



Conducting a Site Survey

Overview & Guidelines

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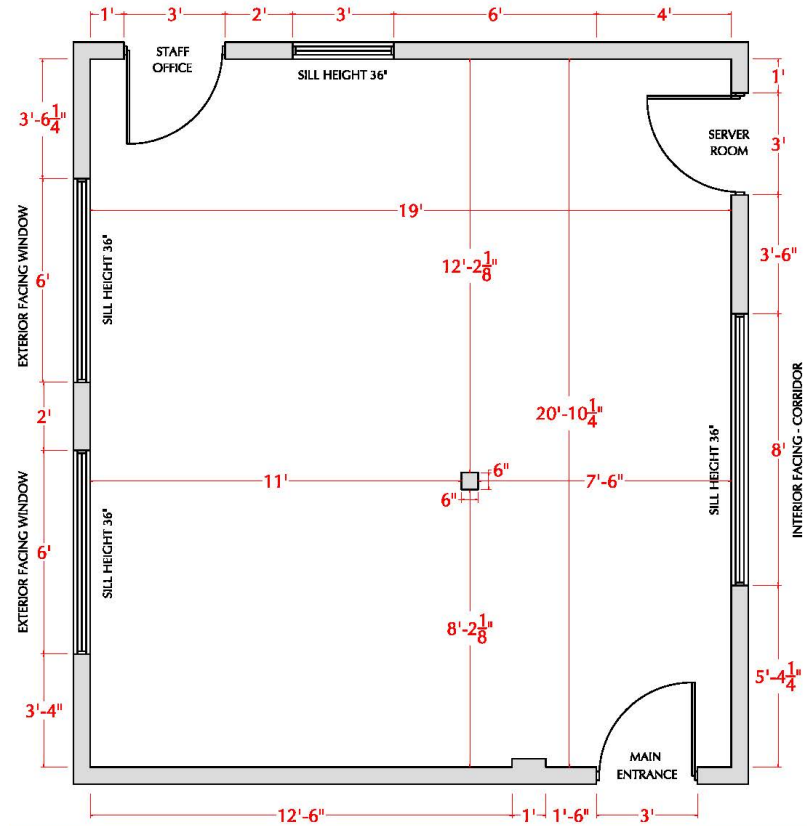
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What is a site survey?

A site survey is a simple 2D drawing of your space that shows all dimensions and features, such as doors, windows and columns.

A good site survey provides a foundation for our experts to begin developing your new layout and design.



When is a survey NOT needed?

- If you already have building plans or architectural drawings of your space, a site survey is not needed.
- Our design team can use a PDF or JPEG, or a CAD or REVIT file if they are available.
- If you need to duplicate an existing hard copy, please scan the plan rather than photographing it. Scans help to maintain the scale of the drawing.

Planning Your Site Survey

- Depending on the size of your space, allow 30 minutes to two hours to complete the survey.
- It's easiest for two people to conduct the survey — one person takes measurements while the other draws the building and notes the dimensions.
- Prepare to take digital images that show all areas. These images give the designer a feel for the interior and help clarify any details that may be unclear on the final survey.

Site Survey Tools

25' Tape Measure

- A long tape measure will make it easier to measure longer lengths of windows and walls.
- Be as accurate as possible when measuring. Avoid rounding dimensions up.

