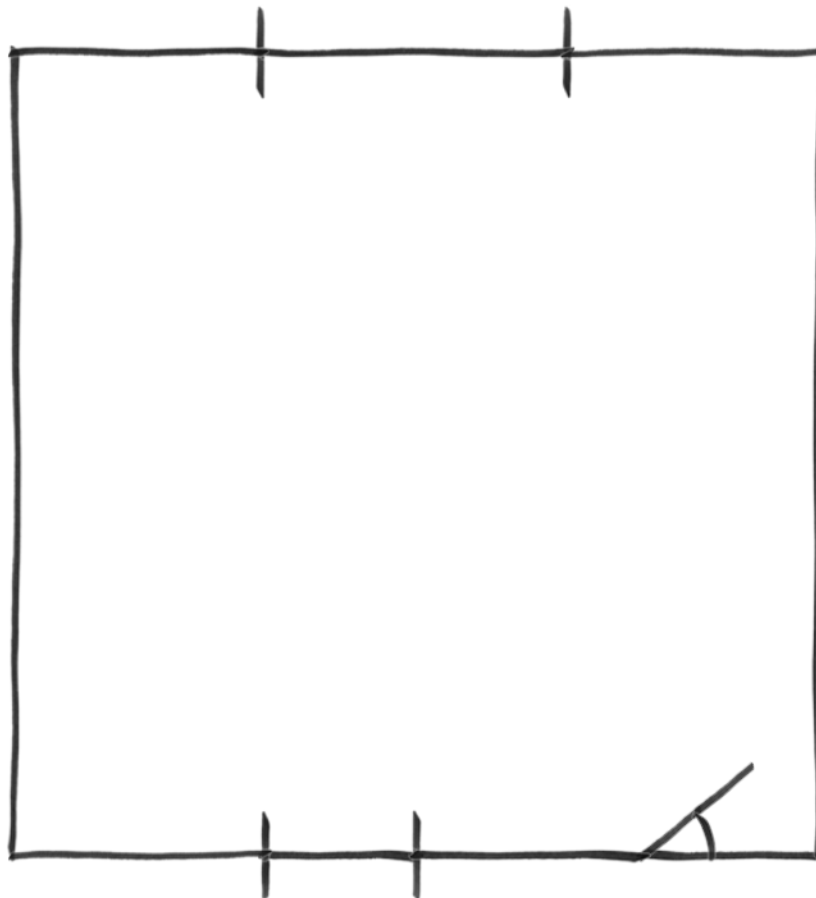




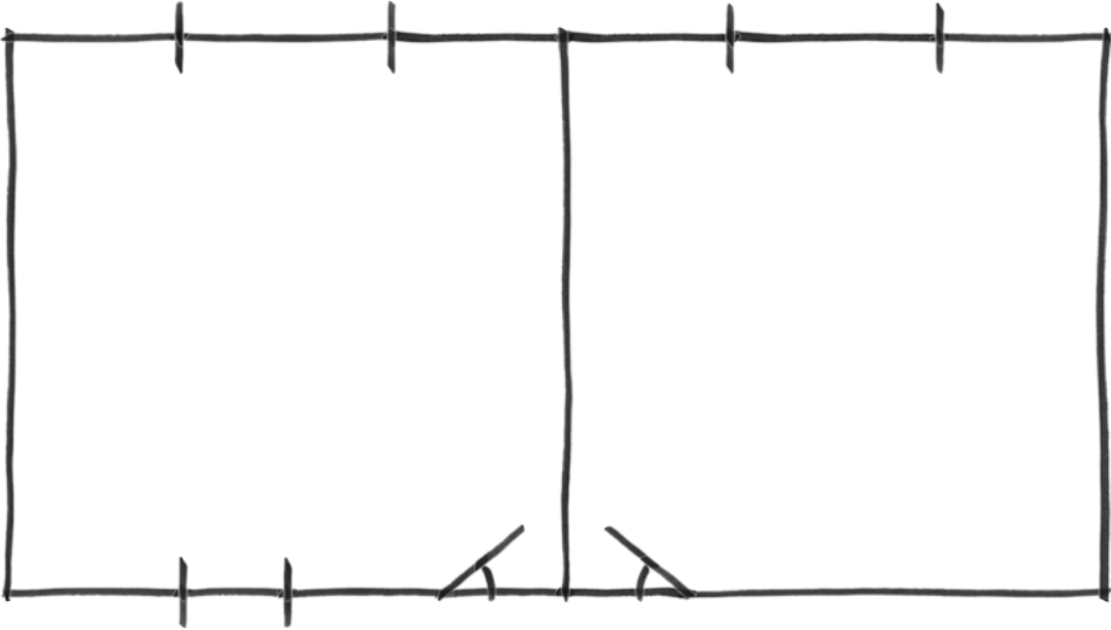
# HOUSE PLAN DIRECT

## A guide to measuring and sketching a floor plan



