

## Field Services Unlimited

# Drafter Scope of Work

## Starbucks - SB6

### Drafting Notes

Find and download the Revit “XXX – assign” file from the Dropbox \_Working Deliverables folder (link provided in the assignment email). Rename the file to “XXX – Draft” and ensure you open it with the correct version of Revit.

Download the following items from the same folder as mentioned above:

- Point Cloud
- Support CAD drawings
- PDF documents
- Photos
- Photo keys
- 360 images
- LGS files

Review all the provided site information and address any questions with the project manager. If there are immediate questions and the project manager is unavailable, please contact the BIM manager. Review Quickbase and the Teams Channel for any specific site notes prior to starting the assignment.

If any of the above files are missing, follow the following protocol.:

1. Send an email to the team including the following: **Surveyor, BIM Manager, Project Manager.**
2. Include the Site ID and Site Name in the Subject Line with the words ‘Missing Deliverables’ - ex: SBUX123 - Florida State University - Missing Deliverables
3. Explain in the email which deliverables are missing and ask when they will be uploaded.

Project extents are outlined in the Revit file with masking region followed by a revision cloud. The model should extend approximately twenty (20) feet beyond these boundaries to capture contextual details, unless otherwise specified in the extent document. Review the Scope & LOD document below and follow the client’s typical and special requests (found in the Revit file as notes in the floor plan). Ensure a clear understanding of the scope and limits. Reach out to the **BIM Manager** for any questions.

The Point Cloud will already be linked inside the Revit file. If needed, unzip the Point Cloud file in your working folder, then relink the .rcp file in Revit by selecting the linked file, clicking “Upload From,” and choosing the .rcp file. If any issues arise within the revit/rcp file, such as missing data, unclear scope outline or any other point cloud related issues, contact the **BIM Manager** immediately to avoid delays.

Model the project accurately using Point Cloud data, checking all images to ensure no important details are missed. Make sure to save often (every 10-15min) to avoid any delays in case of lost work. For Starbucks-provided libraries, refer to [\(link\)](#) and ensure the correct families are used, particularly for engine casework. If Starbucks standard Revit families do not exist, in-place models may be used. Please contact the **BIM Manager** for questions about the library or which families to use for clarity.

It is expected that a personal QC will be done prior to submitting.

Once the draft is complete, follow the steps in “Uploading Process” and notify the FSU team that the assignment is ready for review.

## Scope of Work and LOD

Please see LOD Table for the detailed scope of work.

In the table, elements may be classified as either *Generic* or *Detailed* depending on the required level of accuracy and representation.

- *Generic*: These elements are intended to represent the general size, shape, and location of an object. They may be modeled in-place or created using standard generic Revit families. Generic elements are typically used when specific manufacturer data or precise geometry is not required.
- *Detailed*: These elements require a higher level of accuracy and should closely match the actual object in terms of geometry and parameters. Detailed elements should be modeled using Revit families that are either provided by the client or custom-built to accurately represent the object. This may include manufacturer-specific components or assemblies with full parametric data.

## Starbucks Scope vs. Limited Scope

Each project will include clearly defined boundaries for two distinct modeling scopes: Starbucks Scope and Limited Scope. These scopes are typically outlined within the Revit file using labeled regions or revision clouds, and it is essential to understand the differences between these two areas to ensure accurate modeling.

- The **Starbucks Scope** represents the primary Starbucks space and requires modeling to full scope. This includes comprehensive detail across all disciplines, including architecture, structure, mechanical, electrical, plumbing (MEP), and furniture, fixtures, and equipment (FFE). All Starbucks standard families must be used, and great attention must be given when modeling finishes (where needed), floor transitions, equipment, and any specific branding elements. It is crucial to capture all loose and fixed equipment within the Starbucks extents, ensuring that the model accurately reflects the store layout.
- The **Limited Scope** pertains to any adjacent or surrounding areas required for contextual reference but does not necessitate full MEP or FFE modeling. In this scope, the focus is on architectural elements such as walls, doors, windows, and floor changes, along with structural components including columns, beams, and load-bearing walls. The Limited Scope should remain clean and minimal, serving primarily to provide context for the Starbucks Scope, with no detailed modeling of mechanical equipment or furniture unless explicitly noted in the scope document.