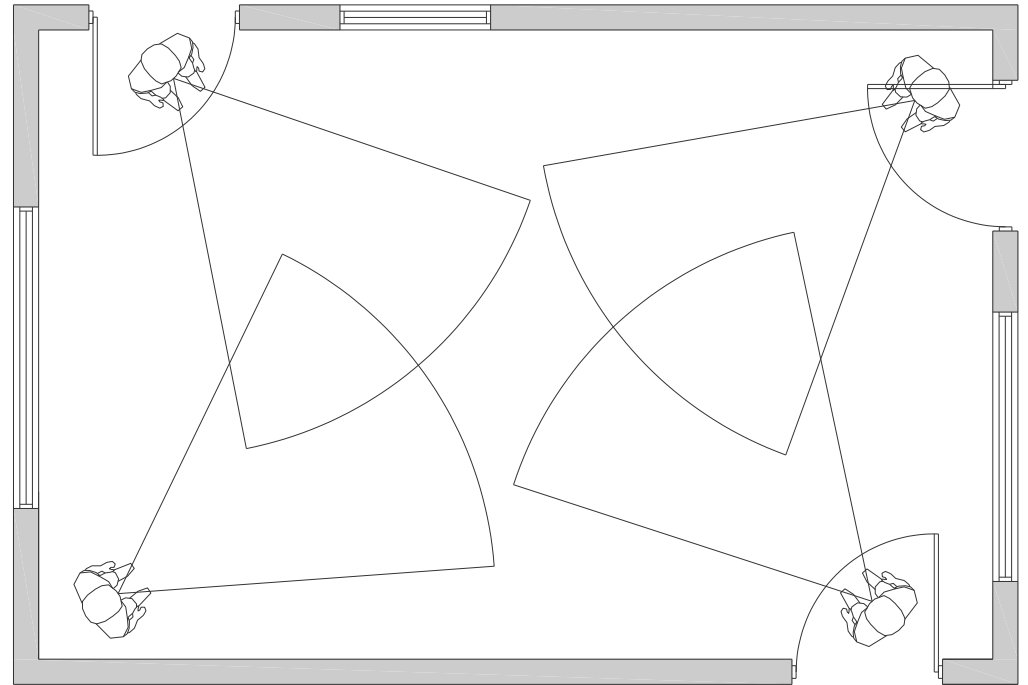
Planning Grid

- Using a planning sheet can help with drawing straight lines and keeping the proportions of the room to scale.
- A printable planning grid is available at the end of this PDF and on **demcointeriors.com**.

Taking Digital Images

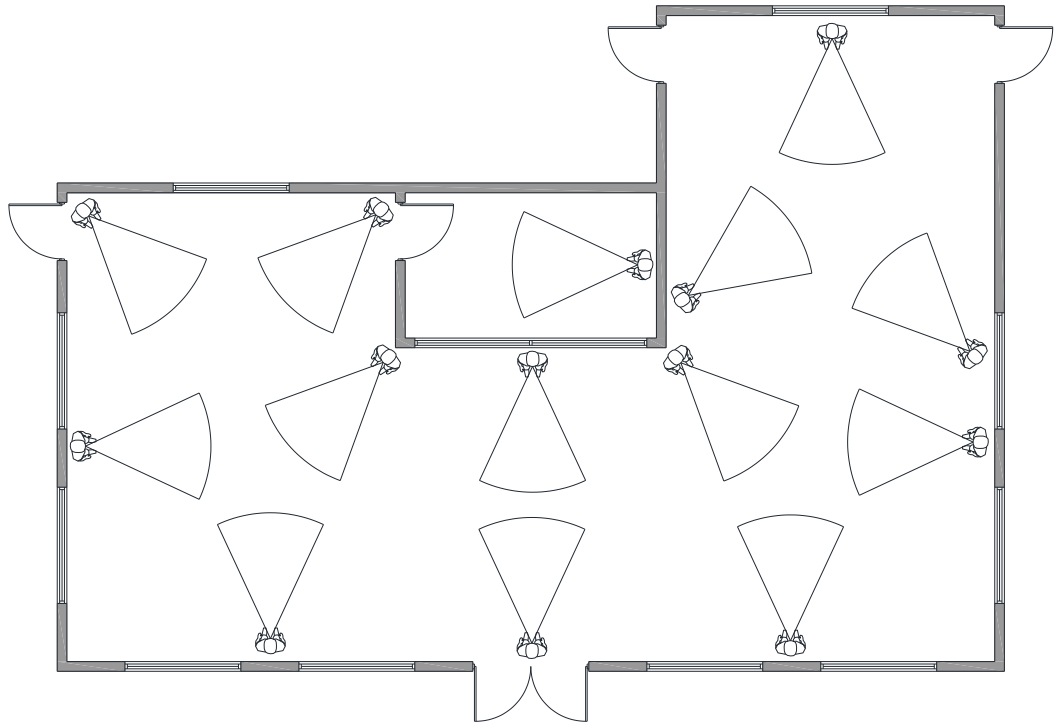
When taking digital images of your space, make sure to capture all parts of the interior.