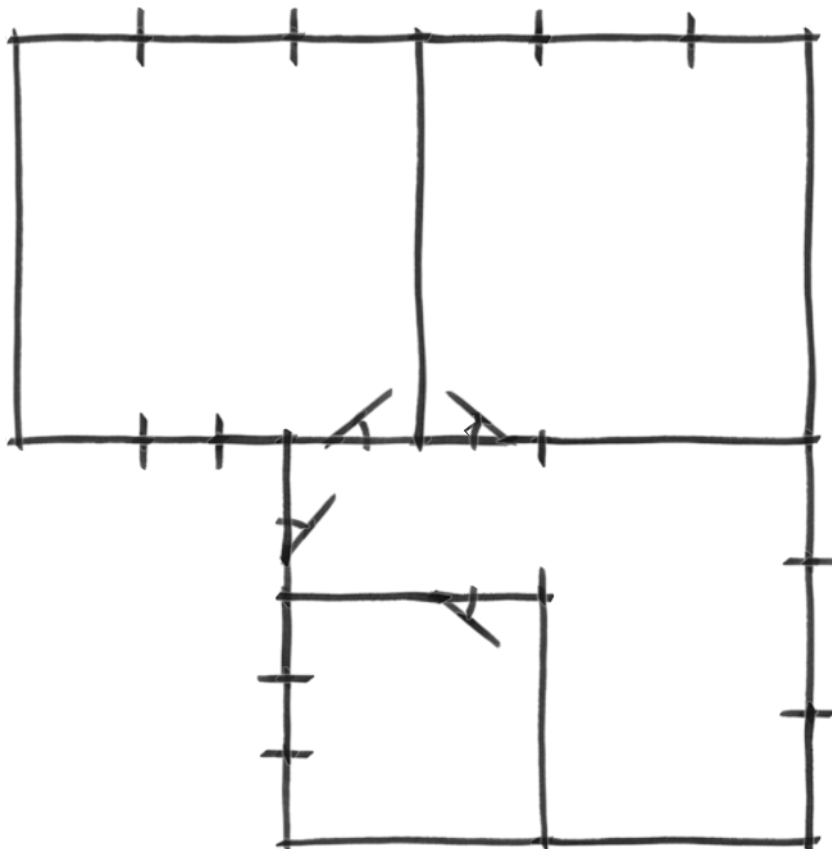
# Contents

Introduction	3
Tools required	4
Drawing a basic plan	5
Useful symbols	11
Printable Graph Paper	12



