

CHANGEUP – STARBUCKS MAJOR RENOVATION SB3 SCOPE OF WORK SURVEYOR

VERSION LOG:

Version	Date:	Revision notes:
1.1	5/21/25	Update formatting. Update objective.

INTRODUCTION TO PROJECT:

Welcome to the “ChangeUp Starbucks Major Renovation” Project with FSU!
 Our goal for this project is to provide accurate site information with provided client drawings. The surveyor will arrive onsite with a letter of authorization. Above grid access is required and will require a ladder. Roof access will also be required for this project. Client provided drawings will be used to mark up any discrepancies. If a required plan or elevation is missing from the client provided drawings, this will need to be added. The site plan will be a marked-up screenshot from Google Earth. Clear photographs to be provided of the exterior and interior of the building, including all store elements, utilities, and signage. 360 photos will capture each room and the exterior of the space. The site survey report will be filled out while onsite capturing all highlighted information.

SURVEYOR CRITICAL PROJECT INFORMATION:			
Project Fee:	Refer to Quickbase + Reimbursable travel		
Turnaround/Upload Time Frame:	In 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:	Onsite Issues, Delayed Access, No Access, etc.		
1. Project Manager:	Project Manager		
2. Vice President of Operations:	VP of Operations		
3. After Hours Contact:	Project Manager’s Cell Phone		
Dress Code:	Shirt with a Collar and Khaki or any non-denim trousers		
Reimbursable Expenses:	<ul style="list-style-type: none"> ○ This project has reimbursable expenses. ○ Reimbursable expenses are due no later than 7 days from day of survey. Any expenses submitted past 7 days will not be paid. ○ Surveyor will fill out the expense report though their vendor portal on Quickbase ○ Receipts are required for all expenses 		

Surveyor Responsibilities:	<ul style="list-style-type: none"> ○ Thoroughly review the Scope of Work, Address any question with Project Manager prior to survey ○ Coordinate with FSU the feasible survey dates, then book travel ○ Coordinate with site contact prior to survey for site visit timing & any additional requirements ○ Contact Project Manager with any on-site issues or concerns ○ Enter 'actual survey date' in Quickbase and date surveyor deliverables in' in Quickbase ○ Upload all documentation/deliverables to Quickbase on time, send notification to project lead. Note: all deliverables must be completed in full prior to upload, partial deliverable uploads will not be accepted ○ Invoicing will be done in Quickbase and within 7 days of uploading to FSU
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SURVEYOR DELIVERABLES PACKAGE:

The following items are required to be delivered to FSU:

1. Surveyor REDLINES (Saved As: *SB3_XXXXX_SiteName_SurvRL*)
 - a. As-built PDF DRAWINGS (PROVIDED FROM CLIENT). Hand drawings of all items listed under the "CAD Verification" section in this Scope of Work. If PDF copies of the required information are not available, surveyors are required to draw the information by hand. This is including but is not limited to the following: Floorplan, MEP, RCP, Above Grid, Furniture Plan, Photo Key, 360 Photo Key, Elevations (both interior and exterior), Roof Plan and Site Plan Markup.
2. Still photos
 - a. Photo Folder naming protocol: *SB3_XXXXX(5-digit site number)_SiteName_Photos*
 - i. Photo naming protocol: *SB3_XXXXX(5-digit site number)_###*
3. 360 photos
 - a. 360 Photo Folder naming protocol: *XXXXX(5-digit site number)_SiteName_360Photos*
 - i. Photo Naming Protocol: *XXXXX(5 Digit Site Number)_360_###*
4. Site Survey Report (To complete only Highlighted Areas)
(Site Survey Report Save As: *SB3_XXXXX(5-digit site number)_SiteName_SurvSSR*)

Equipment:

