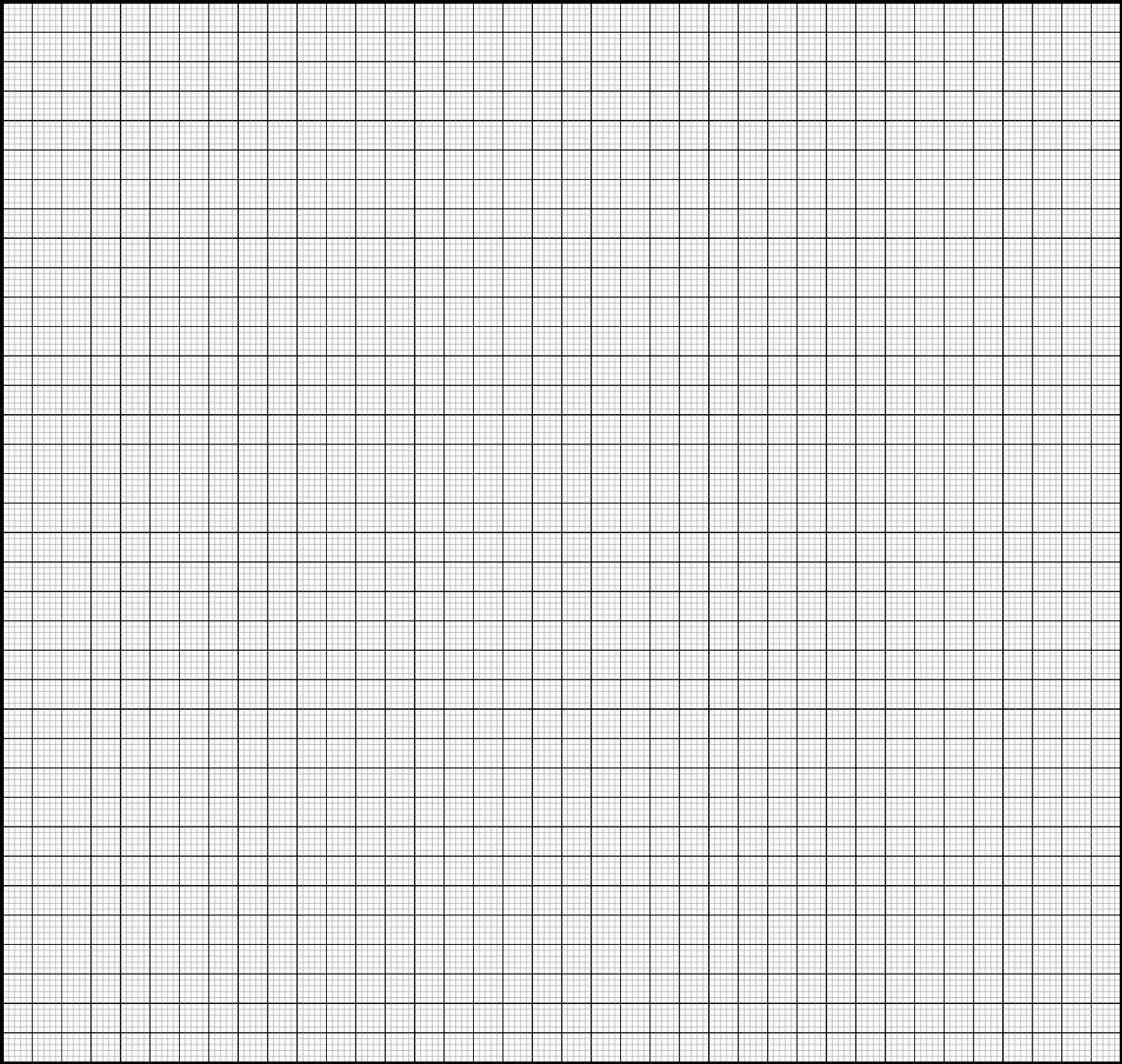


| | |
|-----------------|--|
| Client name: | |
| Client address: | |
| | |
| | |
| | |
| | |
| T: | |
| M: | |
| E: | |

| |
|--------|
| Date: |
| |
| Room: |
| |
| Scale: |









SCALE 1:100

| |
|--|
| |
| |
| |
| |
| |

| |
|--|
| |
| |
| |
| |
| |

Walls

| | |
|------------------------|---|
| Solid brick |  |
| Solid block |  |
| Cavity (if known) |  |
| Concrete |  |
| Stud (timber or metal) |  |
| Unknown |  |






Doors



Windows






Bathroom's, WC's, En-Suite's

| | |
|-----------------|---|
| Toilet |  |
| Sink |  |
| Bath |  |
| Shower |  |
| Wash Hand Basin |  |









Kitchens

| | |
|--------|---|
| Sink |  |
| Cooker |  |
| Boiler |  |

Misc.

| | |
|-------------------|---|
| Radiator / heater |  |
| Light Switch |  |
| Power Socket |  |

Drainage & Services

| | |
|---------------------------------|---|
| Foul |  |
| Storm |  |
| Combined (both foul & storm) |  |
| Water |  |
| Gas |  |
| Electric |  |
| Telecom |  |
| TV |  |

PlansToGO[®]

Survey Guide

1

Familiarise yourself with the layout

You might know your home very well but it's surprising how much you don't know when it comes to putting the layout down onto paper. Sometimes it helps to do a simple rough free hand sketch of each floor as a guide before you start.

