

Surveyor Scope of Work

Starbucks - SB6

INTRODUCTION

Objectives

This survey's purpose is to gather all necessary information to assist with the design of new stores, remodel existing ones, or expand/combine spaces. FSU will serve as the client's eyes and ears on site. Be on the lookout for any anomalies, as lengthy redlines for a 3D model or revisiting a site creates a heavy expense.

Confidentiality

Client information must be kept strictly confidential. When discussing the project with existing employees or site contacts, refer to it as an "insurance survey."

Site Regularity

Each site is unique and may have special requirements. This document is meant to be a general guideline for surveying. In general the PM will communicate with the site contact to get an "extent of survey" document. This can be anything from a CAD plan to a PDF or photos of the space. Ensure that the survey area encompasses all of this scope +20' of the surrounding area. This includes various areas that may need additional access while on site like adjacent rooms or other tenants.

Acceptance and Responsibilities:

By accepting this assignment and conducting the survey, you agree to the scope of work, deliverable requirements, delivery timeline, survey fee, and any other details provided below or by office staff. If the required information is not collected according to the scope, you may be required to revisit the site.

Quality and Professionalism:

Our Customer Service Standard is to exceed client expectations with a high level of professionalism. Surveys should be customized to meet the specific needs of each client and produced with care and pride. FSU utilizes strict protocols and review procedures to ensure the quality of its surveys. All FSU contractors are responsible for guaranteeing the quality of their work while adhering to FSU standards.

PROJECT OPERATIONS

Payment & Reimbursables

Payment Terms:

- Pay when Paid: FSU pays its vendors after receiving payment from its clients.
- Surveyors should submit invoices for the survey fee only via the vendor bill portal in Quickbase.
- The survey fee is defined in Quickbase.
- Payment terms vary depending on the client.
- Clients are invoiced after FSU reviews and fully delivers all survey components and deliverables.
 - The vendor payment timeline starts once FSU submits the project invoice to the client, not when independent contractors submit their invoices to FSU.
 - It takes approximately 7 business days for FSU staff to process survey deliverables from the field.
- FSU will pay vendor invoices within 5 business days of receiving client payment.

Reimbursable Travel Expenses

- Travel expenses must be submitted and processed per the FSU Vendor Expense Report Policy.

Deliverable Turnaround/Upload Timeframe

- Deliverables must be uploaded within 24 hours of survey completion.

Attire

- Collared shirt and full-length khaki pants preferred (no shorts or open toed shoes).

- Safety vest, especially when working on the exterior of a site where there is vehicle traffic.
- FSU Badge/ID.
- For live constructions site proper PPE is required including vest & hardhats.

Prep Time

Touch Base with Site Contact: This can be via email or a phone call: 10 min

Charge Batteries: 5 min

Review Scope of Work: This includes scope or work and extents documents in Dropbox, site contact responses in Quickbase, and Quickbase notes: 30 min

Kick off call: 30 min

Check for Fastfields dispatch: 5 min

Book Travel: 1 hr

Total Estimated Time:

±2.5 hr (based on the tasks provided, subject to adjustment)

Site Time

Site time will vary depending on the site extents, site access hours, and scope of work. Generally speaking, Starbucks sites can be completed in one to one and a half days. When reviewing the scope of work, let the project manager know if you will need more than a day on site. If there are unexpected delays on site and an extension is needed to complete the survey, please contact the project manager immediately so they can communicate the change to Starbucks and the site contact.

Surveyors who are employers are required to take a lunch break each day per the FSU Handbook.

Closeout Tracking of Time

360 Photos: Renumber & Photo Map: 30 min

Matterport: Time: 5 min (95% done on site)

Registration: Time: 1 hr (60 min; field 360 handles most registration, quick verification and export)

SSR Finalization & Follow-Up Email: Time: 30 min

Still Photos: Renumber & Photo Map: 45 min

Upload Time: 15 min (to upload and organize files for S3/Dropbox)

Total Estimated Time:

±3 hr (based on the tasks provided, subject to adjustment)

Travel Rules

Travel & Expense Policy Summary

FSU reimburses reasonable business travel expenses for internal surveyors and employees. All travel costs (flights, lodging, transportation) must be pre-approved via the Teams Travel Channel, and receipts must be submitted in JPG or PDF format. **Please see the employee handbook (or for contractors, the [travel policy document](#))** for full details. **[Please see here for GSA Links.](#)** All items submitted for reimbursement need a valid receipt, bank statements or credit statements will not be accepted.

