

Construction Photos & Project Closeout by GC

General Requirements:

- Digital camera resolution: 5 Megapixel minimum
- All photos require “Date Stamp”
- Refer to “Sample photos” file in Accruent for the minimum shots required
- Elevation photos to be taken from various angles
- Always show the reference point, such as building, street pole light etc. for freestanding underground and site utilities

A0.2 During Construction

GC to take during construction:

1. **A. 02.a Underground:** plumbing, electric, loop detectors (drive-thru): overall shots (bird view if possible) & close-up shots
2. **A. 02.b Utility:** underground site utilities to include gas, electrical, water, grease trap, phone, storm sewer line and catch basins
3. **A. 02.c Site:**
 - a. Overall site, such as trenches for utilities, pole light, sign footings etc.
 - b. Slab preparation – for construction progress purpose
4. **A. 02.d Framing:**
 - a. Interior – overall metal framing
 - b. Exterior – various elevations during progress stages, sheathing
 - c. Roof – all curbs, 4 corners, towers
5. **A. 02.e Rough-in MPE:**
 - a. Cook-line – water and gas lines; electrical conduits; backing
 - b. 2-comp sinks – water and electrical conduits; backing
 - c. 3-comp sinks – water lines; backing
 - d. Hand sink – water line; backing
 - e. Mop sink – water lines (faucet, hose bibb); backing
 - f. Water heater – water and gas lines; electrical conduits
 - g. Soda rack – backflow, water line and electric outlet; backing
 - h. Manager station (3 walls) – electrical conduits for phone, data, low voltage; backing
 - i. Microwave – electrical
 - j. Steam table low-wall – electrical, phone, data, water; Shims
 - k. Beverage station – electrical, water, refrigeration line
 - l. Restrooms (men & women) – water, electrical; backing
 - m. Drive-thru
 - i. Soda machine, cash register wall – electrical, phone, data; backing
 - ii. Steam table wall – water, electrical, data; backing
 - iii. Window wall – electrical, timer,
 - iv. Hand sink – water, electrical, hood control box; backing
 - v. Manager Station
6. **A. 02.f Drywall and water proofing:** all the kitchen area; demising wall for inline and endcap stores
7. **A. 02.g Kitchen equipment installation stage**
 - a. Walk-in Cooler, Freezer: sealant at bottom and ceiling panel joints; inside completion

- b. Main Gas and Water shut-off valves, Ansul valve – show reference point for the valve location

8. A.02.h Change of Scope (Change Order)

A.03 After Construction

GC to take when project completed:

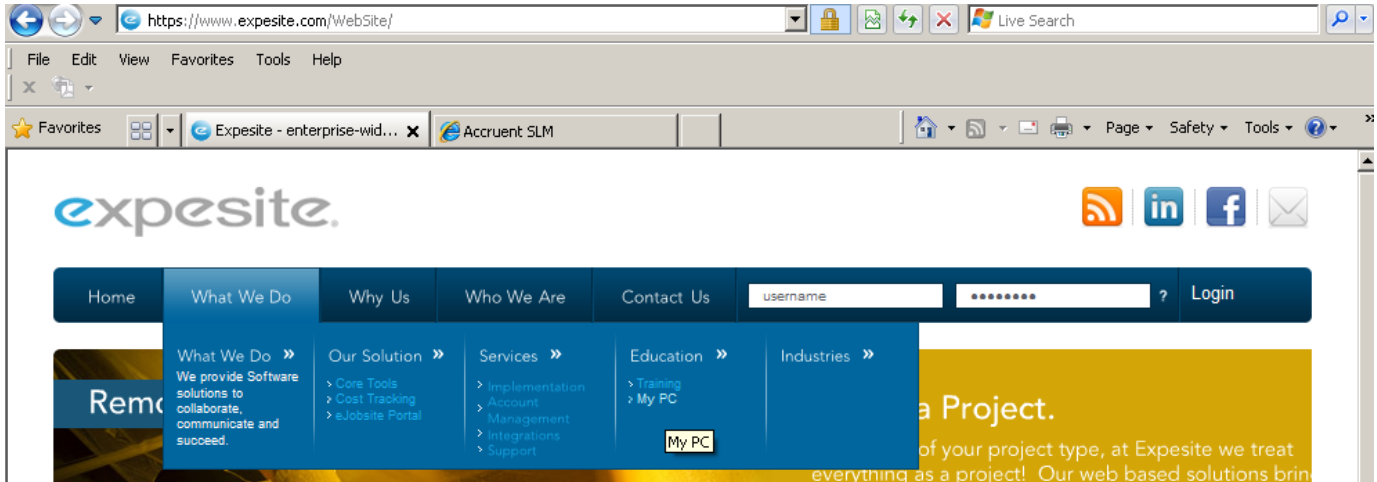
1. **A.03. a** all 4 exterior elevations day and night, overall site
2. **A.03. b** Pylon, Monument sign, Pole sign day and night
3. **A.03. c** Landscaping and irrigation all elevations, Patio
4. **A.03. d** Roof – finished roof including all equipment, minimum 4 angles of each corner, tower back
5. **A.03. e** interior
 - a. FOH – menu board, service line, drink station, ceiling, dining, doors, glaze
 - b. BOH – cook line, prep table, WIC, WIF, water heater, manager station, safe, back door, soda rack, CO2 tank
 - c. Restroom: inside - all fixtures including lighting and outside - doors, ADA sign

