

- ◆ If at all possible, draw out the complete ground floor plan on to a single booking sheet. For large buildings this may not be feasible and the building must be broken up into convenient blocks for measurement and booking purposes.
- ◆ If a floor level is recorded on more than one booking sheet, care must be taken to reference the booking sheets to each other and to ensure that sufficient measurements are taken so that their contents will tie together when plotted (an example is shown in Figure 6.2).

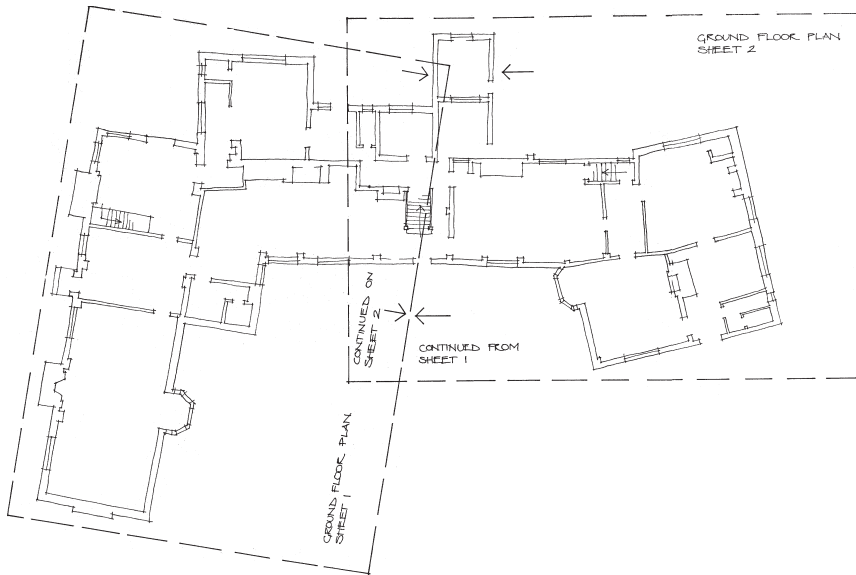


Figure 6.2 Large floor plan sketched on two booking sheets.

- ◆ In order to keep the ground floor plan roughly in proportion, it is best to start from the outside by drawing the perimeter. Taking each wall length in turn, the following detail is recorded: projections and setbacks, door and window openings, dry areas, external steps, railings, pavement lights, gratings, gullies, soil pipes, vent pipes and rainwater pipes. Additionally, if the survey is an analytical one, changes in material, straight joints and blocked openings are noted. Figures 6.3a and 6.3b show a floor plan drawn up in two stages.
- ◆ With the perimeter completed, the internal arrangement of the ground floor can be added. It is best to start with the largest rooms around the perimeter first, and get a

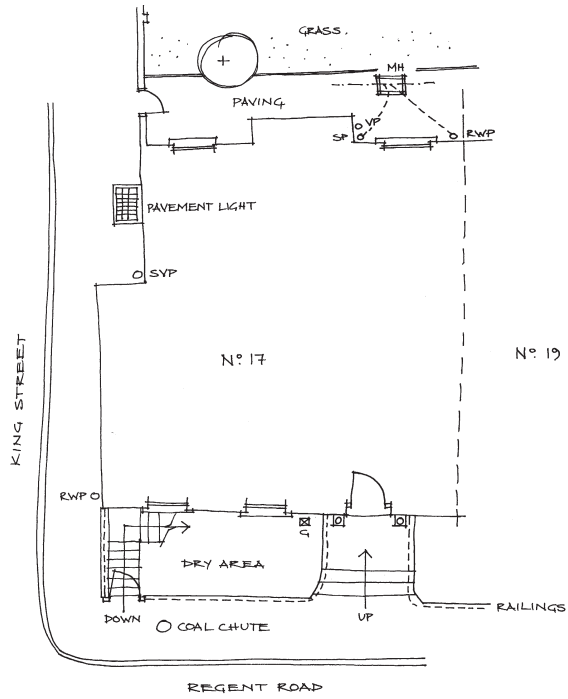


Figure 6.3(a) Ground floor plan. Stage 1 sketched externally.