- Airfare: Book economy class flights at the lowest available fare, including Southwest. One checked bag is reimbursed. Leica Scanners must be carried on.
- Lodging: Stay within GSA per diem rates. Airbnb/VRBO is allowed if cost-effective with free cancellation. Additional nights require PM approval.
- Ground Transportation: Use the most economical option when it comes to renting a vehicle including not getting one and using rideshare apps. Rental cars should be cost-effective, and fuel must be refilled before return (Trucks/Vans/Large SUVs not permitted unless ladder is required). Personal car mileage is reimbursed at GSA rates.
- Parking & Tolls: Airport parking must be under \$10/day (cheapest economy) when available. Site parking and tolls are reimbursable with receipts.
- Meals: Reimbursed per GSA per diem rates, with a max 20% tip. Itemized receipts are required.

- Non-Reimbursable Items: Includes in-flight purchases, excess baggage fees, childcare, pet boarding, toiletries, airline club memberships, and fines.
- Traveler safety is a priority. Employees must provide emergency contacts before trips. Following these guidelines ensures full and timely reimbursement.

FSU project contacts:

Scheduling & Site Access Escalation:

1. Project Coordinator
2. Project Manager
3. VP of Operations

Survey & Scope Questions Escalation:

1. Project Manager
2. Revit/BIM Specialist

Equipment Issues on Site Escalation:

1. Revit/BIM Specialist
2. Project Manager

Surveyor Communication Requirements:

- Notify FSU (Project Manager) when all deliverables have been uploaded.
- Respond to drafters and FSU staff phone calls within 6 hours, emails within 12 hours.

Surveyor Responsibilities:

1. Review the provided 'Extent' drawing document.
2. Address any questions with the project lead prior to the survey.
3. Coordinate feasible survey dates with FSU, then book travel.
4. Coordinate with the site contact prior to the survey for site visit timing and any requirements.
5. Contact the Project Lead with any on-site issues or concerns impacting client needs or project timeline.
6. Enter the 'actual survey date' in Quickbase.
7. Enter the 'date surveyor deliverables in' in Quickbase.
8. Record the amount of time the survey took and any items of note in the 'survey update/site notes' field in Quickbase.
9. Upload all documentation/deliverables to Quickbase on time and notify the project lead. Note: All deliverables must be completed in full prior to upload; partial deliverable uploads will not be accepted.
10. Complete a Water Test sample from an unfiltered source at the site and seal the kit into a package with the provided mailing label and paperwork.

Point-Cloud Scanning:

Scope Consistency:

The scope of work stays unchanged regardless of the technology or technique used for the survey. All scope items must be completed. If a scan does not capture any scope item, ensure proper documentation is completed. This may include photos, field drawings or written documentation.

Device Inventory:

Ensure the device package is complete and 'checked out' from Quickbase resource tracking. This is to ensure the proper scanner and its satellite accessories are all tracked and accounted for.

Data Review:

Review with the Revit team if all scans and/or projects are backed up to the drive and can be deleted from the device.

Communication:

Communicate any issues or delays that happen on site with the scanning devices to the Revit team.

Best Practices:

- BLK2Go 3D Laser Scanning Best Practices
- Tripod Based 3D Laser Scanning Best Practices

Data Processing:

Process the point-cloud scan file in Register360 and upload the RAF project file to S3 (for internal users) or a file-sharing service (for contractors).

When using non-Leica based point-cloud technology, the deliverable will be to provide a unified, undecimated point cloud along with the raw scan data. The unified point cloud should be decimated (1mm) and unified to remove any unnecessary points but still keep the important details intact. Including the raw scan data so FSU can also import the scans and register if needed is also important.

Surveyor Deliverables

Extent of Survey Document Compliance

- Always review the site notes on Quickbase for any special requirements before scanning.
- All areas within the highlighted or called out area on the client provided document must be surveyed according to this scope of work and attached tables. **(If there are no extents on dropbox or quickbase, stop and contact the PM & BIM Manager)**
- When remote storage areas are requested, laser scanning will focus primarily on architectural elements and any existing equipment, especially in established storage spaces. In cases where the storage is newly designated, thorough documentation of all fixed objects (including architectural features and MEP) must be captured. Please see *site notes* for any site-specific information on remote storage.

