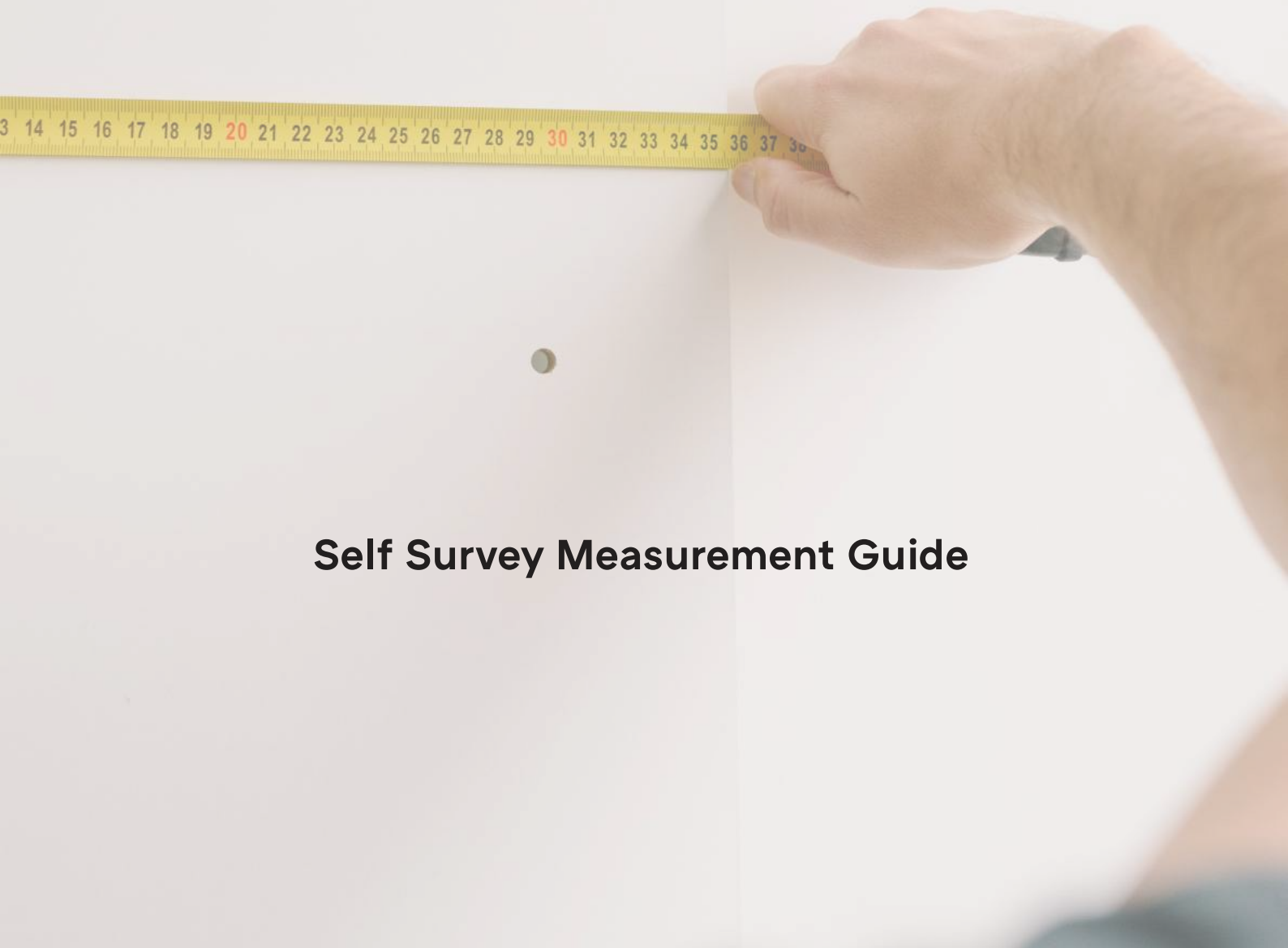


**PROQUANT**



**Self Survey Measurement Guide**



# PROQUANT

## Check List

Below is a list of things to help you along the way, as you take each measurement you can tick each line to help keep organised.