Have a walk around your house and familiarise yourself with the general layout and how each of the rooms are connected and relate to each other. Make a note of how all the internal walls relate to each other and be aware of any walls that might seem to line through but are in fact 'staggered' or offset from each other. This applies to walls running between rooms on the same floor as well as vertically between floors; this is particularly important when trying to determine floor spans and load bearing walls.

2

Starting your survey

Start with the largest room on the floor and mentally position this on your graph paper, taking into account where this sits on the overall floor plan and where the other rooms will fit on the page.

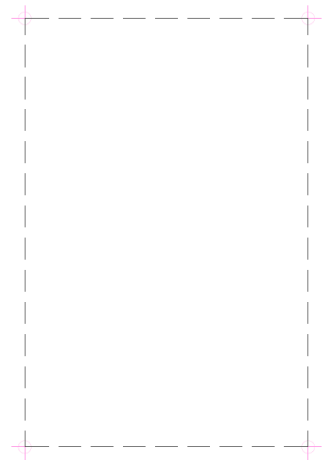
Note: When you start your drawing, orientate you plan the same way for all floors with the front of the house facing the bottom of the page. When we produce your drawings, we may well rotate the layouts to best suited the situation, but for now let's keep it simple.

3

Measure the extents of the room

Take the overall dimensions of the room to establish the main extents. Using the graph paper, measure out x squares for each 1m measured and place dots for each of the four main corners of the room.

Note: When you start your drawing, orientate you plan the same way for all floors with the front of the house facing the bottom of the page. When we produce your drawings, we may well rotate the layouts to best suited the situation, but for now let's keep it simple.

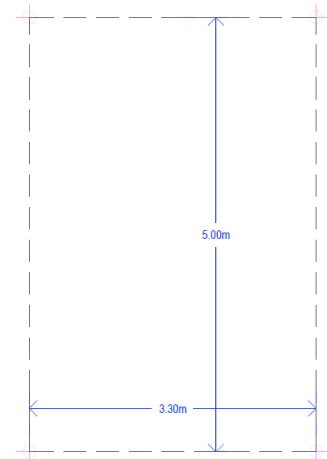


4

Add overall dimensions

Once you are happy with the position of the dots, draw straight connecting lines between the dots using a straight edged ruler and record the dimensions in each direction. Check that the dimensions are correct and applied to the right directions. Remember the carpenters' old adage, "measure twice, cut once...."

Note: Don't worry if there are some walls that have returns or short lengths, these will be dealt with later.



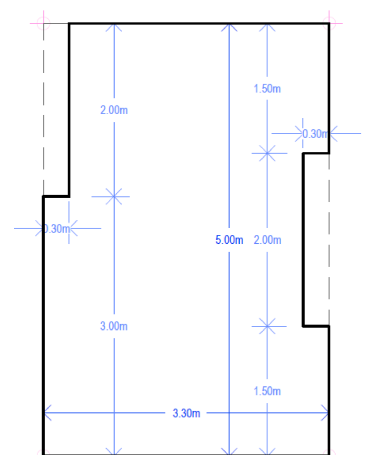
5

Add returns and recesses

Now, if there are any parts of the room which may have sections of build out or returns or maybe recesses, then these can be added now. These are done with what are called 'running dimensions' and are a series of smaller measurements between different parts of the room.

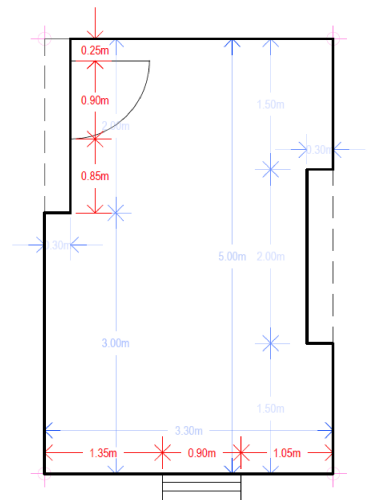
Sketch out the additional parts of the room and add the running dimensions, as picture on the right.

Note: Running dimensions should only be used for checking and for additional parts of walls/doors/windows and should NOT be used to measure the overall sizes of rooms. This is because small cumulative errors within each measurement can result in an inaccurate overall figure.



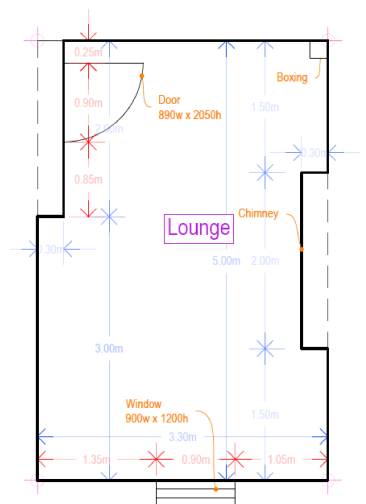
Add doors and windows

We have the basic shape and size of the room and now we can add other relevant features such as doors and windows. Again, use running dimensions or single dimensions from a known location, to fix these into position onto the plan.



Annotate

Finally, write a label for the room, such as 'lounge' and add any notes and any other features you think may be helpful. And that's it, the first room is done!!



Repeat this process for each room on each floor remembering to position all the rooms in accordance with the general floor layout of the property. You can if it helps do each room individually with a separate sketch of each floor, at a suitable scale, and we can 'stitch' the floor plans together ourselves.

If we're not sure, we'll give you a call or drop you an email.