Point Cloud Scans

- Surveyors must ensure the scanner is adequately picking up all necessary information.
 - Scans must document all required scope information and 'Extent' defined items.
 - Make sure to check quickbase for site notes as well as any client communications that may have been discussed. If there are no notes, reach out to the Project Manager for details.
- Scans must pick up the following (But not limited to, see client specific scope for exact requirements):
 - Walk-around floor plan showing walls, doors, windows (sill/head height), and partial-height walls with all relevant dimensions.
 - Equipment and furniture should be 3'+ from scanner to capture details.
 - Demising wall thickness and location.
 - Structural and deck heights above finished floors (AFF).
 - Exterior and interior elevations, including glazing, mullions, sills, and overhangs.
 - Reflected ceiling plans (RCP) detailing headers, soffits, ceiling surfaces, changes, lighting, cameras, sensors, fire strobes, sprinklers, and vents.
 - Above ceiling plans include deck and structure, heights (AFF), penetrations, sprinkler lines (with pipe sizes and heights), and duct distribution plans (with sizes and heights).
 - Mechanical, electrical, plumbing, and fire sprinkler equipment and pipes/ducts.
 - Floor finishes and transitions, indicating material types and color changes.
 - Casework and built-ins for the entire space, including counters and cabinets.
 - Exterior plans and site information as applicable, reviewing the 'Extent of Survey' document for specifics.
 - Restrooms showing sinks, toilets, grab bars, water heaters, and general placements of dispensers.
 - Check *site notes* for Roof being requested in scope.

Photos

- Photos cannot be taken at night unless the client requires an overnight survey. In those cases, we will try to capture photos closer to dawn or dusk. This allows us to use available lighting more effectively during overnight surveys. If shooting is only possible during the midnight hours, be prepared to use a long exposure camera on a tripod to maximize light capture.

- Provide a photo key organized by area. Photo key should be based off section cut of a point cloud to represent a floor plan.
- Include photos of all surveyed areas (interior and exterior), architectural details, utility equipment, and all associated utility systems.
- For existing Starbucks stores (if applicable), include photos of:
 - All front-of-house (FOH) and back-of-house (BOH) equipment and labels.
 - Customer seating, furniture, casework, cabinetry, and merchandise displays.
 - Under-counter conditions, showing drains and outlets. (Use a 360 Camera with HDR if space allows)
 - Check *site notes* for Roof being requested in scope. Simple roof array and MFG labels are standard.
- Provide comprehensive above-ceiling photos and a roof photo array capturing all rooftop equipment.
 - When taking above ceiling photos using a 360 Camera. HDR Rendering may not be sufficient. In those doing a manual long exposure may be the best practice.
- Document the path from accessible parking to the front entry door, from the surveyed space to the trash area, remote storage, MEP/Telecom, delivery area and from the surveyed space to common bathrooms (if applicable).
- Photo Format:
 - Minimum size: 1920x1440
 - Minimum resolution: 200 dpi
 - Landscape format only.
- Photo Naming & Numbering: Use the format (SITE #)_(SITE-NAME)-photos###,
 - e.g., 10899_University-Student-Center-Photos_001.

360-Degree Photos

- Capture 360-degree photos using a tripod mounted at 5'-6' AFF, utilizing a remote trigger to avoid self-portraits.
- Create a key for each 360-degree photo. Photo key should be based off section cut of a point cloud to represent a floor plan.
- Take at least one 360-degree photo in each closed room/space. 360 photos should not be taken further than 10' apart.
- 360-degree photos should not be resized and cannot replace standard array photos.
- Use the format (SITE #)_(SITE-NAME)-360 photos_###,
 - e.g., 10899_University-Student-Center-360 Photos_001.

Site Survey Report (SSR)

- Surveyors must submit a completed SSR for each site using the Fastfields app.
- Complete and submit SSR while on site. Do not leave without submission.
- The SSR must be fully filled out. Notify the SSR Project Manager via Teams or phone if something is missing or unable to be captured.
- The SSR will be considered incomplete if any field information is missing without communication with the PM and could warrant a return. If there is any missing information please email the site contact and CC the **SSR Assignee** & the **SSR Project Manager**.

