

AS-BUILT FLOOR PLAN SKETCHING REFERENCE NOTES

1. Sketch the floor plan proportionally using a pencil, or black or blue pen. Include in the sketch
 - Walls
 - Windows
 - Doors
 - Built-Ins such as permeant bookcases or cabinets
 - Structural items such as columns etc.
2. Label the items
 - Room(s) Names
 - Cabinets
 - Columns.
 - Bookcases etc.
3. Label where the doors are leading too.
4. Take measurements of walls, doors and windows. Write those measurements in red pen. Take enough measurements that when you use this sketch to draw the plan in CAD you could correctly locate items.
5. Title, Sign, and Date your sketch.