Photos can help to uncover any errors in the measuring process and help our designers see the condition and style of any furniture that you are considering reusing.



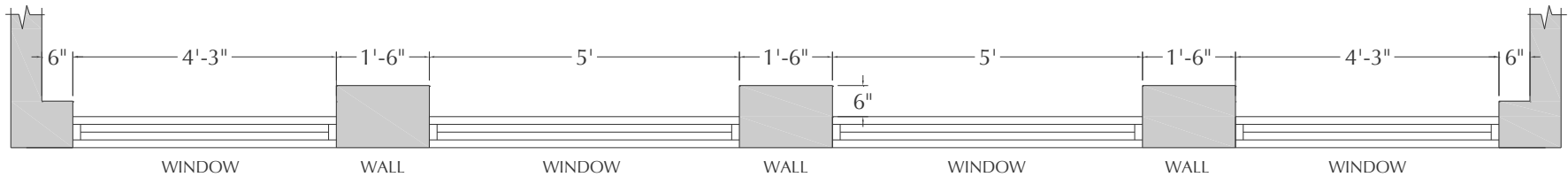
Taking Digital Images

Larger spaces require more images.
For the space to the right (1300 sq. ft.), we
recommend 15+ images to cover all areas
and angles.



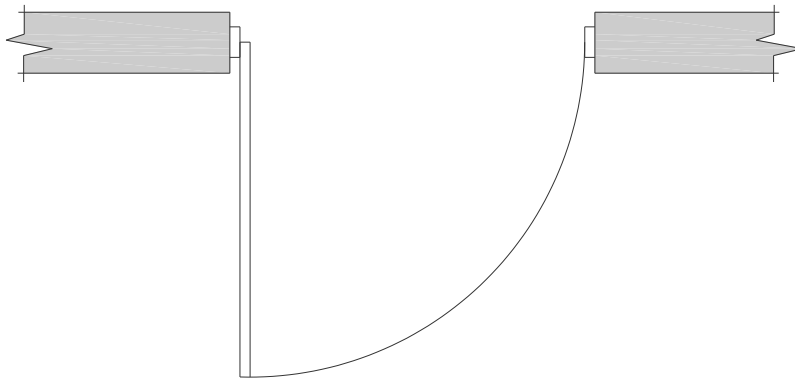
Site Survey Process

Begin the survey by starting at one point and methodically working your way around. Divide the room into measurable sections, such as windows, doors and walls.



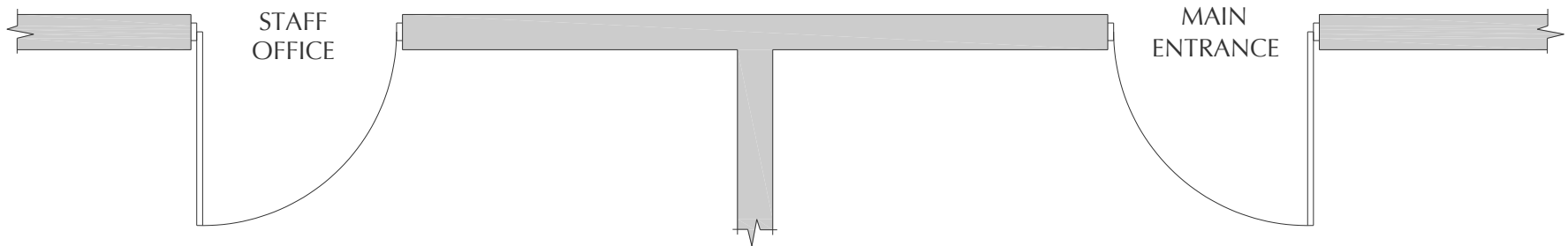
Site Survey Process

Doors should be measured from one outer frame edge to the other outer frame edge. Draw the swing of the door on the survey so that the swing space can be accounted for in the design.