# Introduction

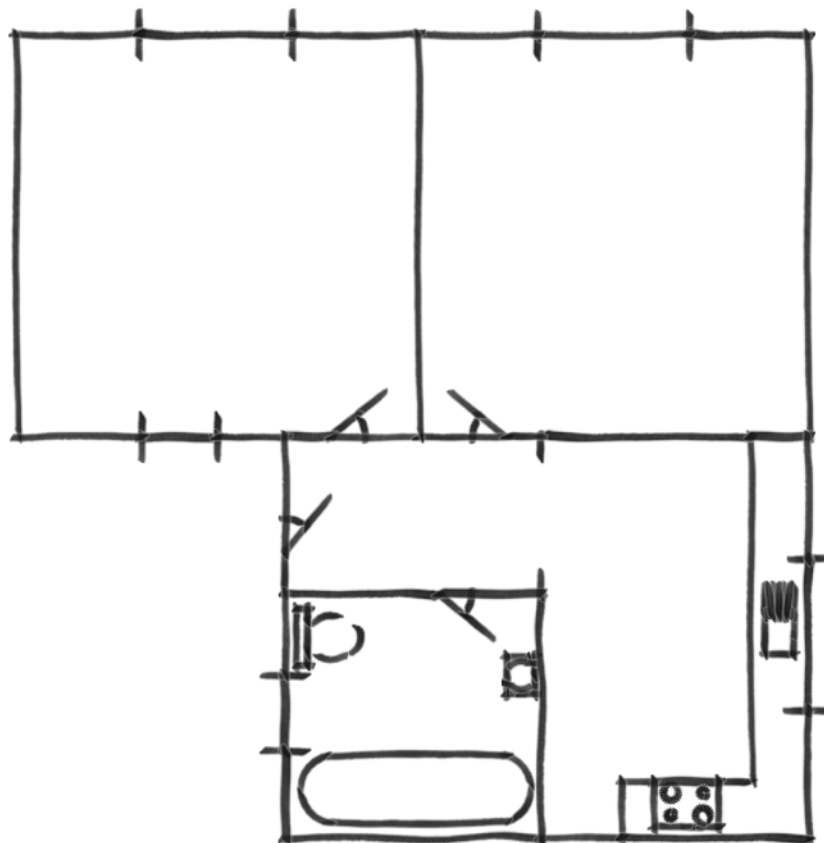
This guide has been compiled by House Plan Direct to inform and advise on how to measure and present a floor plan in order for it to be converted to an electronic file. The process has been designed to be quick and easy to draw and measure as you move around a property. Those who have never measured and drawn a floor plan before will find having read and followed the instructions that they can produce a floor plan sketch to a high standard. They will be able to present that sketch clearly so it can be converted using computer aided design (CAD) technology and enjoy the benefits of having their own professional plans.



# Tools Required

You will need:

- Paper - graph paper makes the process easier
- Pen or pencil
- A clip board or book
- A compass
- Tape measure and/or a laser measure
- A smart Phone or tablet - Useful to keep this guide to hand
- A scale ruler - If drawing to scale

