

- STEP 1 - TAKE THE MEASUREMENTS IN THE FIRST ROOM (Eg. 6.1m x 3.1m)
- STEP 2 - DRAW THE FIRST ROOM ON GRID PAPER
- STEP 3 - WRITE MEASUREMENTS ON PAGE (TRY TO KEEP MEASUREMENTS AWAY FROM BUILDING AS MUCH AS POSSIBLE)
- STEP 4 - WRITE THE ROOM NAME INSIDE ROOM
- STEP 5 - DRAW IN ANY DOORS TO THAT ROOM
- STEP 6 - MOVE TO NEXT ROOM & REPEAT STEP 1-5 UNTIL THE LAYOUT AND MEASUREMENTS ARE COMPLETE
- STEP 7 - GO BACK TO EACH ROOM AND MARK IN WINDOW LOCATIONS
- STEP 8 - TAKE PICTURES OF ROOMS
- STEP 9 - PROVIDE ANY EXTERNAL MEASUREMENTS YOU CAN (ENSURE YOU MARK ANY OUTSIDE MEASUREMENTS WITH AN (E))

EXAMPLE OF A BUILDING MEASURE

STEP 2 - DRAW WALLS

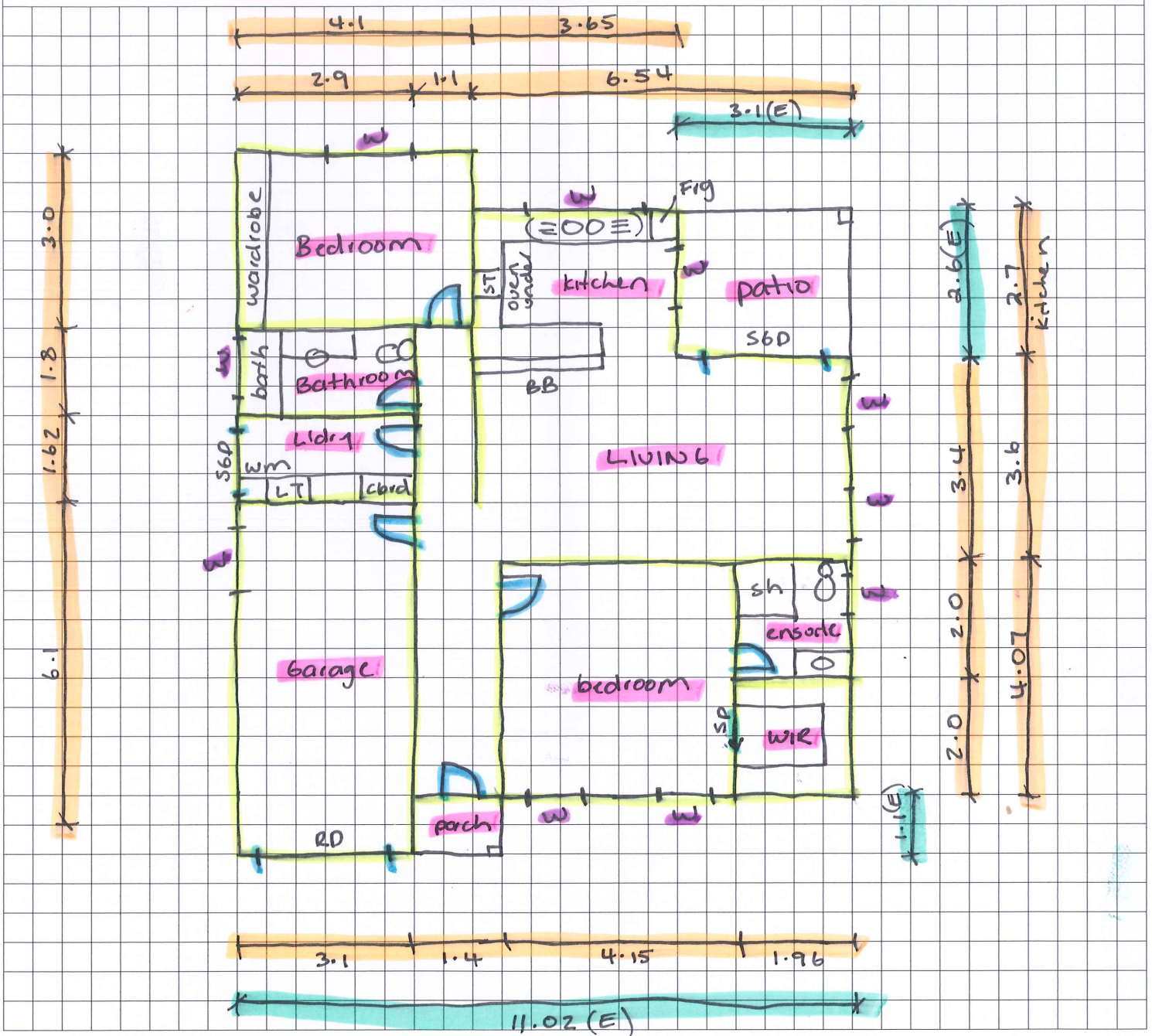
STEP 4 - ROOM NAME

STEP 7 - DRAW WINDOWS

STEP 3 - WRITE MEASUREMENTS

STEP 5 - DRAW DOORS

STEP 9 - EXTERNAL MEASUREMENTS



THINGS YOU NEED

- MEASURE TAPE OR LASER MEASURE
- PEN OR PENCIL
- COPY OF REALTY PLANS GRID PAPER (ON WEBSITE)
- CAMERA OR PHONE CAPABLE OF TAKING PHOTOS
- CLIPBOARD

NOTES

- GRID PAPER - 1 SQUARE = 0.5m 2 SQUARE = 1.0m
- TRY AND DRAW BUILDING TO SCALE. WILL BE EASIER FOR YOU
- 1 PHOTO REQUIRED PER ROOM. KITCHEN, LAUNDRY & BATHROOM REQUIRE ALL FIXTURES IN PHOTOS
- EVERY ROOM REQUIRES AT LEAST 2 MEASUREMENTS