If the scope boundaries are unclear or missing in the Revit file, it is important to contact the **BIM Manager** before proceeding. Misinterpreting the scope can result in unnecessary rework or project delays.

## Point Cloud Inaccuracies

If you find inaccuracies, disjointed or missing information in the point cloud, please contact the **BIM Manager** with visual examples of the issue prior to moving forward in the assignment.

## Communicating Delays

All assignments are expected to be delivered on time (within 24 hours of the end of survey) on the due date (and time if applicable) included in the assignment email. If any delays arise and there is a possibility of not meeting a deadline, please reach out to the Project Manager immediately to request an extension. Extensions may not be granted if delays are not communicated in a timely manner.

## Clients Requirements

- The project must be completed using *Revit 2023*.
- Use only Starbucks-provided families for existing Starbucks locations. [Found Here](#)
- Do not, under any circumstances, alter or change the Starbucks template.
- Floor material changes should be modeled as separate floor plates. Style or pattern variations, as well as material identifications such as carpet or tile, must be included within the Starbucks areas and any adjacent areas leading into the Starbucks for rendering purposes.
- Use the most similar family available—material accuracy is not required, only the correct family type matters.
- All furniture, casework, and equipment within the Starbucks extents must be included in the model. This includes loose and fixed equipment. Equipment on counters must have its equipment "name" updated to the make and model number visible in on-site photos.
- Before uploading the model to Quickbase, ensure there are no floating objects within the drafted area.
- Locate any structural columns or walls and annotate these in the Revit model.

## Uploading Process

- For contractors, files can be uploaded into the ‘Survey Docs’ tab in Quickbase (Please see page 7 of the [Vendor Portal Instructions](#) document). If the file is too large to upload to Quickbase, please contact the **BIM manager** for an alternate upload method.
- For employees, files should be uploaded to Dropbox in the ‘Working Deliverables’ folder for the project. Make sure the filename is using the “XXX – Draft” naming convention.

## Quickbase Assignment Status

1. Go into the site in Quickbase, and click the pink ‘Assignment’ tab (7 tabs over from the left).
2. Scroll down to the area that says ‘Revit Drafter Assignment Tracking’.
3. Input the date that the draft assignment was uploaded.
4. Save and close. This will trigger the assignment status to change to ‘Ready for QC’.

Vendor Name for All Sites	Assignment Type	Active/Cancelled	Date CAD Assigned (override)	Date CAD Due
Upwork-Makym Reva	Revit Drafter	Active	02-19-2025	02-24-2025

## Feedback

Feedback is required for each assignment. Feedback should be given to either the Surveyor, the BIM Manager, or both. All feedback should be entered into Quickbase.

1. Go into the site in Quickbase, and click the purple ‘Miscellaneous’ tab (4 tabs over from the right).
2. Scroll down to the area that says ‘Vendor Feedback’.
3. Click the ‘Add Vendor Feedback’ button.
4. Fill out the below required information.
5. A redline/feedback document can be uploaded here.
6. Save and close.
7. Scroll to the ‘Feedback line items’ section and click ‘Add Feedback Line Item’.

Who is it For? *	Vendor Name - Formul	Feedback Provider*

8. Fill out the following information. Save and close when finished.

The screenshot shows a form with two main sections: 'Site Info' and 'Issue Info'. Under 'Site Info', there are fields for 'Project' (Starbucks Licensed Stores), 'Site ID#' (SBUX251), and 'Site City' (Los Angeles). Under 'Issue Info', there are three fields: 'Who is it For?' with a dropdown menu showing 'BIM', 'Category' with a dropdown menu showing 'General Information', and 'Notes' with a text area containing 'Point Cloud issues in back of house.'. At the bottom of the form, there are two buttons: 'Save & close' and 'Cancel'.