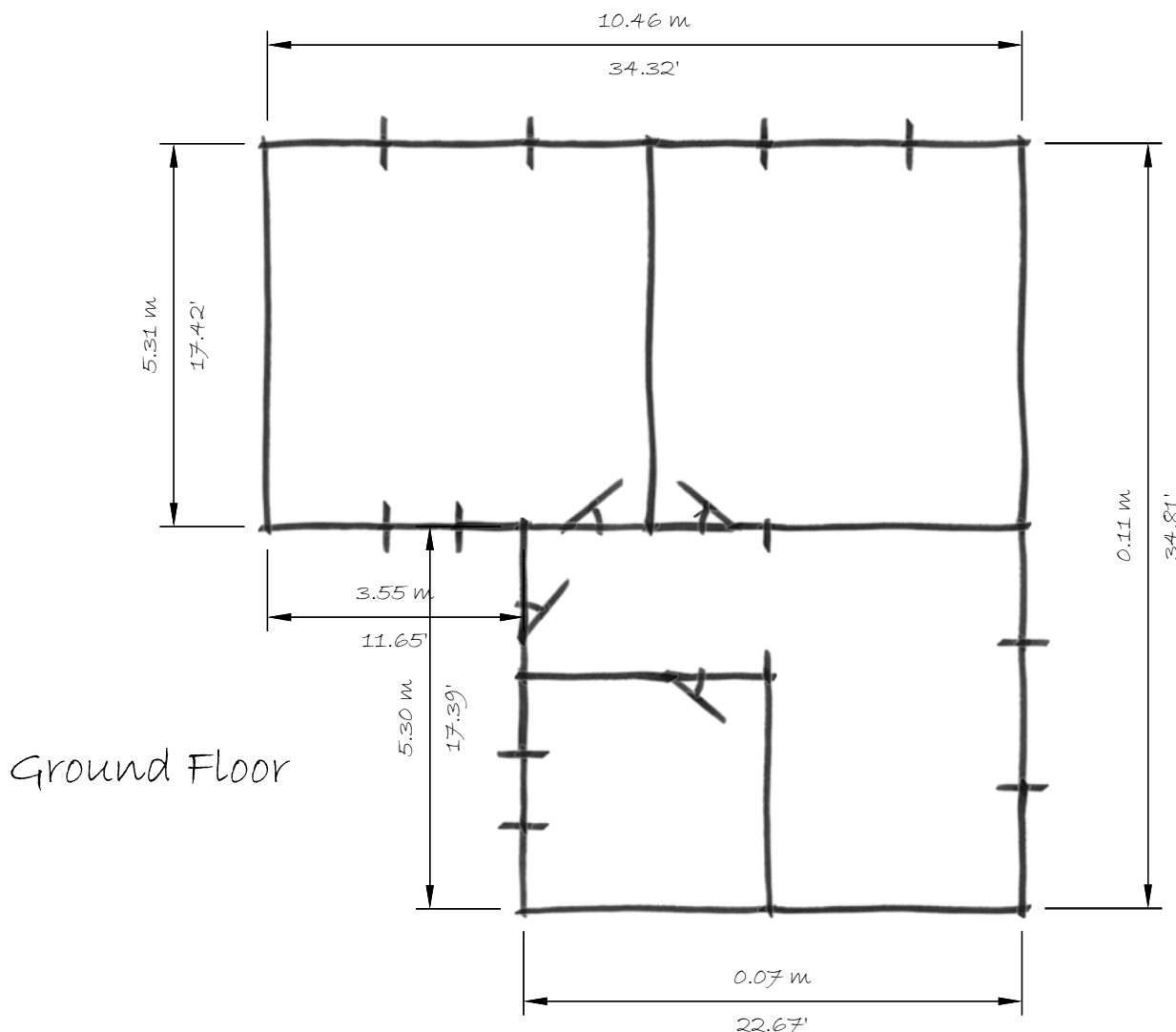


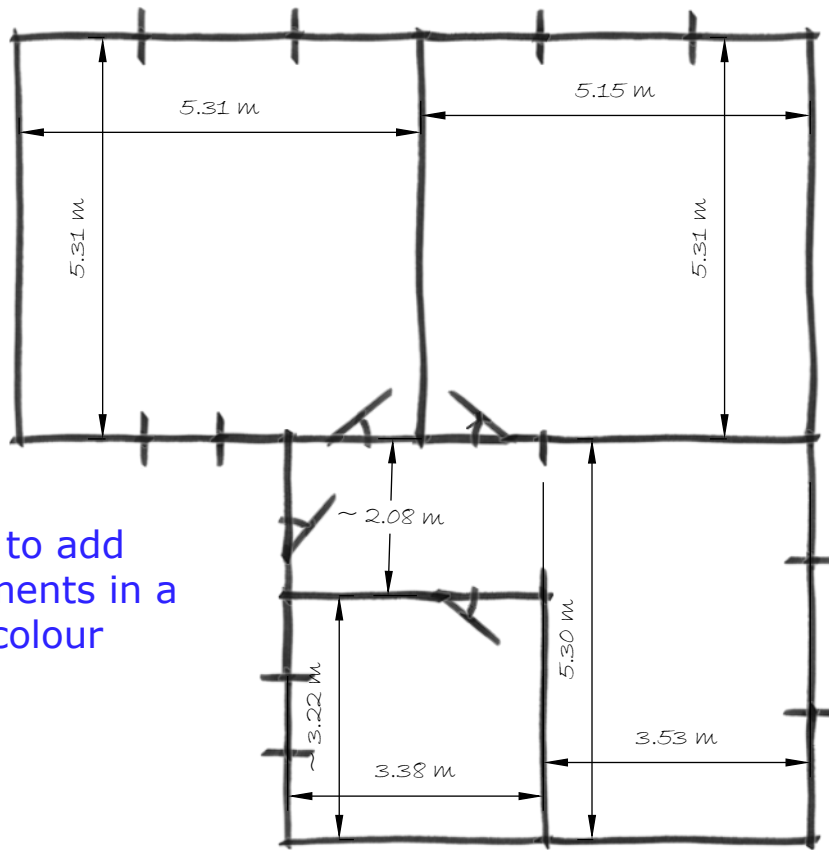
# Measuring a plan

Walk around the property to get a general overview of the property. Start at the front left of the building and work clockwise around each room and the building.

Its useful to use one page for each floor of the building for your initial sketch. Be sure to leave plenty of space around the edge for notes and measurements.

1. Draw the basic layout of the whole of each floor and label it (ground floor, first floor, etc.)
2. Measure the full length and width of each floor from the internal face of the outside or party walls. Mark the measurements outside your plan and indicate where that measurement starts and finishes.