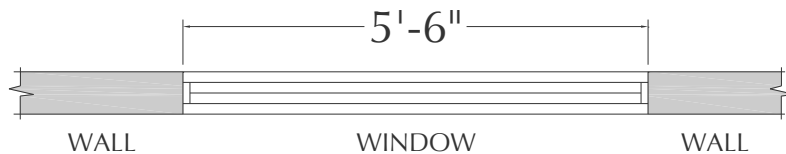
Site Survey Process

It's important to add a note to each door detailing its use. A main entrance or busy classroom entrance will be treated differently than a door that leads to an infrequently used storage closet.



Site Survey Process

Windows are typically designated on floor plans as three parallel lines drawn within a wall. Windows should be measured either from one outer frame edge to the other outer frame edge or from one outer sill edge to the other outer sill edge (whichever is larger).



Site Survey Process

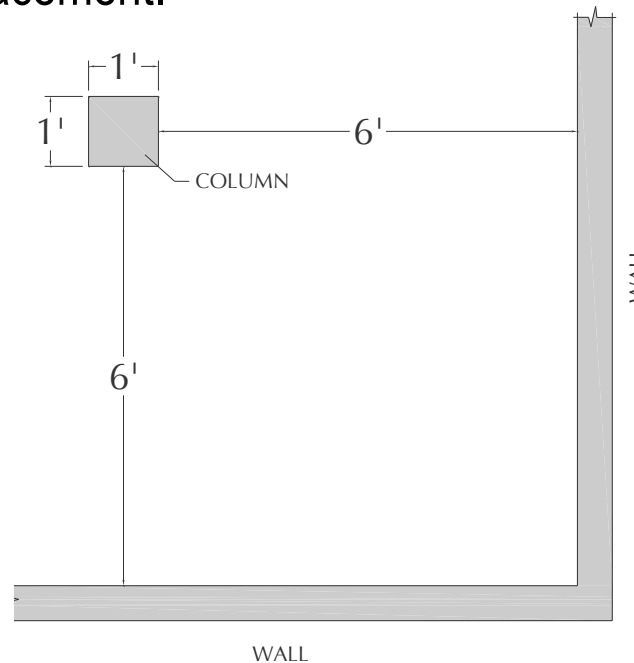
- Windowsill heights are vital pieces of information that should be noted on the survey. A window with a high sill allows for storage below. A full-height window won't accommodate storage but may be a good location for seating.
- Always measure sill height from the floor to the underside of the sill.
- If there is a window that has a great view or is a popular place for people to sit and look out, add a note to the survey and our designers will take it into consideration.



Site Survey Process

Document any columns in the space. Measure the length and width of the column, as well as the distance of the column from at least two walls.

Although they have small footprints, columns can have a large impact on the design, affecting the flow of traffic and furniture placement.



Site Survey Process

Add any other features that will impact the placement of furniture or shelving and document what those items are. We will make sure to account for them in the design.



Fire Alarms



Fire Extinguisher Cabinets



Thermostats

Site Survey Process

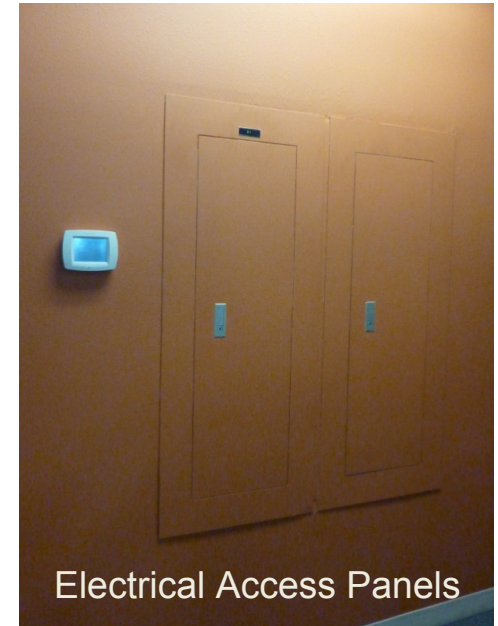
Measure the height and width of the feature, as well as the distance from the floor to the underside of the item if you want to use the space below.



