

Starbucks Minor Renovation (Mini-Minor) Scope of Work

Thank you for your interest in taking part in this program.

The Starbucks Minor Renovation program focuses on Minor Renovations in Starbucks stores, often called a “refresh.” This refresh maintains the structural features of the store and instead focuses on minor improvements such as equipment, furniture, paint, artwork, and other decorative elements.

For this project the required surveyor deliverables are as follows:

1. **Standard Photo Array**
2. **360 Photo Array**
3. **Hand Drawings**
4. **Field Report**

Standard Photo Array

Your photos for the Standard Photo Array must be taken when it is daylight outside. The photos need to be clear, and capture all elements of the store, both Front and Back of House. Pay special attention to furniture and artwork with a clear photograph of each artwork piece as well as photos of all-of the table bases and chairs/furniture pieces as well as the chair rail (being sure to photograph any significant damage). There needs to be enough photo documentation in-order-to fully picture the store. **You should have more than 200 photos per site documenting all elements of the store.** Overall photos are important for the interior as well as the exterior. **Electrical Panel photos are required for this project.** **No photo key is required for Standard Photo Array. DO NOT COMPRESS OR RESIZE YOUR STANDARD PHOTOS.**

360 Photo Array

The 360 Photo Array is an important part of this project. It allows the client to take an almost virtual walk through the space. 360 Photos must be captured in all areas of the store to fully capture the store. A reasonable amount of photos for your 360 photo array would be in the 20-30 photo range. 360 Photos are required for both Front of House and Back of House. A photo key is required for the 360 Photo Array. **To take 360 Photos you must have the Ricoh Theta 360 Camera. If you do not, it can be obtained on Amazon for-the-purpose-of these surveys. DO NOT COMPRESS OR RESIZE YOUR 360 PHOTOS.**

Field Report

There is a provided Field Report that is formatted within an Excel Document. The Excel Document has drop-down menus that **MUST** be populated. The Field Report **must be completed in its entirety or the system will administer a penalty to the surveyor for an incomplete Field Report.** There are multiple rows for the field report, surveyors are responsible for making sure that if there is a drop-down answer in the field report in a specific row that that field is populated.

Hand Drawings

Hand drawings for this project are numerous. **Each section of your hand drawings is required to be on a separate sheet of paper.** **Note: you will be red-lining drawings for this project as well as providing hand drawings for some items.** Hand drawings consist of the following:

1. Dimensioned Floor Plan – Your floor plan should include all bump outs, corridors, vestibules, and any changes within the floor plan that need to be documented. Surveyors are responsible for completing a full walk-around floor plan for these sites as it is crucial to the project. In the BOH only overall dimensions are required as well as Standard Photos and 360 Photos.
2. MEP – MEP elements need to be documented generally, unless those MEP elements are above your knees then those elements need to be placed exactly. Electrical Panels for the store need to be placed exactly as well. If the electrical panels are-located-in the BOH they need to be identified and placed exactly. No other MEP needs to be placed in the BOH. Height AFF, exact placement AND protrusion from wall must be documented for all wall-mounted items that will impede installation of new artwork or paint must be documented (this includes: thermostats, chair rails, wainscoting, emergency lighting, etc.)
3. RCP – All heights to ceiling elements need to be given. RCP elements can be red-lined if incorrect so long as a height is given. If the RCP is significantly different from provided drawings, the RCP needs to be drawn accurately to reflect the changes.
4. Path of Travel – Path of travel for both customers and deliveries needs to be shown. Different colored ink should be used to show each path of travel.
5. Furniture Plan – All furniture needs to be shown (generally placed) as well as a furniture key identifying the types of furniture that are located within the store. This includes the Engine/Barista Area as well. Document all equipment within this area as well as any furniture. NOTE: It is imperative that the height of the Hand-Off plane is documented. Exact placement of the pastry case is required.
6. Artwork Plan – All artwork within the store needs to be identified. Provide an artwork key in your hand drawing for this.
7. 360 Photo Key (Interior and Exterior). No Standard photo key is required. ONLY A 360 Photo Key is required for this project.

ITEMS OF NOTE FOR SURVEYORS

1. Your photos should all be of the highest quality. Blurry photos will result in a penalty of \$2.00 per photo that does not meet the photo standard.
2. Late deliverables are not acceptable unless previously negotiated with the project lead.