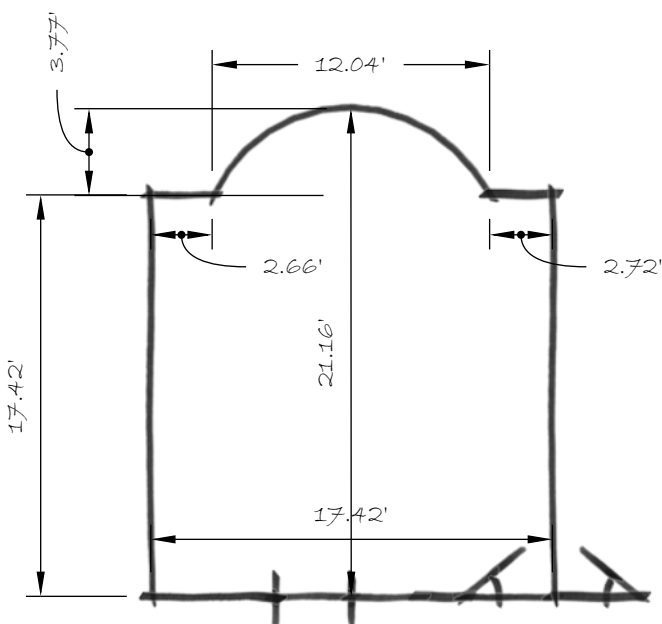




**TIP!**  
Its useful to add  
measurements in a  
different colour

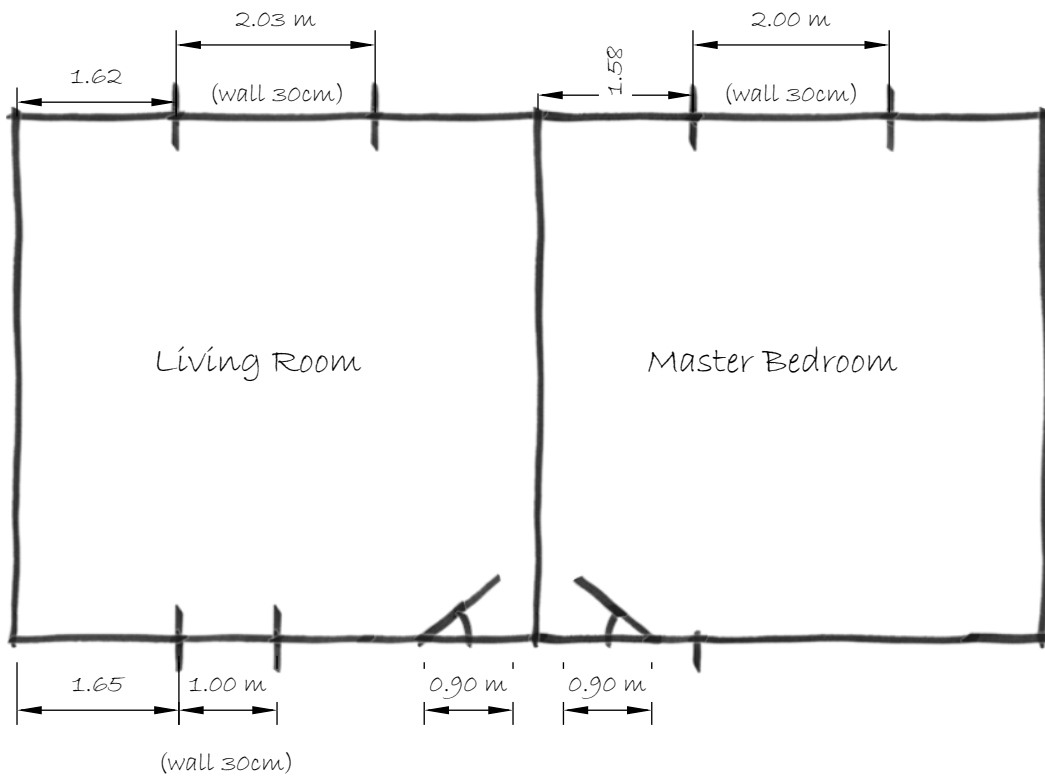
3. Take one room at a time, however small.

4. In each room measure the longest distance between opposite walls and mark the measurement on the plan with arrows to show the location of the measurement. Measure to the nearest 1/4 inch or centimeter.



- If there are more than 4 walls then measure each wall at waist height along its length.
- Measure and record the remaining walls.
- For circular or curved rooms, bay windows etc. measure the axes, top to bottom and side to side.