- The width and length of each room – wall to wall.
- Any features in the room, bay windows, chimneys and beams.
- The location of the boiler/boiler tank and the gas & electric meters.
  - Height and width of all the windows.
- The floor to ceiling heights in each room, including any steps up or down in the property.
  - The width and height of the stairs. (See diagram below).
- The location of the manhole/drain cover which is usually located in the garden.
  - The thickness of the external and internal walls.
  - The floor to ridge height in the loft. (See diagram)
- Pictures of the internal rooms measured and exterior of the property.
  - A proposed sketch of your new layout.
- A description of anything you would like us to show on the plans i.e. Bi-folding doors, W/C, Kitchen island, Utility room etc.

# PROQUANT

## Sketch out:

Depending on the size of the property you are measuring, you may want to break it up into individual rooms, so that you can draw it out at a large enough scale to add your measurements/dimensions. You can either draw each section as you go. Or you can draw out the whole building, then go round and take your measurements.

Whatever works for you!

## Your drawings do not need to be to scale.

If you only have a tape measure, it is usually best if there are two of you, you can do it alone, it will just take a bit longer. With a laser measuring tool however, it is pretty easy to get everything measured alone.

Make sure you start by labelling your notebook or sheet of paper with the room name i.e. Porch, Lounge, Kitchen etc.

## Measure:

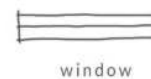
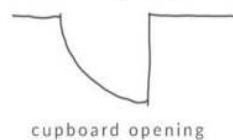
Start your measuring in one corner of the room and work your way around in a clockwise/anticlockwise direction. This way you won't miss anything. It is also wise to take a few diagonal measurements to help with accuracy.

Take your measurements at a height where you will pick up the features like windows and doors, usually at about 1m high. It is helpful to take running measurements, along with a full measurement of each wall. Running dimensions mean that there is less chance of making mistakes.

## Make a note of wall thicknesses, which will vary internally and externally.

## Useful symbols:

Here are some ways of representing the survey information, feel free to use and adapt to suit you.

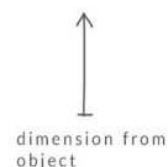
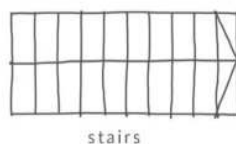
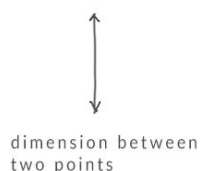