Instructions for uploading photos & Project Closeout by GC

- 1.) Panda will grant GC access to Expesite after the contract is awarded and the ground break report has been issued. The folder tree that GC can access is “Photo” → “During Construction” → all sub folders.
- 2.) Expesite is Panda’s remotely hosted Project Management System for GC’s to upload construction photos during various stages of construction.

Before getting started, access Expesite’s homepage at <http://www.expesite.com>

Access the “What We Do” → Education → My PC section within Expesite’s homepage.



You will need to Download and Install the following ActiveX plug-ins prior to using the Expesite system.

A BRAVA! ACTIVEX COMPONENT
To View most documents on Expesite.
[Step-by-step guide](#)
[Download](#)

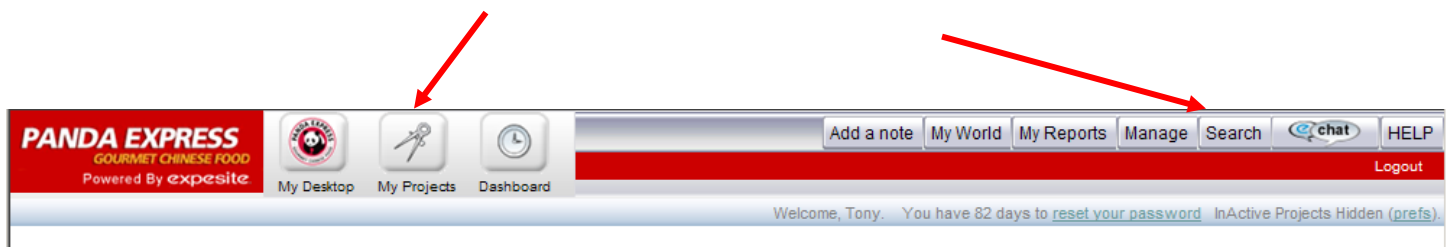
B UPLOAD DOCUMENTS
SILVERLIGHT
To view documents when using Safari, Chrome, FireFox, and Internet Explorer versions 7 and higher.
[Download](#)

XUPLOAD ACTIVEX CONTROL
To view documents when using Internet Explorer only.
[Download](#)