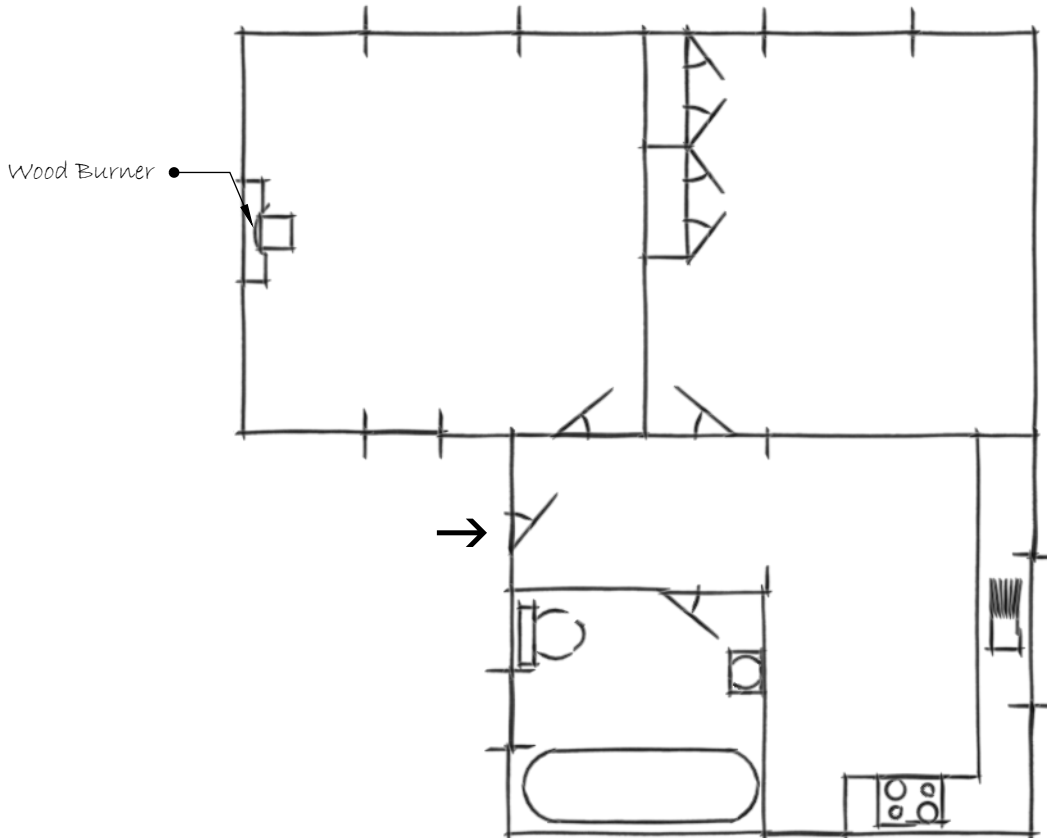
5. Sketch in windows and doors measuring outside edge to outside edge and including the frame. When a door or window is either not central or next to a wall measure and record the distance from the closest wall or feature to the edge of the opening. Measure and in brackets add in the wall thickness measurement.



6. Write on your plan the room names. Some examples might be Kitchen, Living room, Dining room, Bedrooms etc. Halls, Bathrooms and water closets are self explanatory so its not vital to label them.

7. Draw in all fixed objects. These may include worktops, cookers, sinks, basins, baths, showers and lavatories. Copy the exact shape of these objects when adding to your plan. Add a note for any unusual object to make clear what it is.

8. Add an arrow to indicate the main entrance.



9. Draw in stairs and steps (if any) and add an up directional arrow at the bottom. Its useful to add the stair width and any landings and turns. If the stairs go both up a floor and down a floor sketch in diagonal lines as shown below. Its also useful to show the distance from the bottom step to the closest wall or feature.

