:

-[Exterior Evaluation](#)

-[Interior Evaluation](#)

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

Site Access Hours: **Varies by site**

Site Access Notes: ***Surveyor must show their drivers license**

Floor Plan SOW Summary

Include Finishes? **NO**

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	✓		✓	✓				<i>Include wall thicknesses</i>
	Interior walls, partitions, partial-ht. walls	✓		✓	✓	✓			<i>Include wall thicknesses</i>
	Bump-outs, recesses, niches	✓		✓	✓	✓		✓	
	Wall openings/pass-throughs	✓		✓	✓	✓		✓	
	Columns, embedded columns	✓		✓	✓	✓	✓		
	Doors	✓			✓	✓			
	Windows	✓		✓	✓	✓		✓	<i>-Include mullion detail -Include sill hts.</i>
	Storefront assemblies	✓		✓	✓	✓			<i>Include mullion detail</i>
	Vestibules	✓		✓	✓	✓			
	MINOR FLOOR PLAN ELEMENTS: (NOT REQUIRED IN SURVEYOR CAD)	Placement		Required measurements					
		Exact	General	L	W	H	DIA	AFF	Notes
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	✓		✓	✓	✓			<i>Include # and height of risers</i>
	Escalators	✓		✓	✓				
	Elevator Shafts	✓		✓	✓				
	Restroom Partitions	✓		✓	✓				

MEP Plan SOW Summary

Primary MEP Equip. Only? **NO**

Include Life Safety Elements? **YES**

Include Restroom Accessories? **NO**

Special Requirements:

ELECTRICAL ELEMENTS: (All Elec. Elements)		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 (if required) (Soap disp., TP, paper towels, etc.)		✓							

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	✓			✓	✓				

RCP SOW Summary

RCP Special Requirements:

	RCP ELEMENTS:	Placement		Required measurements					Notes
		Exact	General	L	W	H	DIA	AFF	
FSU Default	Ceiling heights	✓						✓	Provide ceiling ht. in all areas
	Soffits/changes in ceiling height	✓		✓	✓			✓	Provide all soffit hts.
	Headers/beams	✓		✓	✓			✓	Provide all hdr./beam hts.
	T-grid	✓						✓	Provide start dims at all grids
	Lights	✓		✓	✓			✓	Provide AFF to suspended lts.
	Cameras, camera panels/domes	✓							
	Mirror panels	✓							
	Outlets	✓							
	Speakers	✓							
	HVAC registers (supply/return)	✓			✓	✓			
	Switches	✓							
	Sensors	✓							
	Access hatches	✓			✓	✓			
	Smoke detectors	✓							
	Exit signs	✓							
	Emergency lights	✓							
	Sprinkler heads	✓						✓	
Fire strobes	✓						✓		
Ceiling fans	✓						✓		
Ceiling-mounted TV's / Monitors	✓						✓		

Survey Turnaround Time

Surveyor deliverables are due **24 hrs** 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

\$210.00 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.