(2400) ceiling height or overhead dimension

(2630) height of beam overhead

DH = 2100 door height

CH = 900 cill height

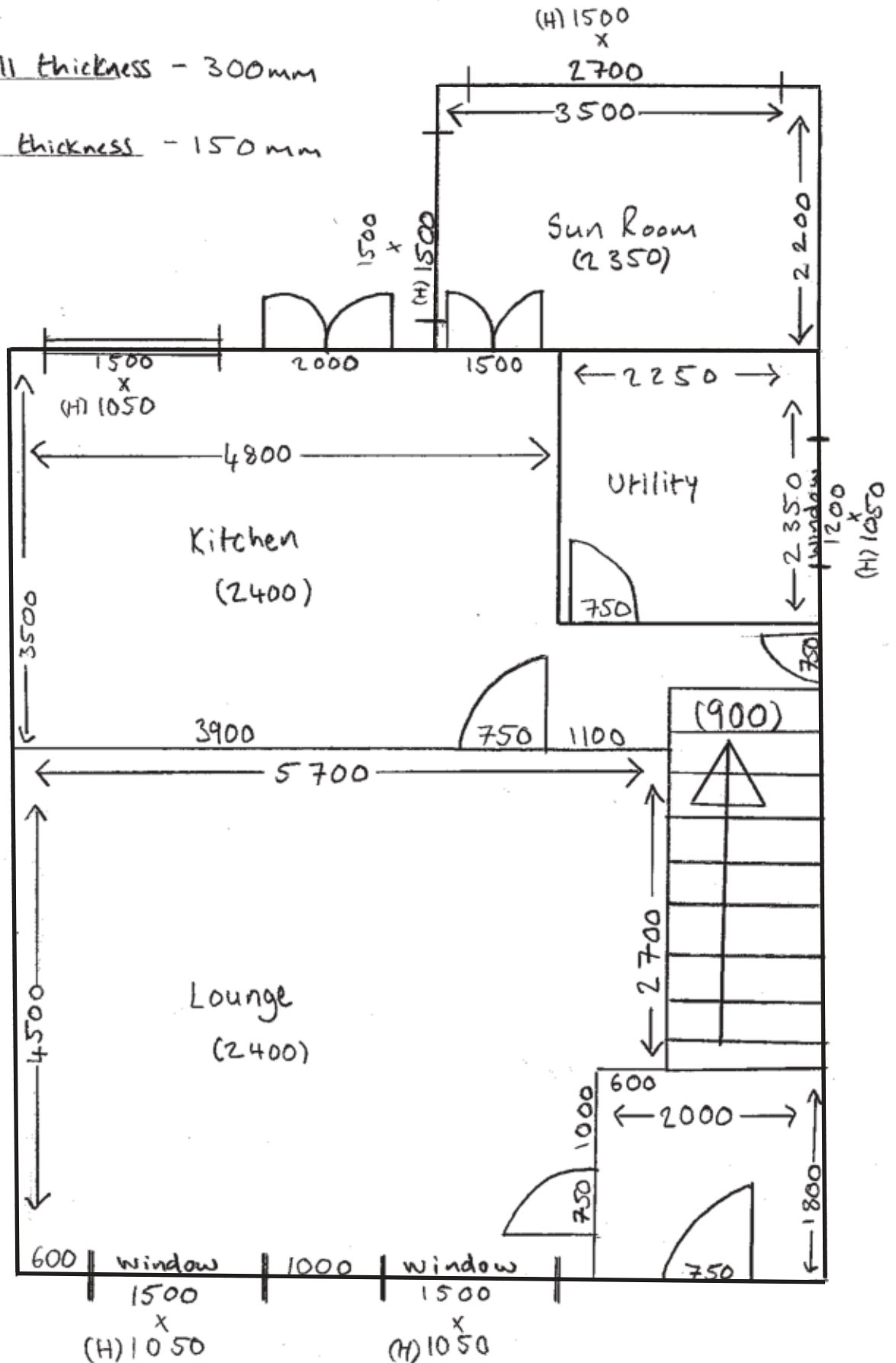


# PROQUANT

## Example Ground Floor Plan

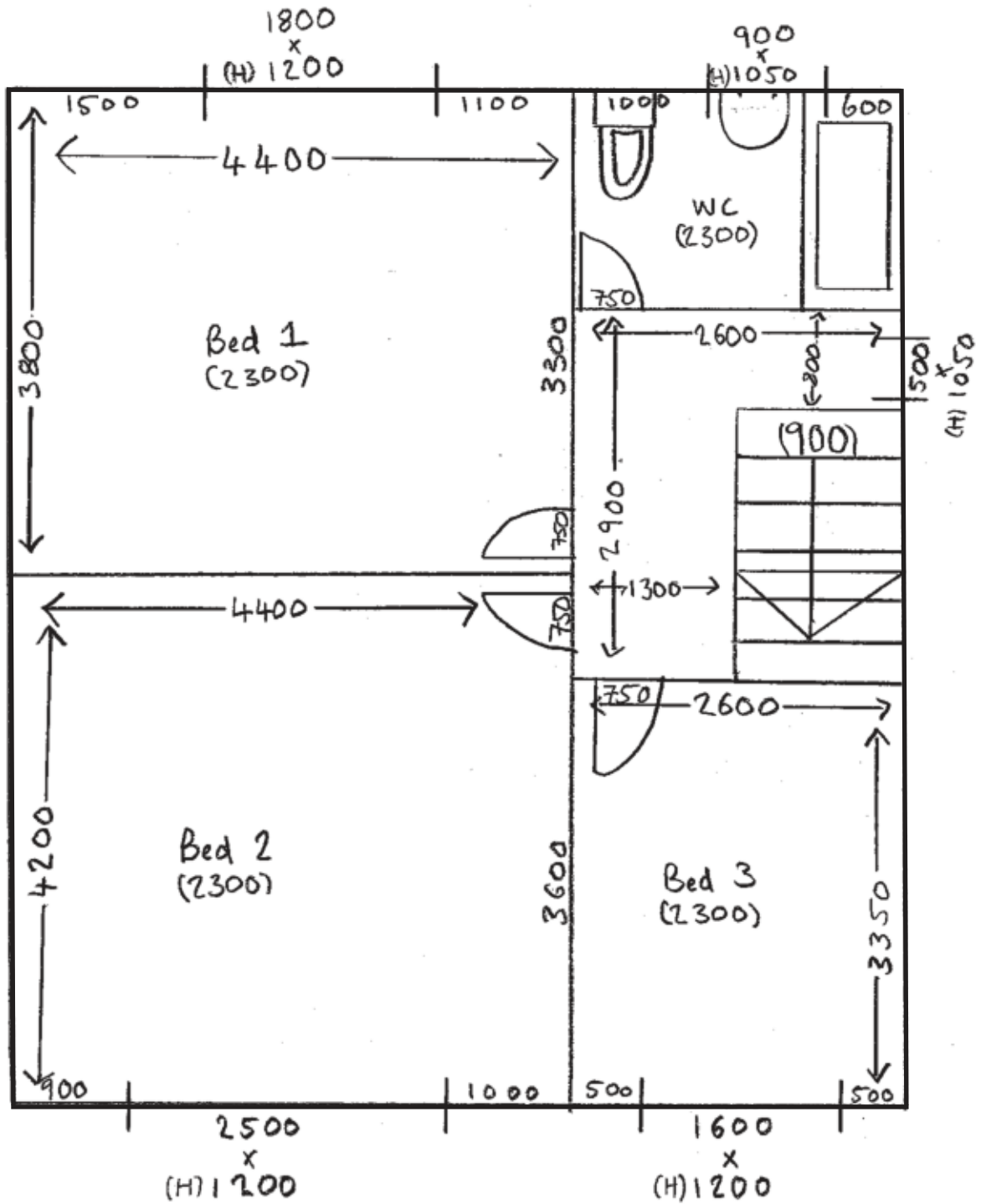
