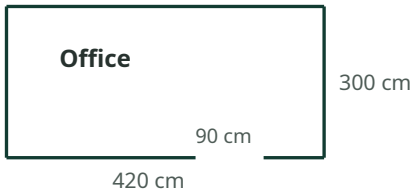
Measure your building

Make a measured sketch for each floor and attach the completed sheets to your request.

What you need

- ☐ Laser distance meter or tape measure
- ☐ Ruler or set square
- ☐ Pencil and eraser
- ☐ Clipboard or firm surface
- ☐ Printed drawing sheet and legend

Example dimensions



How to measure

1. **Sketch the layout**
   Draw the outside walls, inside walls and openings. Label the rooms and use a separate sheet for each floor.

2. **Measure and write down dimensions**
   Measure wall sections, recesses and openings. Write the overall length and width in cm. For a door, also measure from a fixed corner to the opening.

3. **Mark what is present**
   Use the legend to mark exits, stairs, fixed obstacles and existing equipment. Mark proposed sign positions if you already know them.

4. **Check and submit**
   Compare the individual dimensions with the overall dimension. Mark missing measurements with a ?. Scan or photograph your sheets from above and attach them as a drawing.

Print in landscape A4 at 100%. Print extra drawing sheets as needed and keep the legend beside them.

Drawing sheet

Building / address _____ **Floor** _____ **Date** _____

Sheet _____ / _____ Use the light grid as a drawing guide. Write the actual measured dimensions in cm along the lines.

Sketch legend

Copy the mark or code onto your sketch. If there are several of the same type, number them, for example B1 and B2.

Layout and openings

Wall
Draw a continuous line.



Door
Show the opening and the swing if you can see it.

Open passage
Leave a gap and write down the width.

`TR`

Stairs
Write down which floor the stairs lead to.

`L`

Lift
Draw the location and use the code L.

`X`

Fixed obstacle
Draw its outline and note its dimensions.

Locations and equipment

`U / NU`

Exit / emergency exit
Use NU for a marked emergency exit.

`B / H`

Extinguisher / hose reel
Place the code where the equipment is located.

`M`

Manual call point
Place M at the call point.

`E / A`

First aid / AED
Place E or A at the exact location.

`P`

Proposed sign position
Add an arrow showing the viewing direction if possible.

`?`

Dimension or position to check
Write down what still needs checking.

Your own code or notes _____