1. As-Built Drawings
2. Ladder
3. 360 Camera
4. Slope Reader

I. SURVEY INFORMATION - CAD VERIFICATION - REDLINES	
o INTERIOR	
Floor Plan	<ul style="list-style-type: none"> o ALL interior measurements of Walls, Doors, and Windows in Front of House (FOH) and Back of House (BOH) IF ANYTHING IS DIFFERENT MARK ON ASBUILT DRAWINGS; o Interior Seating Lay-Out, (Only General Placement is Required, any furniture not documented on the provided drawings will need to be provided and dimensioned. o Counter and Work-Station elevations and dimensions of all case work, please provide individual dimensions of each piece of case work, including cabinet size, countertop, exc.
Interior Elevations *FOH ONLY *Use MyMeasures if existing drawing is not provided	<ul style="list-style-type: none"> o Interior Elevations (FOH ONLY) can use MyMeasures, everything will need to be dimensioned in that elevation (EXCEPT ARTWORK); o Counter and Engine Elevation
Major Mechanical, Electrical, & Plumbing (MEP) *In FOH & BOH *CAN NOT MOVE ANYTHING TO GET TO MEP, IF IS BEHIND A SHELVING UNIT YOU CAN NOT MOVE IT, VISIBLE MEP (OUTLETS, SWITCHES AND ETC.)	<ul style="list-style-type: none"> o Mechanical: <u>Exact placement</u> of ALL mechanical elements, including AFFs: <ul style="list-style-type: none"> ▪ Gas Meter ▪ Thermostat ▪ Remote Temp Sensor ▪ Wall Diffuser, to include size (LxWxH) ▪ HVAC Unit, to include size (LxWxH) o Electrical: <u>Exact placement</u> of ALL electrical elements, including AFFs: <ul style="list-style-type: none"> ▪ Electrical Panel, to include size (LxWxH) ▪ Electric Meter ▪ Timer, to include size (LxWxH) ▪ Transformer, to include size (LxWxH) ▪ Disconnect Switch, to include size (LxWxH) ▪ Security Alarm Panel/Pad ▪ Exit Sign ▪ Security Exit Sign Combo ▪ Security Light ▪ Outlets ▪ Switches o Plumbing: <u>Exact placement</u> of ALL plumbing elements listed below, including size and AFFs: <ul style="list-style-type: none"> ▪ Toilets ▪ Hand Sinks ▪ Commercial Sinks ▪ Mop Sink & Floor Sink ▪ Water Fountain ▪ Grab Bar ▪ Water Heater ▪ Water Meter ▪ Clean Out ▪ Floor Drain ▪ Stall doors ▪ Any other plumbing element that is present in the store

<p>Life Safety</p>	<ul style="list-style-type: none"> ○ <u>Exact Placement and AFF</u>, of ALL Life Safety, including: <ul style="list-style-type: none"> ▪ Fire Alarm ▪ Strobe ▪ Pull Station ▪ Pull Pin ▪ Smoke Detector ▪ Sprinkler Head Wall Mounted ▪ Fire Extinguisher ▪ Fire alarm Control Panel ▪ Emergency Exit Signs ▪ Security Exit Sign Combo ▪ Security Lights
<p>Reflected Ceiling Plan (RCP)</p>	<ul style="list-style-type: none"> ○ Exact placement and heights of: <ul style="list-style-type: none"> ▪ Ceilings ▪ Soffits ▪ Ceiling type transitions ○ Exact placement of all visible: <ul style="list-style-type: none"> ▪ Vents ▪ Diffusers ▪ Exist fans ▪ Emergency lightings ▪ Sprinkler heads ▪ Access panels ▪ Speakers ▪ Cameras ▪ Sensors ▪ Outlets ▪ Ceiling fans ▪ Any other visible ceiling mounted items
<p>Above Grid</p>	<ul style="list-style-type: none"> ○ Three areas to get above grid, Front, Middle, and Rear of Space for the list below: <ul style="list-style-type: none"> ▪ Structure Heights ▪ Spacing of Structure ▪ Deck Height and Identification ▪ Lowest structural elements with heights ▪ Height of sprinkler lines

o EXTERIOR	
Exterior Elevations *Use MyMeasures if existing drawing not provided	<ul style="list-style-type: none"> o All Sides of Starbucks Store o Including dimensions to all lighting and all exterior elements o Patio and Parapet Overhangs o Patio Areas o Store front elevations to include, window-sill details, sign details, and dimensions as well as heights
Roof Plan *If roof plan is not provided surveyor is to draw and dimension a roof plan.	<ul style="list-style-type: none"> o Roof and Parapet Dimensions o Full Roof Layout and HVAC Placement include Curb Height, stacks, vents, conduit, exc.
Site Plan: Markup	<ul style="list-style-type: none"> o Not to scale mark up of a Google Earth screen shot o Identify/ show entire parking lot locating the Starbucks Space o Identify / locate accessible parking, ramps, dumpsters, and all meters o Exact Placement of the menu board, speaker system, transformers, clean outs, water and utility access o Dumpster area will need photos and dimensions of dumpster area along with distance from Starbucks to the dumpster area o Ramp access, slope indicator, curb height o Turning radius in drive thru, width of the drive thru, height of the drive thru canopy o Signage throughout the site o Site Utilities, take Photo of, place on site plan o Patio areas (Overall Dimensions)
Surveyor Redlines	<ul style="list-style-type: none"> o Surveyor REDLINES Save As: SB3_XXXXX_SiteName_SurvRL

