

Job Number (surveyor-office-number)

Property Address

Scale: 1sq = 6" 10sq = 5' Page of

Date:

Surveyor:

North Point

Floors Correctly Labelled

Windows + Doors Checked

Bathroom + Kitchen fittings

Rooms Dimensioned + Named

Bathroom + Kitchen fittings

Up/Down Arrow on Stairs

SYMBOLS

Wall Door Double Door Sliding Door Window (Indicate size) Chimney Column

WC WC (Hidden Cistern) Basin Basin Unit Bath Shower Stove Sink 6'2 Dimension North Point Entrance Skylight Boiler Stair Garden

## Sketch Instruction Sheet

1. Write in the:

Property Address  
Company and Surveyors name  
Your email  
Number of Pages

2. Start by working at a corner of the property and work your way around.  
(Don't forget to include the garage and decks or patios.)

3. Sketch the perimeter walls and then the interior walls; use a heavier line to make all the walls stand out from everything else.

4. Visually sketch in the windows, door openings and any other openings.

5. Visually sketch in all major appliances noted in the check-list below.

6. Carefully write in the primary room names and sizes using all uppercase letters.  
(Do not include room names and sizes for small rooms like bathrooms, closets, etc...)

As you go from room to room, use the following check-list:

All walls  
Windows  
Door openings  
Kitchen appliances  
Sinks  
Tubs  
Showers  
Toilets  
Fireplace  
Primary room names  
Primary room sizes\*  
Stairs

\* Approximate room sizes are necessary to create your floorplan. If you do not want room sizes included on your finished floorplan please note it on your sketch.

7. Review your sketch. Its shape should match the footprint of the house. Review the checklist and confirm that you have included all the major appliances.

8. Send your sketch to floorplanet.com via email as a file attachment to: [admin@floorplanet.com](mailto:admin@floorplanet.com)

**Congratulations! You are finished.**

## Symbols