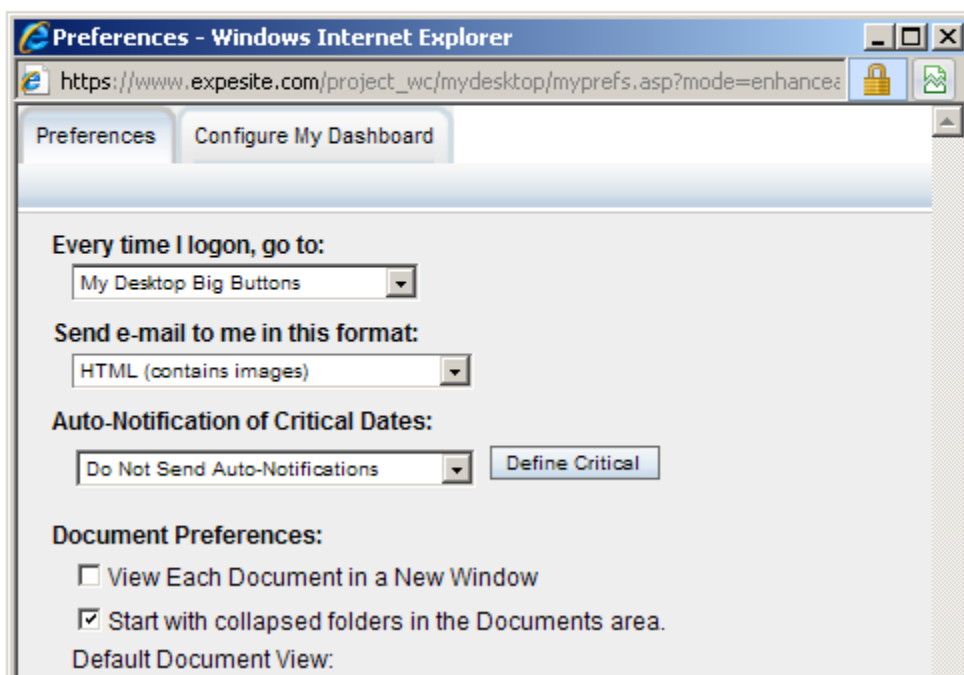
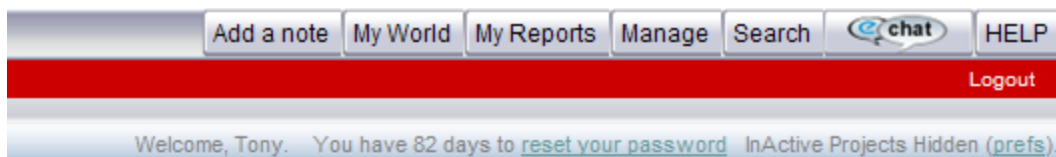
- 3.) Once the required ActiveX plug-ins have been installed, proceed to Expesite's homepage to log into the system.