Air Vents



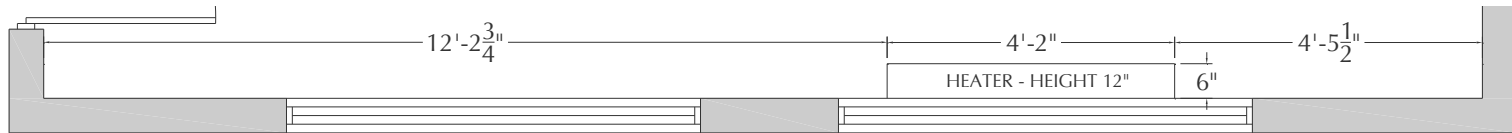
Light Switches



Electrical Access Panels

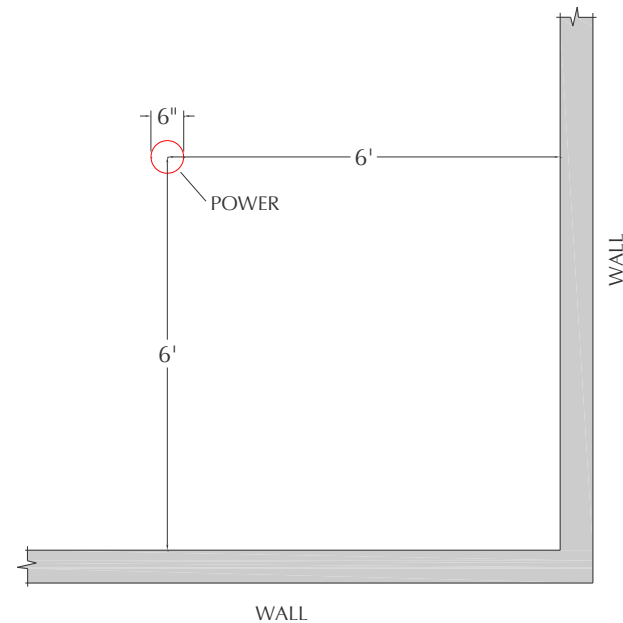
Site Survey Process

Items like heaters require height, width and depth dimensions, as well as dimensions to determine their location on the wall.