External wall thickness - 300mm

Internal wall thickness - 150mm



# PROQUANT

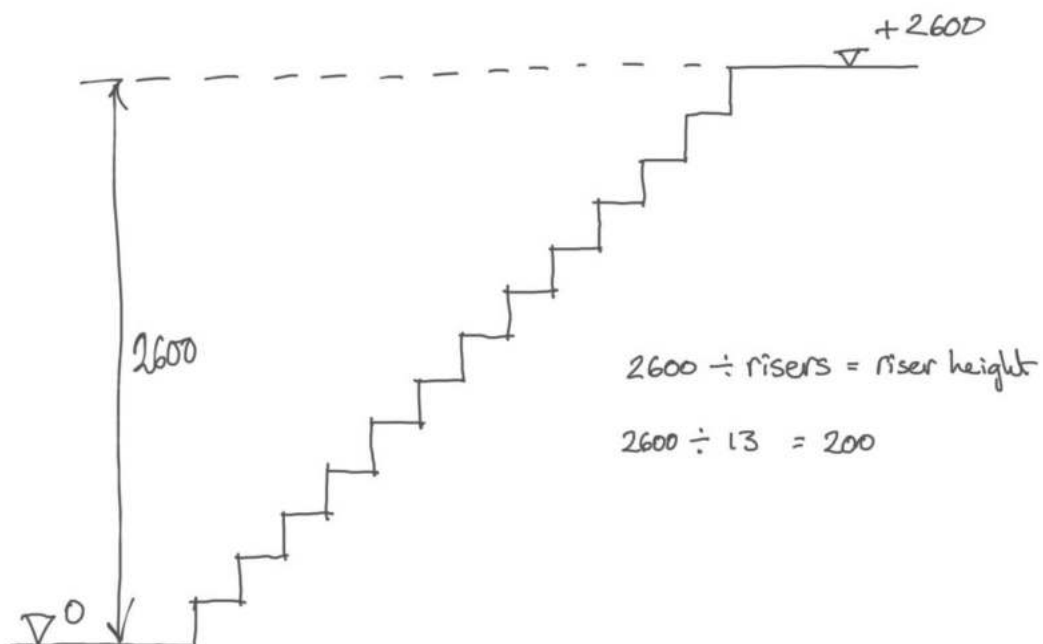
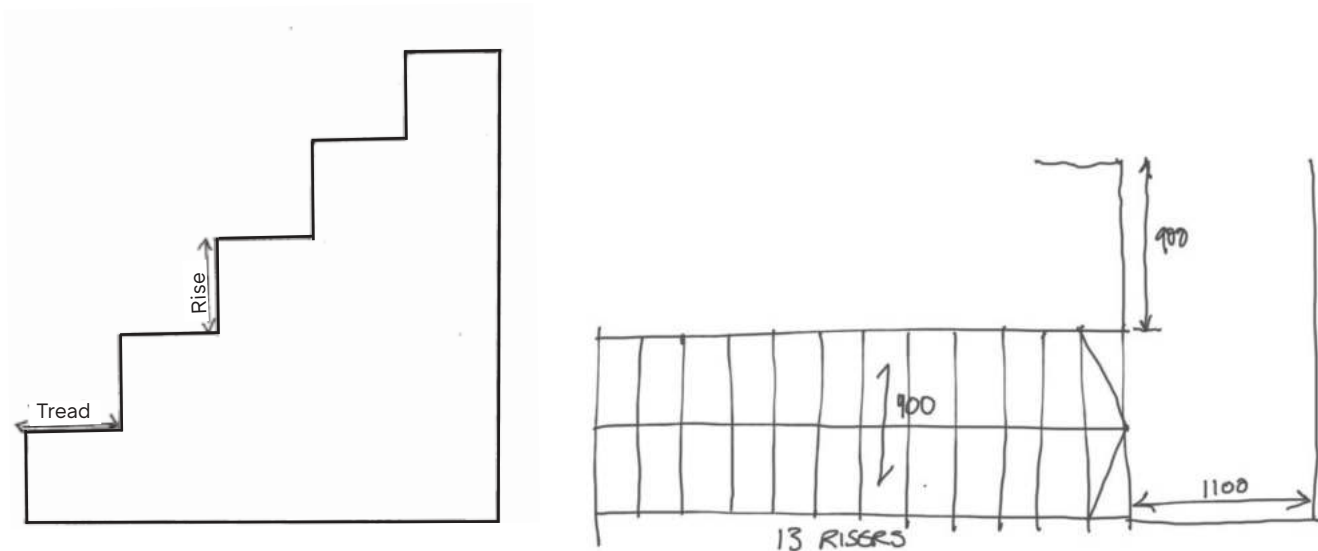
## Example First Floor Plan