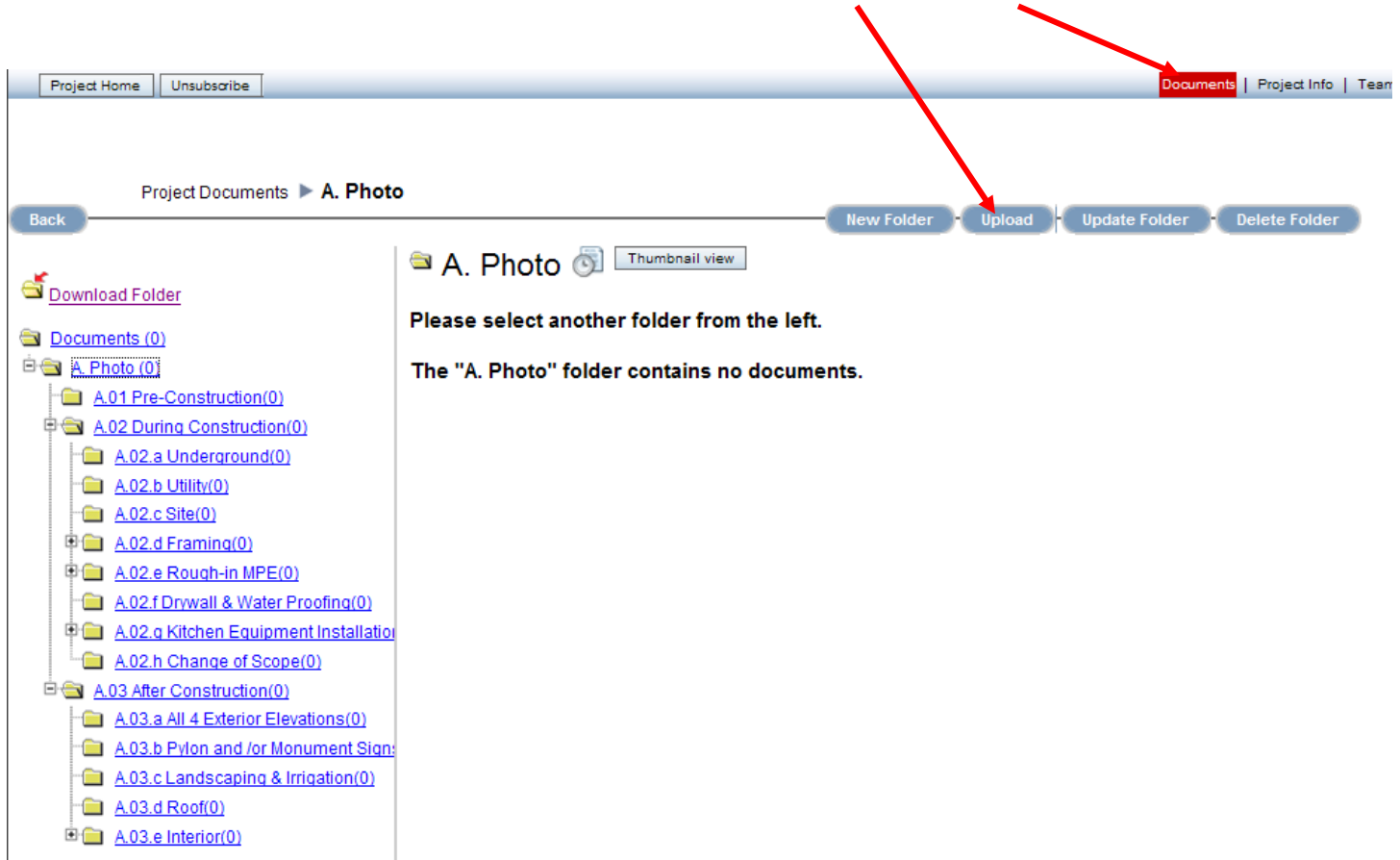
- 4.) After logging in, search for your project using the Search bar. Alternatively, you can also click on the **“My Projects”** icon to display a list of projects you have access to.



