

01 / ROOM MEASUREMENTS

How to measure your property

For clients who need to provide measurements before the site survey. Use a tape or laser measure and write every dimension in millimetres (mm).

1 Draw a simple plan of the whole property

Show every room, door and window. Name the rooms and number every opening. A clear hand-drawn sketch is enough.

2 Measure every internal wall

Measure from one wall corner to the next, keeping the tape straight and level. Write each wall length on the plan. Show the width of every opening and its distance from the nearest corner. If a room is skewed or has angled walls, measure both diagonals from corner to corner and mark them on the plan.

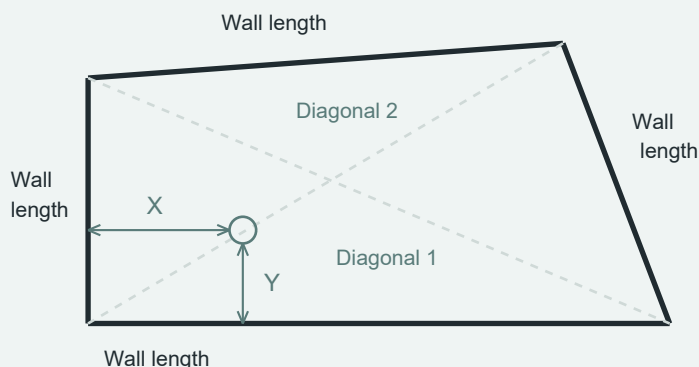
3 Measure each room height at its highest point

Measure vertically from the concrete floor to the underside of the concrete ceiling at the highest point in the room. Write this height in each room on the plan. Measure to the concrete ceiling, above any beam or lowered ceiling. If the concrete is hidden by finishes, tell us and do not guess.

4 If the concrete-to-concrete height is below 2700 mm

Also mark the position of every ceiling rose in that room. Measure from the centre of each rose to two named adjacent walls, at right angles to each wall. Write both distances on the plan. 2700 mm = 2.7 metres.

EXAMPLE PLAN / ADD ACTUAL MEASUREMENTS TO YOUR OWN SKETCH



X and Y locate the centre of a ceiling rose.

Add the highest concrete-to-concrete room height to your plan.

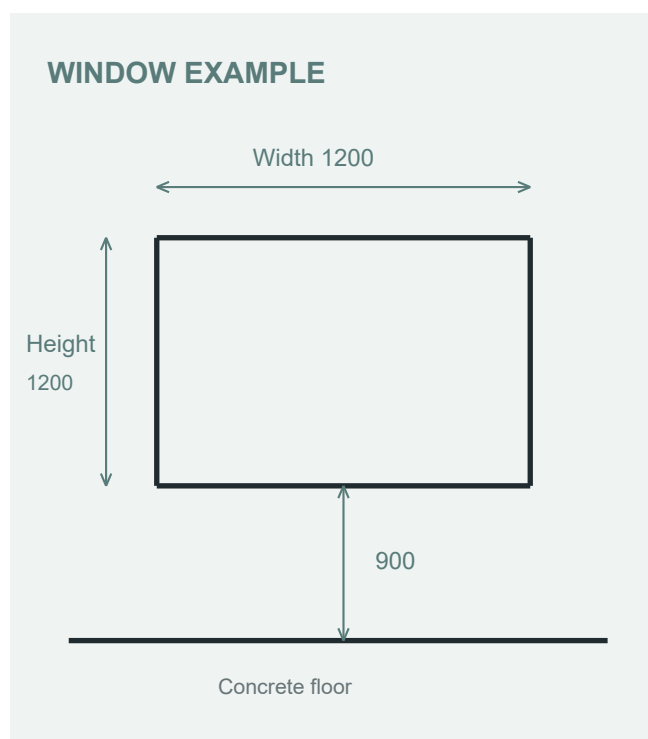
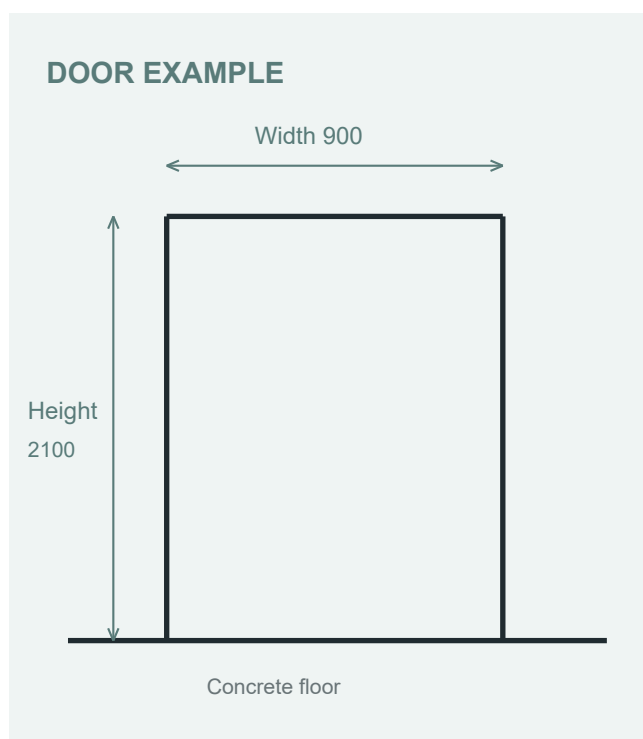
Keep the tape level for widths and upright for heights. Take each measurement twice. Do not assume that matching rooms or openings have the same size.

02 / OPENING MEASUREMENTS

Measure every door and window

Measure all openings from inside the property. Include internal doors, external doors, balcony doors, windows and open passages.

For every opening: record its width and height. For windows, also record the height from the concrete floor to the bottom of the opening. Put the measurements beside the matching opening number on your plan.



All example dimensions are in mm. Use your own measured sizes.

Check the opening: take its width at the top, middle and bottom, and its height at the left, centre and right. If the readings differ, write all of them down.

If a frame is already fitted: measure the visible opening inside the frame and note "frame fitted". If anything is hidden or cannot be measured, mark it "to be confirmed". Send clear photos with the same opening numbers.

CLIENT RESPONSIBILITY

All dimensions supplied are the client's responsibility. Please check every measurement before sending it. Any plans prepared from these dimensions will rely on their accuracy.