



CAD Drafter Standards and Scope of Work

Ace Cash Express

April 1, 2016

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

CAD Drafter Deliverables

Note: CAD drawings must be completed in full prior to upload.

CAD Setup Summary

CAD Template: **FSU CAD Template**

CAD Version: **v2010**

CAD Sheet Size: **11x17**

CAD Plan Orientation: **Entry to Bottom or Right**

CAD Drawing Scale: **1/8"**

CAD Setup General Notes:

CAD Components

-Floor Plan

-MEP Plan

-RCP

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:

Note: All surveyor deliverables can be found in individual surveyor folders on Egnyte.

Surveyor Deliverables

-Walk-Around Drawing

-Surveyor CAD

-Photos

-Field Report

-Floor Plan Info

-MEP Plan Info

-RCP Info

-Photo Key

Special Requirements:

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	✓		✓	✓				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	✓		✓	✓				

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	✓						✓		

CAD Drawing Standards:

- CAD drafter must use the latest CAD template found in the project toolbox.
- CAD drafter is responsible for transferring surveyor CAD to project-specific CAD template.
- CAD files must be named: *Project_Site#_CityST* (E.g.: XXX_12345_DenverCO)
- CAD files must be produced with AutoCAD 2009 or newer.
- The floor plan must be oriented with the main entry door at the bottom of the page or to the right of the page (whichever

maximizes use of sheet space).

- Drawings must be scaled as indicated in CAD setup below.
- Object snaps must be used (lines must meet cleanly).
- 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.

CAD Submittal Procedure

Completed CADs must be submitted via email to Alex Lopez (alopez@fsusurveyor.com) and Chris Lozyniak (clozyniak@fsusurveyor.com).

CAD Turnaround Time

All CAD assignments are due **48 hrs** from the date the assignment is received.

Note: assignments made on Fridays and before holidays are due the following Monday or working business day.

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.

CAD Drafter Communication Standards

- ∅ CAD drafters must contact surveyors to address survey questions or missing data.
 - ∅ CAD drafters must notify FSU of any delays in CAD production.
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CAD Fee

\$70.00 per site completed to full CAD specifications.

∅ By accepting and conducting this work this CAD Drafter accepts the scope of work, deliverable requirements, delivery time-line, and CAD 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.