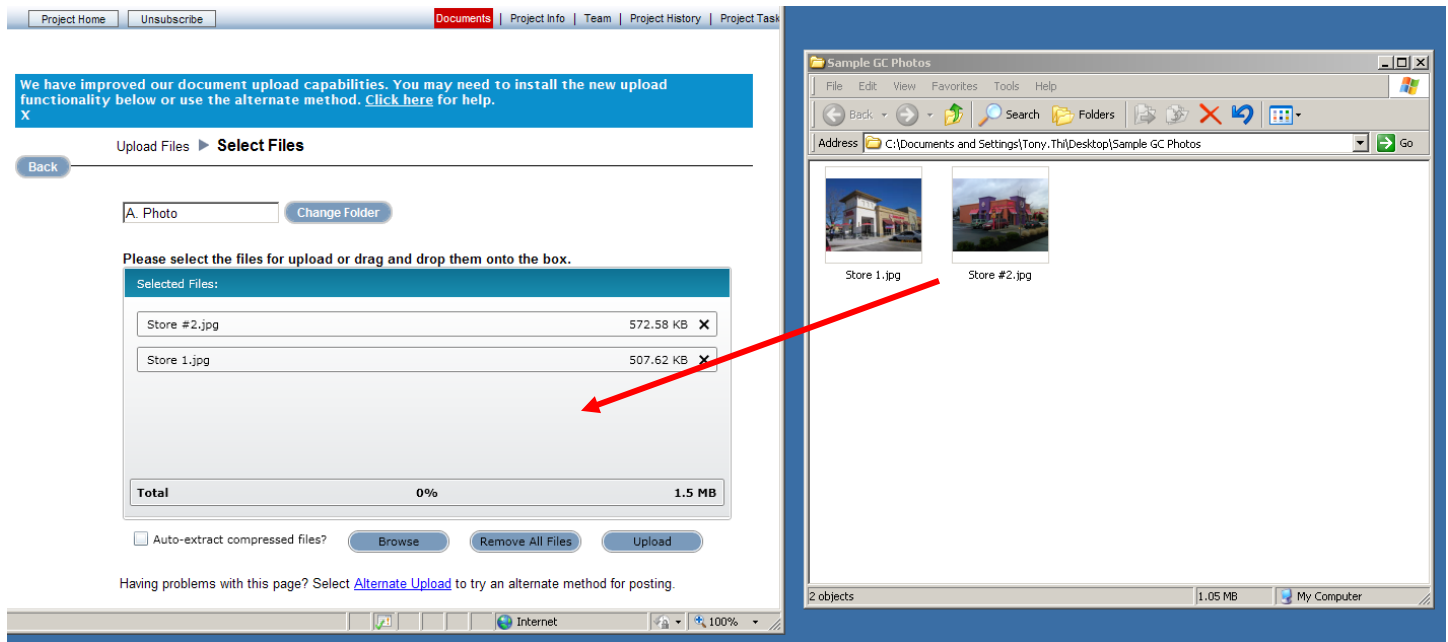
TIP: Click on the **“prefs”** link located on the upper right hand corner of the screen. This will allow you to select the **“Start with collapsed folders in the Documents area”** preference.



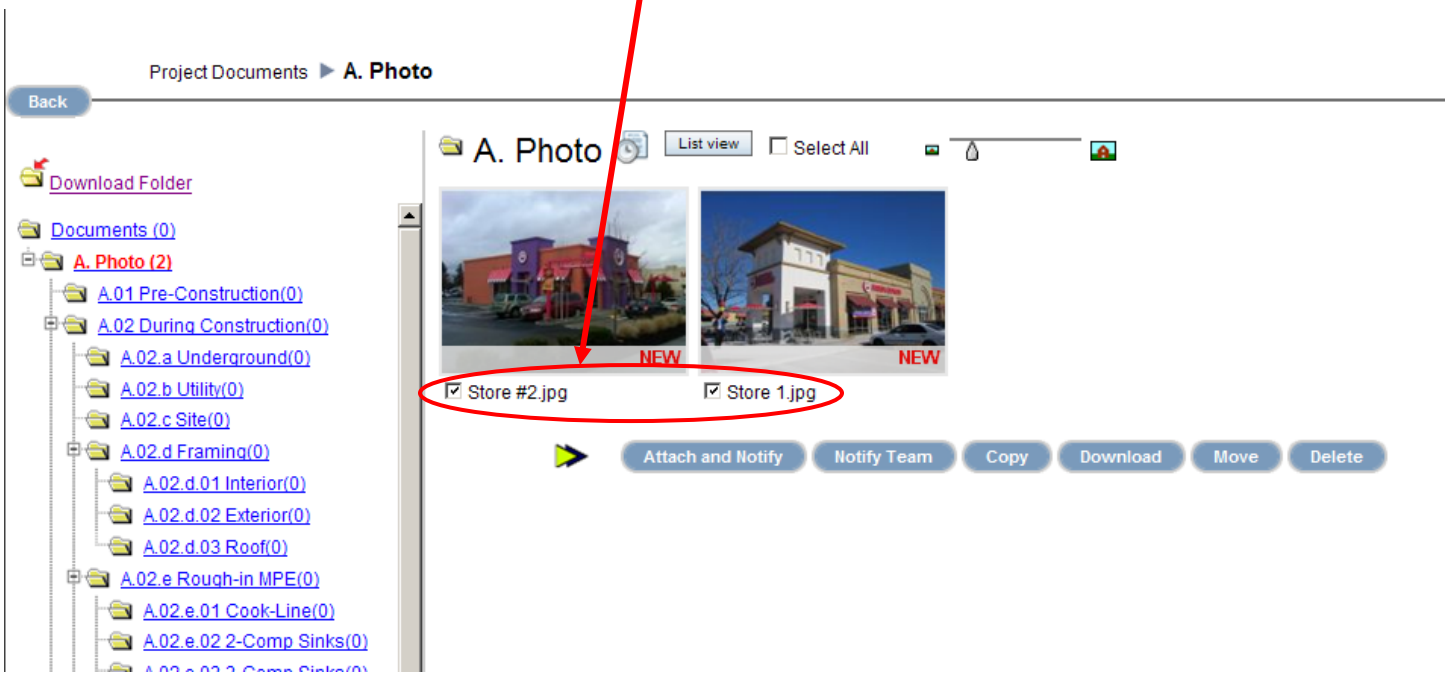
- 5.) Once your project has been located, click on the **“Documents”** module to access the document repository for the given project. Select any one of the folders to begin uploading your construction photos into. Once you have selected your folder, click on the upload button to begin the upload process.