Water Sample Test:

- Conduct a water test sample from an unfiltered source at the site and seal the kit in a package with the mailing label and paperwork.
- Upload the mailing label and paperwork to Dropbox, if there is no access to Dropbox, send directly to the Project Manager.
- Shipping Instructions:
 - The sample must be shipped as part of the on-site survey and should be completed immediately after finishing the site.
 - Do not travel with the sample to your home or next site.
 - If shipping out multiple kits, the uploaded label(s) must clearly show which tracking number goes with which project/site.

- Option 1: Add a quick note directly on the image identifying which *Site ID* goes with which tracking number.
- Option 2: Make two copies of the shipping receipt. Cross out the tracking number that doesn't go with the Starbucks site. Upload each individual one to the correct site.
- It is the surveyors responsibility to monitor the number of water test kits on their person, and to make sure that if they are running low (less than 6) that they reach out to Project Coordinator to receive additional water test kits.
- Notify the **Project Manager** immediately if unable to complete the water test.

Surveyor 3D Pre-Site Checklist

Site Number: _____ Site Address: _____

Scope and Documentation Review

- Understand the objectives and deliverables outlined in the scope. Confirm any specific tasks, extents, or requirements provided by the PM.
- Thoroughly review the Teams channel & quickbase for scope notes, kick-off call notes, and any additional comments from the PM.
- Check Dropbox for client-provided documents located in the 'Client Provided' or SOW folder.
- Review the 'SC Responses' tab on the Quickbase site page to gather critical site information, including access details, parking, hours, roof access, ceiling heights, and ladder availability.
- Internal kickoff call with either BIM Manager or Project Manager (This can be covered in the Project Coordinator meeting each Monday)

Site Contact and Access Confirmation

- Reach out to the site contact within 24 hours of the scheduled survey to verify site readiness and clarify any last-minute details.
- Confirm specific site requirements, including access logistics, equipment needs, and special accommodations.
- Save the site contact's details in your phone or notes for easy access.
- If a ladder is required and the site cannot provide one, make arrangements for a ladder rental. For assistance, contact the Project Coordinator.

Travel Arrangements

- The project coordinator can assist in travel research and booking. Any additional travel arrangements (this may include flights, hotels, and rental cars) will be submitted to the project coordinator for approval within 24 hours of survey assignment.
- Confirm your arrival time at the destination and the site. Ensure the Project Coordinator has all the required details to avoid scheduling conflicts.

Equipment Readiness

- Verify that all survey equipment is accounted for, functional, and fully charged. Perform any necessary pre-survey maintenance or calibration. (Do not survey with damaged equipment.)
- Double-check all relevant documentation, including site notes and responses, are accessible during the survey.

Matterport

- Confirm if there is a Matterport by checking the site in Quickbase. There is a checkbox under the Site ID that will be checked if a Matterport is required.

Ready to Survey

- Verify the survey date, time, and location.
- Ensure alignment with the client's and PM's expectations.
- Compile and send any last-minute questions to the PM for clarification before heading out.
- Any outstanding equipment issues or site questions are brought to the attention of the PM.
- Upload *signed* Pre-Site Checklist to dropbox (in the project folder)

Signature: _____

Surveyor 3D On-Site Checklist

Site Number: _____ Site Address: _____

Arrival at Site

- Confirm access to the survey area and discuss any special instructions with the site contact.
- Identify unique conditions that may affect scanning or photography (obstructive or reflective surfaces).

Scan Coverage

- Entire survey area, 20-30 feet beyond scope boundaries unless otherwise instructed by the PM.
- Above grid: Focus near structural columns, beams, HVAC equipment, ducts, avoiding obstructions
- Exterior walls and adjacent seating areas (if within scope).
- Back of house areas and corridors.
- If areas are locked or inaccessible, contact the PM immediately.

360-Degree Photos

- Take one photo per small room and a photo every 10 feet in larger spaces.
- Exterior areas extending 20+ feet beyond the scope extent.
- Ensure all 360 photos are captured with HDR enabled.

Matterport

- Confirm if there is a Matterport by checking the site in Quickbase.
- Matterport is completed and uploaded while on site.

Still Photos

Macy's Starbucks sites require photos of ext, entrances and interior entrances of the mall for signage placement locations.