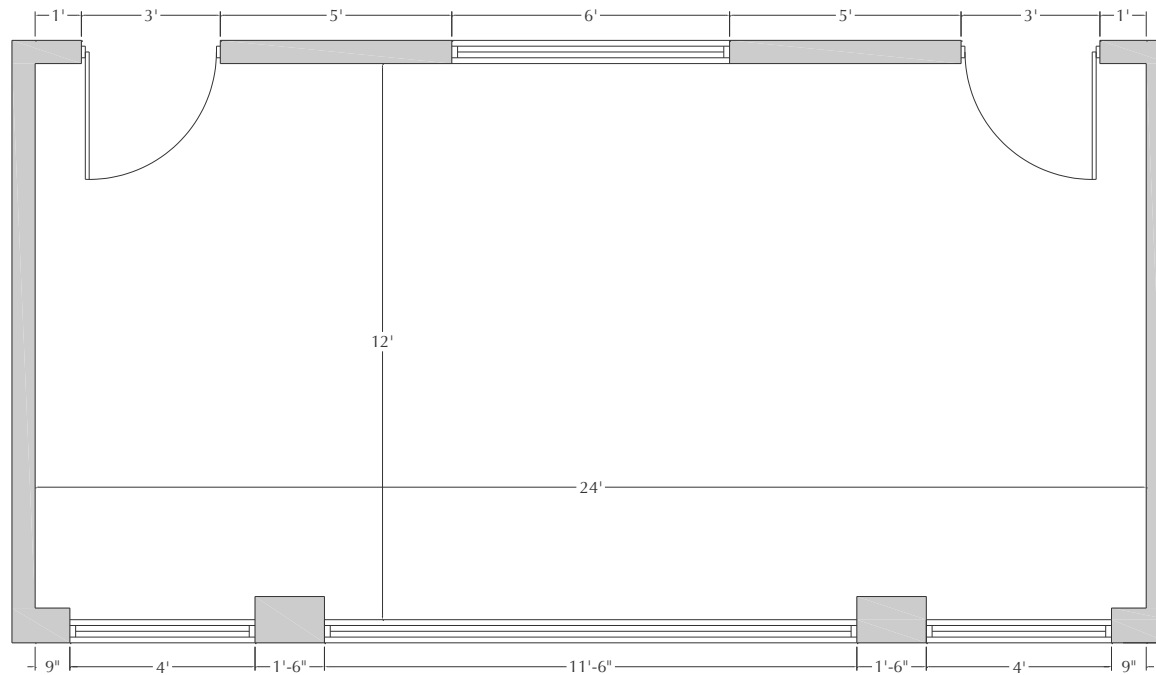
Site Survey Process

Defining the location of electrical power boxes in the floor is similar to defining the location of columns. Measure the size of the power box, as well as from the center of the box to at least two walls.



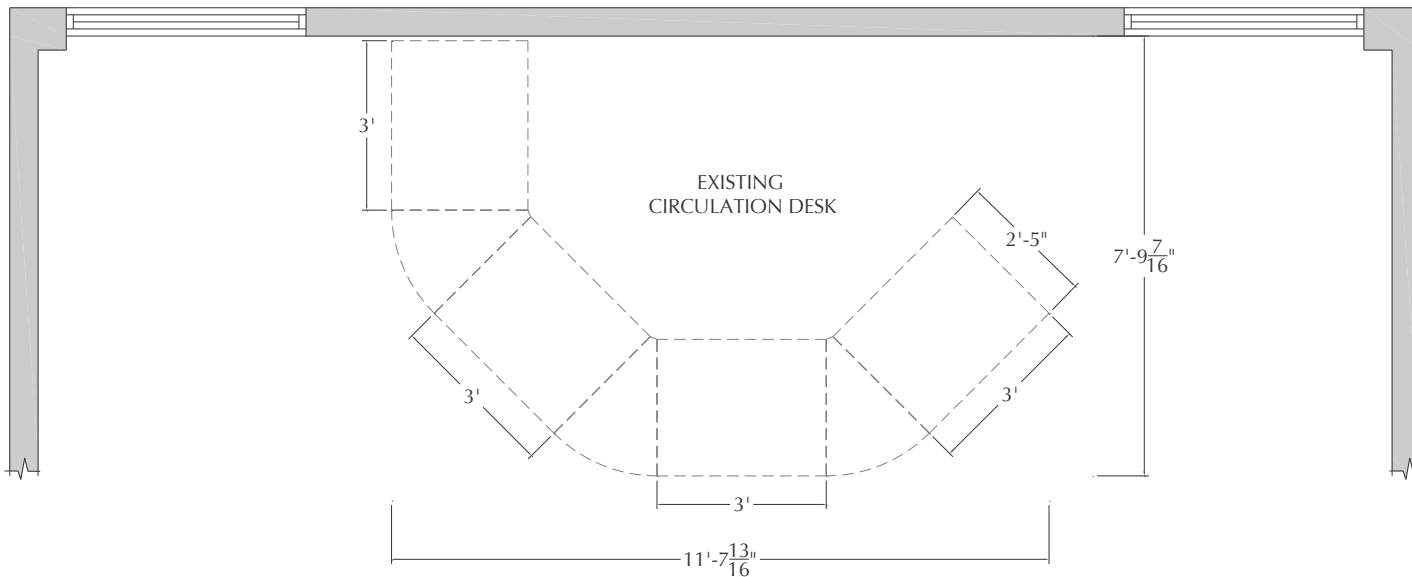
Site Survey Process

Add the overall dimensions of the room, and verify that the individual dimensions for doors, windows and wall segments total the overall dimensions.