- 6.) The following screen will display giving you the option to drag your files from your desktop onto the upload queue. Once you have placed your file(s) into the upload queue, click on the “Upload” button to upload your file(s) into the system.



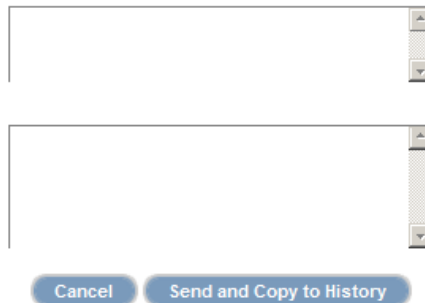
- 7.) After your file(s) have been uploaded, select the file(s) that you would like to notify your recipients about by placing a check mark next to the file name. Once done, click on the “Notify Team” button.



- 8.) On the following page, select the list of recipients who you would like to send a notification message to and once done, scroll down to the bottom of the page and hit the **“Send and Copy to History”** button.

Non-Expesite members you wish to notify:
Separate emails with semicolons (“;”).

Type accompanying message below:



The form consists of two text input fields, each with a vertical scrollbar on the right side. Below the input fields are two buttons: a blue button labeled 'Cancel' and a blue button labeled 'Send and Copy to History'.

Disclaimer - Email is not a secure medium for transmitting information. Panda Express and Expesite cannot be responsible for the accuracy or security of this message or its content.

For assistance or questions please contact the following:

Expesite Technical support:

Admin support: RDCPSTeam@PandaRG.com

PROJECT CLOSEOUT

As part of Panda's project closeout process, General Contractors are required to submit the following project closeout files through Expesite into the following folders within each project's document tree. As files are uploaded into Expesite, GCs will need to notify Panda's Strategic Buyers about the file(s) through Expesite.

Step 1: Log into Expesite and locate project.

The screenshot shows the 'Basic Search' page in Expesite. At the top, there is a 'Search' button and a 'Basic Search' header. Below this is a 'Back' button. The main search area contains a text input field with the text 'test project #1' and a 'Search' button. Below the input field are three radio buttons: 'any' (selected), 'all', and 'phrase'. Underneath is the 'Item Types' section, which is a list of checkboxes for different document types. The 'Projects' checkbox is checked.

Search ► **Basic Search**

Back

Search: test project #1 Search

☒ any ☐ all ☐ phrase

Item Types:

<input type="checkbox"/> All	
<input type="checkbox"/> People	<input type="checkbox"/> Documents
<input type="checkbox"/> Discussion	<input type="checkbox"/> Messages
<input checked="" type="checkbox"/> Projects	<input type="checkbox"/> Contracts/Purchase Orders
<input type="checkbox"/> Change Orders/Adjustments	

Step 2: Access the document tree for the given project by clicking on the [Document](#) Module on the project.