## How to measure stairs

For the stair height, if possible measure the height from the top of the stair to the bottom, the overall height. You can then divide the height by the number of steps which will give you the individual step height. Additional dimensions such as ceiling heights from landings, any cill heights of windows on landings and any distinguishing features should all be noted where possible.

See example below



$$2600 \div \text{risers} = \text{riser height}$$

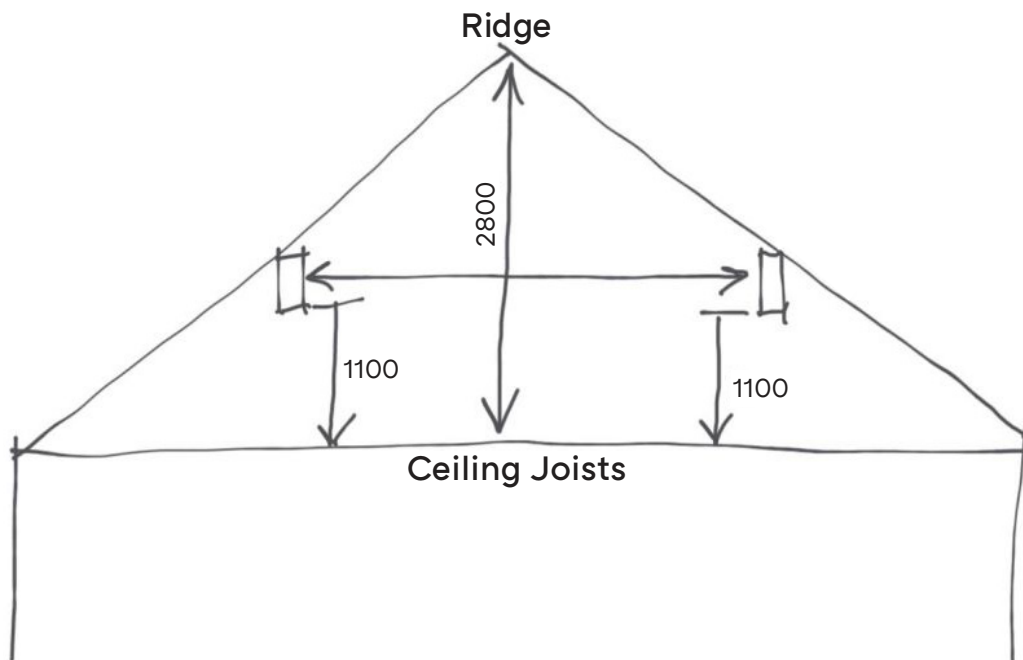
$$2600 \div 13 = 200$$

## Roof Measurements

Finding roof heights and details can be difficult and is very dependent on the building. Here are a few tips on how to measure the roof height. If possible it is best to have a laser measure when taking dimensions for roofs.

**Don't panic if you are unable to gain loft access, we will make educated assumptions with our experience!**

If you can gain loft access this is ideal – make sure you have safe access and it is safe for you to enter the loft space. You can then get the measurements shown in the diagram below.