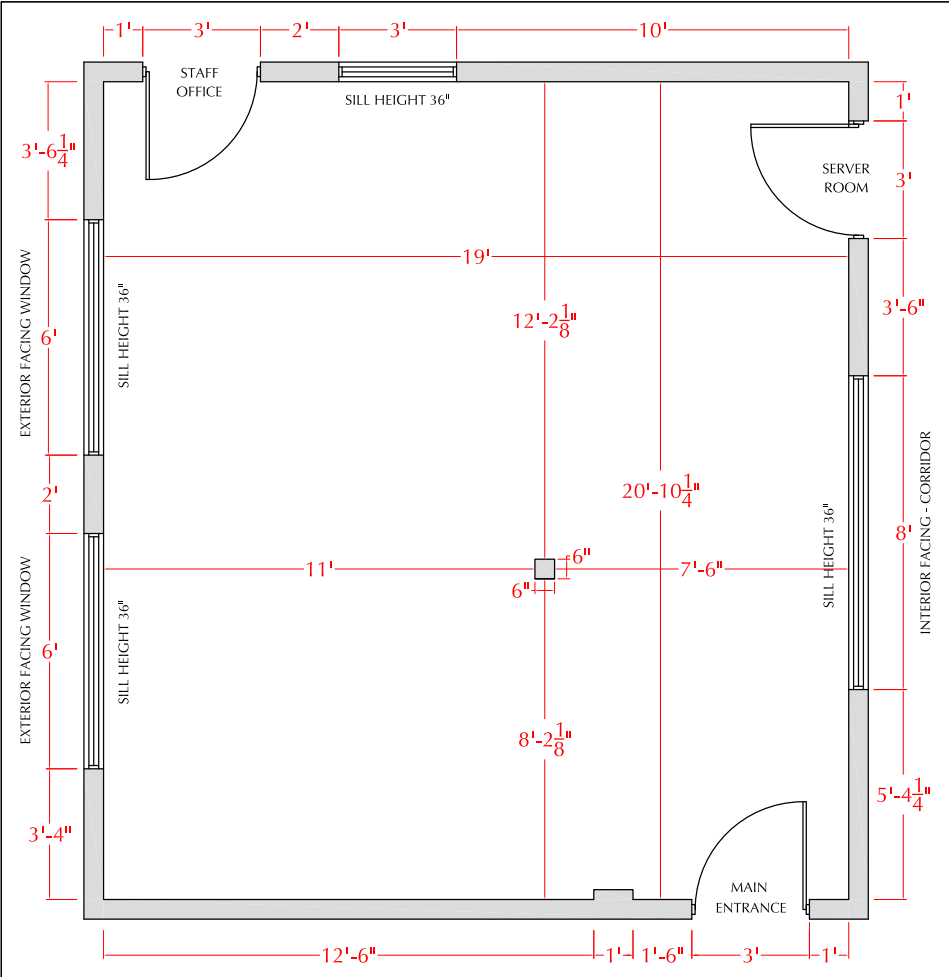
Site Survey Process

Include any existing pieces of furniture that need to be allowed for in the plan, such as circulation desks or permanent millwork. Document dimensions for each piece, along with the overall dimensions, so the designer can draw the furniture to scale.



Site Survey Process

- Once completed, you may need to redraw the survey to make it clearer for our designers to work from.
- After we receive your survey, a designer will draw your space in a computer-aided design (CAD) program. If all the measurements work out, the design process can begin.
- If any measurements are unclear or incorrect, we will reach out to you to clarify those details.



SITE SURVEY CHECKLIST

BELOW IS A CHECKLIST WITH TIPS FOR CREATING YOUR SURVEY DRAWING.

START AT ONE POINT IN THE ROOM, AND METHODICALLY WORK YOUR WAY AROUND YOUR SPACE, MEASURING ALL WALLS, WINDOWS DOORS AND COLUMNS IN THE ROOM.

NOTE THE FUNCTION OF ANY DOORS EG - "MAIN ENTRANCE" / "STORAGE CLOSET" AND NOTE THE DIRECTION OF THE SWING ON YOUR SURVEY DRAWING

NOTE THE SILL HEIGHTS OF ANY WINDOWS

LOCATE ANY COLUMNS IN YOUR SPACE BY TAKING DIMENSIONS FROM AT LEAST TWO WALLS TO EACH COLUMN

ADD A NOTE AND DIMENSION SHOWING ANY ITEMS THAT MIGHT AFFECT THE PLACEMENT OF SHELVING OR FURNITURE :