- Exterior building photos documenting building entry and existing signage - NOT to be taken at night.
- Exterior of the space (may differ from building exterior). To include all adjacent rooms and spaces within 25 feet of the Starbucks space.
- All interior spaces and rooms (including closets, restrooms, MEP rooms, corridors, vestibules, etc.) in the Starbucks café, back of house, and back engine/bar.
- Context and close up documentation of all panels, switchgear, HVAC equipment, and telecom equipment serving the space. If a label is visible, it must be photographed clearly so the label is legible.
- Close up documentation of all existing equipment including a label photo.
- Path of Travel to common/shared restrooms (if not within the Starbucks space)
- Interior of common/shared restrooms
- Path of travel to remote electrical/telecommunication/mechanical rooms
- Interior of electrical/telecommunication/mechanical rooms
- Path of travel to remote storage
- Interior of remote storage
- Path of travel to trash area
- Interior of trash area
- Delivery path from loading dock/delivery area to space
- Loading dock/delivery area
- Unique conditions
- Existing furniture
- Areas of concern
- Above ceiling photos
- Exterior and shared seating areas
- Photo of water and sewer line sizes, if accessible.
- Photos below the bar (if possible) so we can see any floor drains.
- Below space (if necessary - check the scope).
- Manager's office (if applicable)

Water Sample Test

- Collect a sample from an unfiltered source. Seal and label the sample kit appropriately.

Site Survey Report (SSR)

- Complete the SSR onsite using the Fast Fields App.
- Upload the completed SSR from the site or as soon as possible if internet access is unavailable.
- Directly send a photo of water/sewer lines with a caliper to the SSR PM via Teams before leaving the site.

Finalizing on site

- Ensure all required deliverables (photos, 360-degree photos, laser scan data, and Survey Report (SSR)) are captured. Pay extra attention to any areas with potential coverage gaps.
- Verify that all equipment is accounted for and securely packed for transport.
- Review Teams or Dropbox to confirm that all surveyed areas are complete and no revisit is necessary.
- Upload signed On-Site Checklist to dropbox (in the project folder)

Signature:

Surveyor 3D Post-Site Checklist

Site Number: _____ Site Address: _____

Water Test

- Ship the completed water test kit to Pentair.
- Email proof of shipping to the Project Coordinator and Revit PM.
- Upload Water Test shipment proof to Dropbox in the Working Folder.

Upload Data and Documentation

- Upload all laser scan data to Dropbox or the designated storage platform (e.g., S3 bucket). Ensure proper file naming and organization. This should be completed within 24 hours of survey completion. If there is any reason for delay, contact the project manager and BIM manager *immediately*.
- Upload the still and 360-degree photo keys (with photo keys) to Dropbox.

Survey Report (SSR)

- If any SSR items are incomplete or require clarification, send an email to the site contact with the Project Manager (PM) and SSR assignee copied. Use a clear subject line (e.g., Starbucks Site Survey – SITE NAME - Outstanding Questions). Request the site contact to "Reply All" with answers.

Final Steps

- Go into Quickbase into the site and then into the assignment tab, and input the date that all deliverables have been uploaded. This will trigger the status to change and the rest of the team will know they can begin their portion of the work.
- Discuss any issues or observations encountered on-site that could impact the project, such as coverage concerns, with the Project Manager immediately.
- Input site feedback into Quickbase for the project manager and project coordinator.
- Ensure all timecards are input accurately.
- Upload all expenses to the project manager within 24 hours of survey completion. If there is any reason for delay, contact the project manager.
- Upload *signed* Post-Site Checklist to dropbox (in the project folder)

Signature:

Field Services Unlimited

Deliverable Example

Starbucks - SB6

Link to deliverables are stored on dropbox: [HERE](#)