# PROQUANT

## Site Pictures

After measuring either a room/area photograph the entire room – focusing on any difficult or complicated areas. There are a few images we would require such as the front, side and rear of the property externally. Try to include as many as you can as these speed up the process and give us a better idea of the space you have measured/drawn.

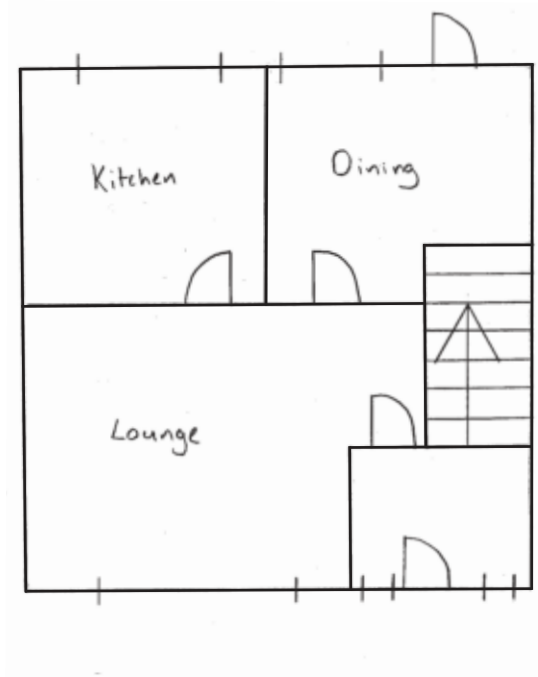


## Proposed Plans

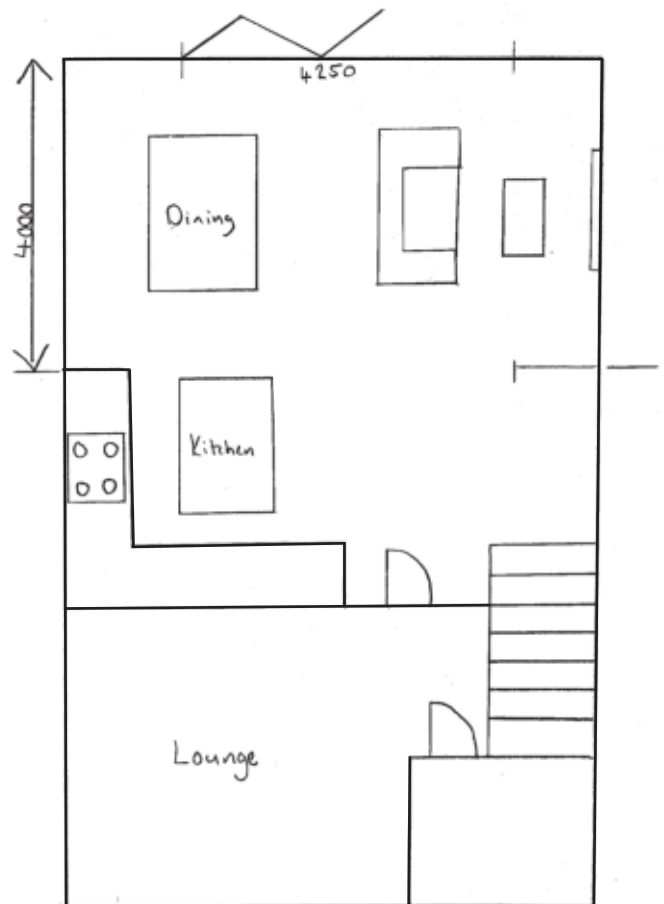
You're almost done!

Once you have measured your existing floor plans we would require a proposed drawing of what it is you wish to do to the property. Along side the proposed drawings please list any requirements you would be looking to add to the space for example.

- Rear single storey 4 Metre extension
- Open plan kitchen and dining area with island
- Flat roof or Lean-to roof
- X amount of Roof lights or flat roof lanterns for flat roof
- External door type i.e. French door, Bi-folding door. Width of the desired doors would be useful



Existing Plan



Proposed Plan

# PROQUANT

## Send your drawings

Once all steps have been followed and you are satisfied you have all the relevant measurements, take pictures of your drawings and forward them on to:

[plans@proquantestimating.co.uk](mailto:plans@proquantestimating.co.uk)

One of our team will then schedule a design call to confirm some details with you, or if we require any further information.

We will then work our magic!