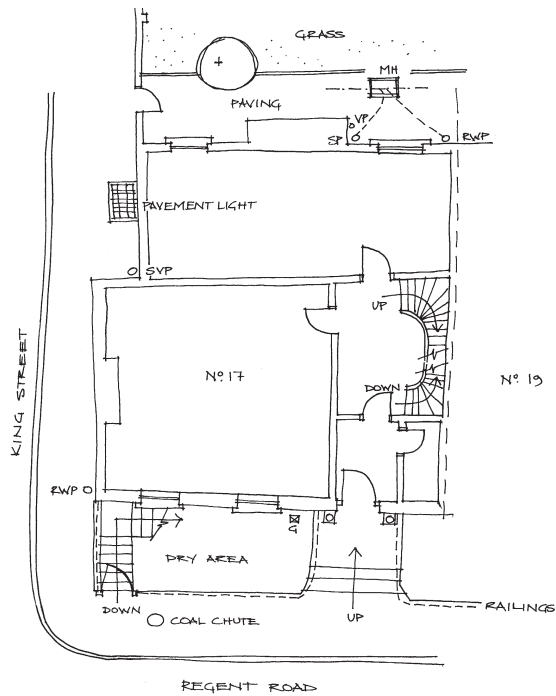


Figure 6.3(b) Ground floor plan. Stage 2 internal layout added.

feel for the main walls in the building, before moving on to corridors, lobbies and minor rooms. Work methodically on a room-by-room basis (occasionally it may be necessary to refer to adjacent rooms to establish details of planning arrangements that may not be entirely clear from one side only). Distinguish between load-bearing walls and non-load-bearing partitions and show their relative thicknesses.

- ◆ It is generally best to establish the overall plan arrangement before adding detail. Once a satisfactory plan has been drawn in outline, the following detail should be added: reveals to openings, which may be square or splayed, door swings, plant (such as boilers and air conditioning units), sanitary and other fittings. The positions of overhead features such as beams, trusses and rooflights should be indicated using a broken line. A second example of the compilation of a floor plan is shown in Figure 6.4.

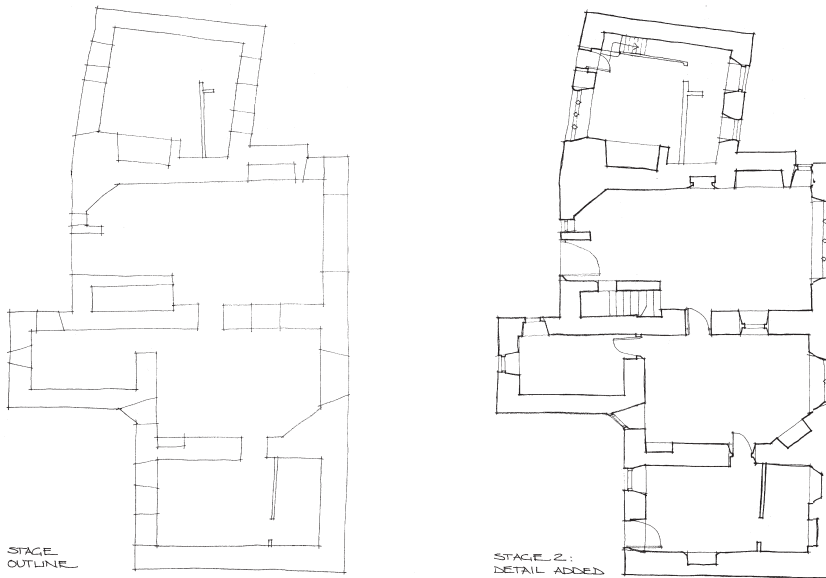


Figure 6.4 Stages in sketching a ground floor plan – example no. 2.

- ◆ Stairs and stairwells must be drawn carefully and show the positions of risers and landings, using broken lines to show hidden construction or steps above plan level. Each riser should be numbered consecutively starting