Revit Model LOD (Level of Detail) Table

Modeling Elements	LOD		Extents Type		Notes
	General	Detailed	Limited	Sbux	
Floor Plan Elements					
Exterior Walls		250	✓	✓	Model all walls as Generic-xx
Interior Walls, Partitions, Partial Height Walls		250	✓	✓	Model all walls as Generic-xx
Bump-Outs, Recesses, Niches		250	✓	✓	
Wall Openings/Pass Throughs		250	✓	✓	
Visible Columns, Visible Embedded Columns		250	✓	✓	
Doors		250	✓	✓	
Windows		250	✓	✓	
Storefront		250	✓	✓	
Vestibules		250	✓	✓	
Built-in Cabinetry, countertops		250	✓	✓	LOD 100 in limited area
Built-in Shelving		250	✓	✓	LOD 100 in limited area
Built-in Furniture		250	✓	✓	LOD 100 in limited area
Built Up Window Display boxes		250	✓	✓	LOD 100 in limited area
Hand Rails [Interior Only]		250	✓	✓	
Floor Hatches (access Panels)		250	✓		
Built-in Display Platforms		250	✓	✓	LOD 100 in limited area
Steps, Ramps, Changes in Level		250	✓	✓	
Escalators		250	✓	✓	
Elevator Shafts		250	✓	✓	
Restroom Partitions		250	✓		
Finishes Plan Elements					
Wall Finishes					
Floor Finishes					
Ceiling Finishes					
Baseboards		250		✓	Model as Railing family or MIP Wall sweep depending on situation.
Chair Rails		250		✓	
Crown Moulding		250		✓	
General Equipment Elements					
ATMs	✓		✓		Generic Family or MIP
Safes	✓		✓		Generic Family or MIP
Compactors	✓		✓		Generic Family or MIP
Built-in Coolers/Freezers	✓		✓		Generic Family or MIP
Roll-up Security Grates	✓		✓	✓	Generic Family or MIP
Loading dock lifts/equipment	✓		✓	✓	Generic Family or MIP
Roller/Conveyor systems	✓		✓		Generic Family or MIP
Fixture Plan Elements					
Gondolas		250	✓	✓	LOD 100 in limited area
Merchandiser [Fixed]		250	✓	✓	LOD 100 in limited area
Merchandiser [Non-Fixed]		250	✓	✓	LOD 100 in limited area
Shelving Units		250	✓	✓	LOD 100 in limited area
Furniture [Non-Fixed]		250	✓	✓	LOD 100 in limited area
Free-standing Coolers/Freezer		250	✓	✓	LOD 100 in limited area
Mechanical Elements					
HVAC Units	✓			✓	
Compressors	✓			✓	
Evaporative Coolers	✓			✓	
Gas Meters	✓			✓	
Thermostats	✓			✓	
Wall-mounted HVAC registers		250		✓	
Ductwork		250		✓	
Electrical Elements					
Tel./Data boards	✓			✓	
Electrical Panels	✓			✓	

Electrical Meters	✓			✓	
Timers	✓			✓	
Disconnect Switches	✓			✓	
Control Panels	✓			✓	
Key Pads	✓			✓	
Transformers	✓			✓	
Outlets		200		✓	
Switches		200		✓	
Sensors		200		✓	
Cameras		200		✓	
Wall-mounted lights		200	✓	✓	
Doorbell Equip.	✓			✓	
Plumbing Elements					
Toilets		200		✓	
Urinals		200		✓	
Hand Sinks		200		✓	
Utility Sinks, Mop Sinks		200		✓	
3-comp/2-comp Sinks		200		✓	
Drinking Fountains		200		✓	
Grab bars		200		✓	
Clean-outs		200		✓	
Exposed Plumbing [Stub-outs, Shut-offs]		200		✓	
Water Heaters/Insta-Hots		200		✓	
Water Meters		200		✓	
Shower Stalls		200		✓	
Restroom Accessories		200		✓	
Tel/Data Plan Elements					
Telephone Ports		200		✓	
Data Ports		200		✓	
Tel./Data boards		200		✓	
Server Equip.		200		✓	
Routers/Wi-Fi Equip.		200		✓	
D-mac/MPOE		200		✓	
Fire/Life Safety Plan Elements					
Fire Extinguishers		200		✓	
Fire Alarm Pulls		200		✓	
Fire Pin [ansul] Pull Panel		200		✓	
Fire strobes		200		✓	
Fire alarm control Panels		200		✓	
Exit Signs		200		✓	
Emergency Lights		200		✓	
Sprinkler System Equipment		200		✓	
Site Plan Elements					
Exterior Utilities [Meter, Panels]		200	✓	✓	
Curb at perimeter of surveyed space		200	✓	✓	If within 20 ft
Parking lot islands		200	✓	✓	If within 20 ft
Trash Enclosures		200	✓	✓	If within 20 ft
Light Posts		200	✓	✓	If within 20 ft
Signage		200	✓	✓	If within 20 ft
Ingress/Egress to Site/Shopping Center		200	✓	✓	If within 20 ft
Main Entry to Surveyed Space		200	✓	✓	If within 20 ft
Bollards		200	✓	✓	If within 20 ft
Loading Docks/Areas		200	✓	✓	If within 20 ft
Slopes & Ramps		200	✓	✓	If within 20 ft
HC Parking Spaces		200	✓	✓	If within 20 ft
HC paths of travel		200	✓	✓	If within 20 ft