II. PHOTOS	
Photo Key Basic	<ul style="list-style-type: none"> o Photo key showing where photo where taken by room or area o Surveyor deliverable for photo bubble must be clear and accurate for the actual photo location
Still Photo *MANY PHOTOS, THE MORE THE BETTER *DO NOT RESIZE OR COMPRESS STANDARD PHOTOS. UPLOAD FULL RESOLUTION PHOTOS	<ul style="list-style-type: none"> o Exterior photos ARE NOT to be taken at night o Exterior Photos to include ALL exterior of the surveyed space, any visible meters, parking lot, accessible parking, ramps, electrical, dumpster area, site, path of travel to building, signage, menu board, speakers, drive thru, artwork, patio furniture, roof and ALL HVAC equipment with labels, and all site utilities o Interior Photos to include ALL areas of the surveyed space, above grid (Front, Middle, and Rear of Space) and to show the construction type of the store, furniture, casework, artwork, equipment, equipment labels/tags, signage, electrical panel photo array o Photo resolution: 1024 x 768 minimum o Photos to be taken in landscape format only o Photo sequence order: regardless of the order of the photos taken, the surveyor will reorder the photos to this sequence: <ol style="list-style-type: none"> 1. Exterior 2. Interior 3. Roof 4. Extra space (remote power or phone room) o Include any equipment outside of the space, MPOE, Dmarc, and panels. o Include detail photos of any equipment inside the space o Include detail photos of any electrical panels that serve the space (panels not with in the space are still required)
Photo Key 360	<ul style="list-style-type: none"> o Photo key showing where every 360-degree photo was taken from

<p>360 Photos</p> <p>*DO NOT RESIZE OR COMPRESS 360, 360 Photographs are taken with a RICOH Theta 360 branded camera.</p>	<ul style="list-style-type: none"> ○ Minimum one 360-degree photo per room ○ In larger rooms take 360-degree photos every 15'-0" in a grid layout ○ Include insides of closets, dressing rooms, and utility rooms ○ 360-degree photos must be taken on a tripod with lenses at 6'-0" A.F.F. ○ 360-degree photos must be taken using a remote trigger ○ 360-degree photos must meet or exceed the resolution of a Theta 360 S model ○ 360-degree photos of all areas of the exterior and interior of the store, including throughout the parking lot, any storage areas, and the roof
<p>Roof Photos</p>	<ul style="list-style-type: none"> ○ Photos of all roof conditions and all mounted equipment and their information plate/tag
<p>Photo Final Deliverables</p>	<ul style="list-style-type: none"> ○ Still Photos <ul style="list-style-type: none"> ▪ Folder: SB3_XXXXX(5-digit site number)_SiteName_Photos ▪ Photo Naming Protocol: SB3_XXXXX(5-digit site number)_### ○ 360 Photos <ul style="list-style-type: none"> ▪ Folder: SB3_XXXXX(5-digit site number)_SiteName_360Photos ○ Photo Naming Protocol: XXXXX(5 Digit Site Number)_360_###

III. SITE SURVEY REPORT	
Site Survey Report	<ul style="list-style-type: none"> ○ Surveyor to fill out the Site Survey Report in its entirety (Only Highlighted Areas) ○ The Site Survey Report must be filled out using Microsoft Word
Site Survey Report Components	<ul style="list-style-type: none"> ○ General Information ○ Storefront & Windows ○ Exterior Doors and Frames ○ Building Exterior ○ Roof ○ Demising Walls ○ Existing Interior Walls ○ Floors ○ Ceilings/Soffit ○ Lightings ○ Stairs ○ Restrooms ○ Security
Site Survey Report Saved As	<ul style="list-style-type: none"> ○ SB3_XXXXX(5-digit site number)_SiteName_SurvSSR

IV. SURVEYOR REDLINES & SITE SURVEY REPORT DELIVERABLES	
Redlines PDF Document	<ul style="list-style-type: none"> ○ SB3_XXXXX_SiteName _SurvRL
Site Survey Report	<ul style="list-style-type: none"> ○ SB3_XXXXX_SiteName _SurvSSR
Still Photos	<ul style="list-style-type: none"> ○ SB3_XXXXX_SiteName _StillPhotos
360 Photos	<ul style="list-style-type: none"> ○ SB3_XXXXX_SiteName _360Photos