## Timecards (Employees Only)

Timecards should be done using the start/stop button in Quickbase. The stop button should be used each time that you are stepping away from the computer, working on another task, or when joining a call or meeting that is not related to the Revit draft assignment.

1. Go into the site in Quickbase and scroll over to the pink 'Assignments' tab.
2. Click the small pencil (edit) button, next to your Revit draft assignment. This will bring you into the assignment.
3. Scroll down to the 'Time Cards' section.
4. Click the 'START' button.
5. Use the same process to stop the assignment time card.

The screenshot shows the 'Time Cards' section in Quickbase. It has a 'Track Time' section with a green 'START' button. Below that is a table with columns: 'Team Member', 'Task', 'Time Card Date', 'Start Date', and 'Stop Date'. The table is currently empty, with the text 'No Time Card records found' below it. At the bottom, there is a link to '# of Time Card records (No Stop Time)'.

## Revit Model LOD 'Level of Detail'

Modeling Elements	LOD		Extents Type		Notes
	General	Detailed	Limited	Sbux	
<b>Floor Plan Elements</b>					
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	✓		
<b>Finishes Plan Elements</b>					
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		✓	
<b>General Equipment Elements</b>					
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
<b>Fixture Plan Elements</b>					
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
<b>Mechanical Elements</b>					
HVAC Units	✓			✓	
Compressors	✓			✓	
Evaporative Coolers	✓			✓	
Gas Meters	✓			✓	
Thermostats	✓			✓	
Wall-mounted HVAC registers		250		✓	
Ductwork		250		✓	
<b>Electrical Elements</b>					
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.	✓			✓	
<b>Plumbing Elements</b>					
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		✓	
<b>Tel/Data Plan Elements</b>					
Telephone Ports		200		✓	
Data Ports		200		✓	
Tel./Data boards		200		✓	
Server Equip.		200		✓	
Routers/Wi-Fi Equip.		200		✓	
D-mac/MPOE		200		✓	
<b>Fire/Life Safety Plan Elements</b>					
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		✓	
<b>Site Plan Elements</b>					
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

<b>RCP Elements</b>					
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		✓	
<b>Roof Plan Elements</b>					
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	✓	✓	
<b>Exterior Elevation Elements</b>					
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	✓	✓	
<b>Interior Elevation Elements</b>					
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		✓	
<b>Building Section Elements</b>					
Roof Deck		250	✓	✓	
Finish Ceiling Heights		250	✓	✓	
Structural Beams		250	✓	✓	
Roof/Floor Joists		250	✓	✓	
Columns		250	✓	✓	
Structural Walls		250	✓	✓	
<b>Storefront Section Elements</b>					
Roof Deck		250	✓	✓	
Finish Ceiling Heights		250	✓	✓	
Structural Beams		250	✓	✓	
Roof/Floor Joists		250	✓	✓	
Bulkheads		250	✓	✓	
Entry Doors		250	✓	✓	
<b>HVAC Plan Elements</b>					
HVAC Ductwork		250		✓	
Roof Deck Penetrations		250		✓	
HVAC Registers/Diffusers		250		✓	
<b>Structural Plan Elements</b>					
Structural Beams		250	✓	✓	
Structural Walls		250	✓	✓	
Columns		250	✓	✓	
Joist [Roof, Floor, Ceiling]		250	✓	✓	
Roof Deck		250	✓	✓	
<b>Sprinkler Plan Elements</b>					
Main Sprinkler Lines		250		✓	
Branch Sprinkler Lines		250		✓	
Sprinkler Heads		250		✓	

**Field Services Unlimited**

# Deliverable Example

**Starbucks - SB6**

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