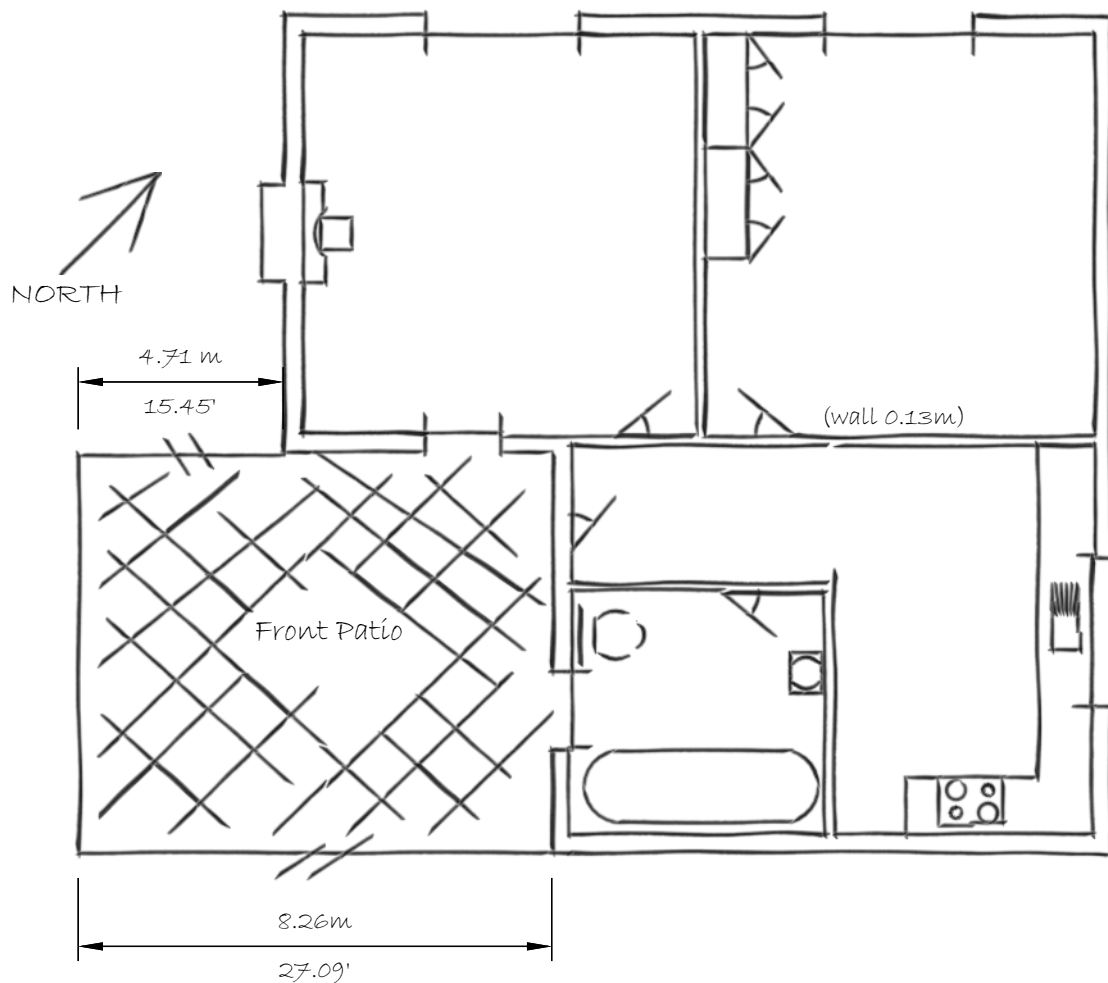




10. Walk around the outside of the building and add the external wall lines to add any external features. For example the chimney on the below sketch.