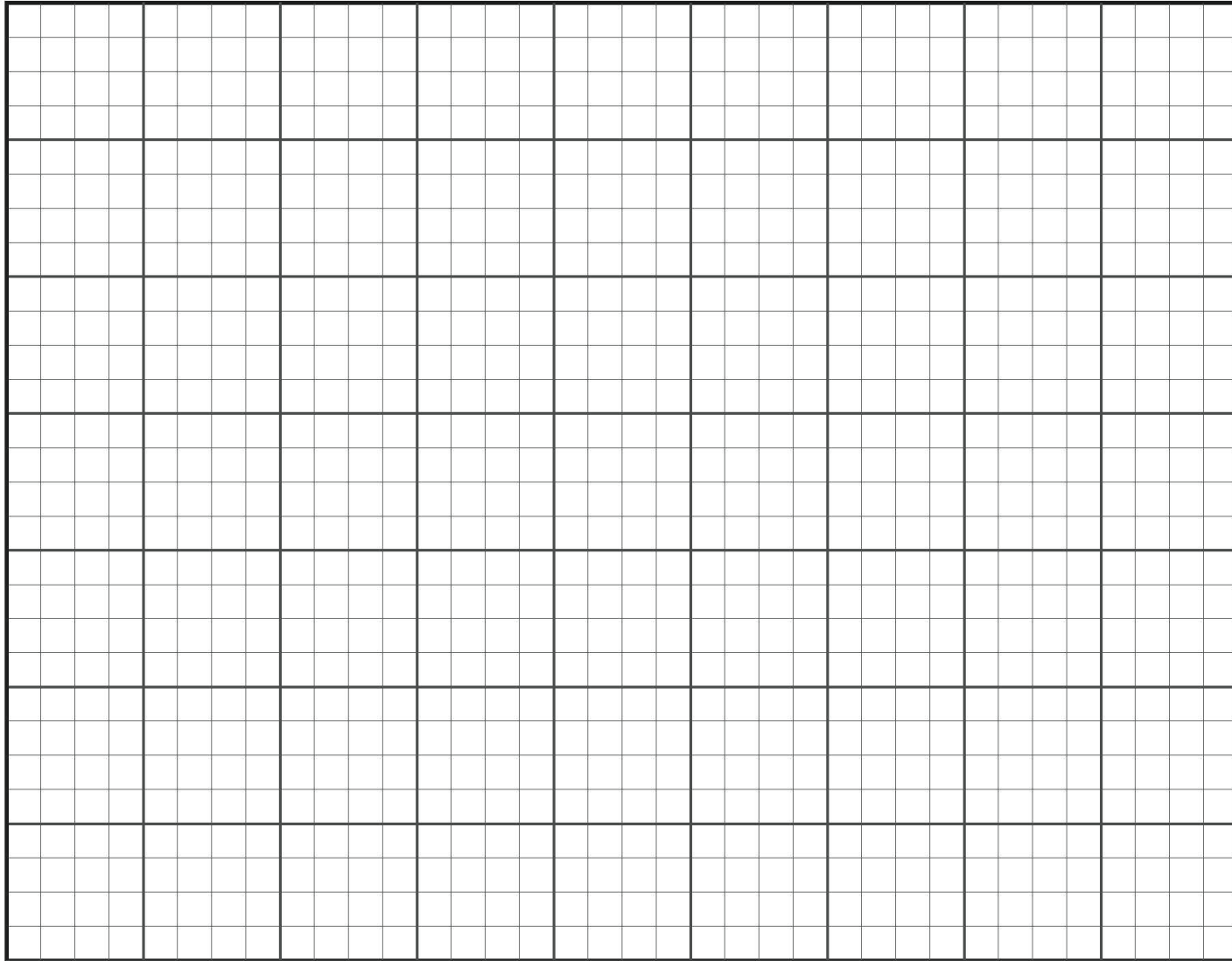
- AIR CONDITIONING VENTS
- RADIATORS
- THERMOSTATS
- FIRE EXTINGUISHERS
- LIGHT SWITCHES

MAKE SURE THAT ALL DIMENSIONS AND WRITTEN NOTES ARE CLEARLY LEGIBLE

SITE SURVEY GUIDELINES

SAMPLE DRAWING AND CHECKLIST





PLANNING SHEET

1/4" = 1'0" @ letter size

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