RCP Elements					
Ceiling Heights		200	✓	✓	
Soffits/Change in Ceiling Height		200	✓	✓	
Headers/Beams		200	✓	✓	
T-Grid		200	✓	✓	
Lights		200	✓	✓	
Cameras, Camera Panels/Domes		200		✓	
Outlets		200		✓	
Speakers		200		✓	
HVAC Registers [Supply/Return]		200		✓	
Switches		200		✓	
Sensors		200		✓	
Access Hatches		200		✓	
Smoke Detectors		200		✓	
Exit Signs		200		✓	
Emergency Lights		200		✓	
Sprinkler Heads		200		✓	
Fire Strobes		200		✓	
Ceiling Fans		200		✓	
Ceiling-Mounted TV's/Monitors		200		✓	
Roof Plan Elements					
Access Hatches		200	✓	✓	
Parapet Walls		200	✓	✓	
Steps/Changes in Level		200	✓	✓	
Drainage Lines		200	✓	✓	
Direction of Roof Slopes		200	✓	✓	
Roof Vents		200	✓	✓	
Exhaust Fans		200	✓	✓	
RTUs		200	✓	✓	
Condensers		200	✓	✓	
Satellites		200	✓	✓	
Roof Drains		200	✓	✓	
Roof Deck Penetrations		200	✓	✓	
Piping [Gas, elec, cond.]		200	✓	✓	
Exterior Elevation Elements					
Main building elements		250	✓	✓	
Doors/Frames		250	✓	✓	
Windows/Mullions		250	✓	✓	
Awnings		250	✓	✓	
Wall-mounted lights		250	✓	✓	
Wall-mounted signs		250	✓	✓	
Utility boxes		200	✓	✓	
Piping [Gas, elec, cond.]					
Gutters/Downspout		250	✓	✓	Generic Family or MIP
Grade Line					
Top of Foundation Wall					
Curbs adjacent to building		250	✓	✓	Generic Family or MIP
Roof ladders		200	✓	✓	Generic Family or MIP
Bollards		200	✓	✓	Generic Family or MIP
Fire Dept. Connections		200	✓	✓	Generic Family or MIP
Finish Materials					
Columns		250	✓	✓	
Architectural Details		250	✓	✓	
Interior Elevation Elements					
Main building elements		250			
Columns		250			

Roof Drains		250			
Built in Casework		250			LOD 100 in limited area
Doors/Frames		250			
Windows/Mullions		250			
Wall Mounted Lights		250			
Wall Mounted Signs		250			
Utility boxes		200			
Finish Materials					
MEP Elements		250		✓	
Life Safety Elements		250		✓	
Building Section Elements					
Roof Deck		250	✓	✓	
Finish Ceiling Heights		250	✓	✓	
Structural Beams		250	✓	✓	
Roof/Floor Joists		250	✓	✓	
Columns		250	✓	✓	
Structural Walls		250	✓	✓	
Storefront Section Elements					
Roof Deck		250	✓	✓	
Finish Ceiling Heights		250	✓	✓	
Structural Beams		250	✓	✓	
Roof/Floor Joists		250	✓	✓	
Bulkheads		250	✓	✓	
Entry Doors		250	✓	✓	
HVAC Plan Elements					
HVAC Ductwork		250		✓	
Roof Deck Penetrations		250		✓	
HVAC Registers/Diffusers		250		✓	
Structural Plan Elements					
Structural Beams		250	✓	✓	
Structural Walls		250	✓	✓	
Columns		250	✓	✓	
Joist [Roof, Floor, Ceiling]		250	✓	✓	
Roof Deck		250	✓	✓	
Sprinkler Plan Elements					
Main Sprinkler Lines		250		✓	
Branch Sprinkler Lines		250		✓	
Sprinkler Heads		250		✓	