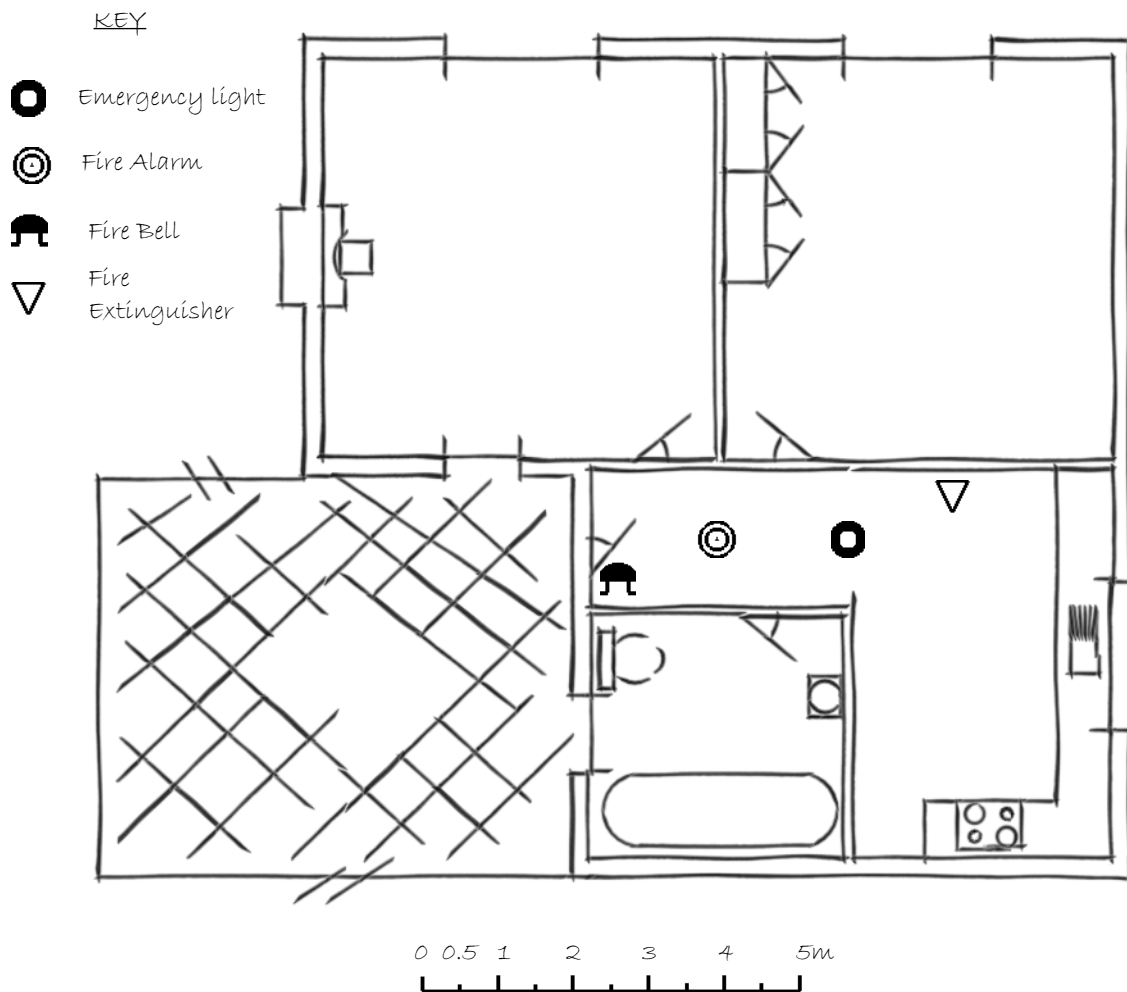
11. Add internal wall thickness in brackets.

12. Using a compass or a map add the north arrow.



13. If you want to add gardens please draw as accurately as possible and add line breaks to indicate if the measurement is much longer than the drawing indicates. Please also crisscross all outdoor areas.

14. Add in any additional details you wish to appear on your plan. For example fire safety equipment, emergency exits, emergency exits, lighting design etc. Remember to add a clear key.



15. If you have drawn your plan to scale or if you need the electronic version to be to scale remember to add the scale to your plan. Common scales are 1:100 or 1:50 and are given to fit comfortably on either A4 or A3 page sizes.


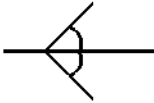










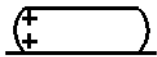














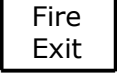
Recheck all your measurements as any errors will be replicated in the electronic version of your plan and you may be charged to rectify these mistakes.

You may feel the need to redraw the whole plan in pen. We recommend this, if there are lots of corrections and mistakes this process helps to proof read the whole plan.

Send your sketch to us by simply taking a photo on a smart phone or camera or by scanning it. Then upload/email the image to our website. Remember to take a well lit and clear image and send over the largest file size possible.

# Useful Symbols

There is a vast array of symbols used on a floor plan. A few basic ones have been added here to help you get started. As a general rule if you draw a fixed feature as it looks its recognisable and will better represent the property. Its worth researching commonly used symbols for more specific items and adding a key to be sure that its clear to anyone reading it.

			
Door	Swing door	Double door	Sliding door
			
Stable/dutch/half door	Window	Recessed window	Bi-folding door
			
Corner sink	Round sink	Bidet	Square sink
			
Bath	WC	Shower	Corner shower
			
Fire Place	Kitchen unit	Kitchen sink	Cooker
			
Fire alarm call point	Emergency light	Water	Foam
			
Fire alarm Sounder	Smoke detector	Heat detector	Signage