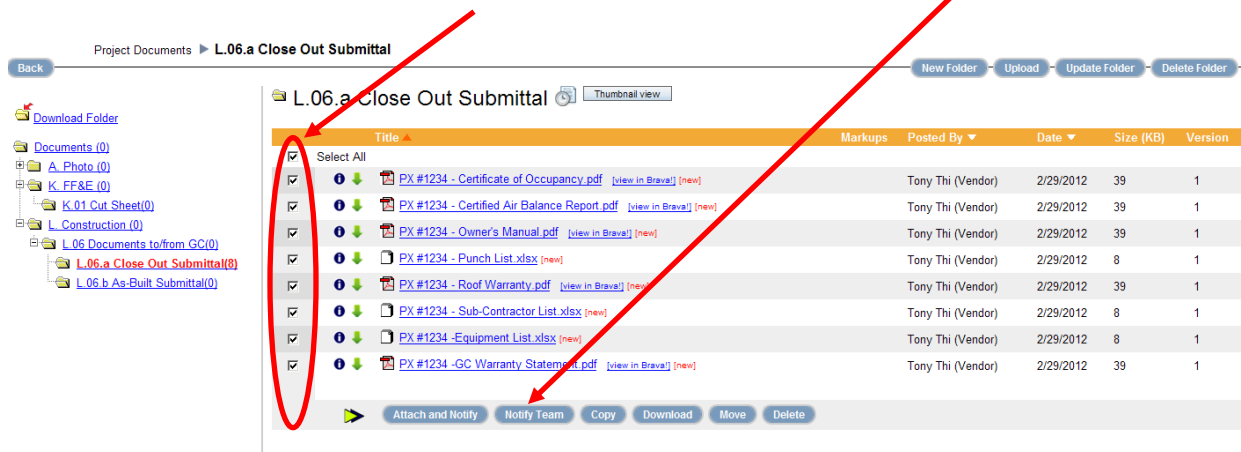
Step 3: The following documents will need to be uploaded to the [L.06.a Close Out Submittal](#) sub-folder. In addition, the following file format names should be used as they apply to each file. Please refer to 8201 Project Closing in the Payment Book for close out requirement details.

1. **PX [Store Number] – Certificate of Occupancy**
2. **PX [Store Number] – GC Warranty Statement**
3. **PX [Store Number] – Sub-Contractor List** (will be in 'Payment Book' Excel file sent to GC when contract has been awarded)
4. **PX [Store Number] – Equipment List** (will be in 'Payment Book' Excel file sent to GC when contract has been awarded)
5. **PX [Store Number] – Final Punch List** (will be provided to GC by Panda's Project Manager)
6. **PX [Store Number] – Air Balance Report**
7. **PX [Store Number] – Roof Warranty**
8. **PX [Store Number] – HVAC Owner's Manual AND Cut Sheets**
9. **PX [Store Number] – Water Heater Owner's Manual AND Cut Sheets.**
10. **PX [Store Number] – Termite Report**, if applicable
11. **PX [Store Number] – Landlord Acceptance of Construction letter**, if applicable
- 12.) **Please be sure Photos have been uploaded per the Construction Contract-Exhibit "D"**

Step 4: The following documents will need to be uploaded to the [L.06.b As-Built Submittal](#) sub-folder.

- 1.) **As-Built file** (zip or pdf format)

Note: As files are uploaded into Expesite into either the **L.06.a Close Out Submittal** or the **L.06.b As-Built Submittal** sub-folders, GCs will need to notify Panda's Strategic Buyers via the Expesite notification feature. To do so, each time a GC uploads new files as they become available, they would need to place a check mark next to the files that they would like to inform Panda's Strategic Buyers about. Then, click on the **"Notify Team"** button to select the names of each person that they would like to send out an email notification to.



Please notify the **PM, Associate PM, and CPS** on the project.