

Guidelines for Making Survey Sketches:

- 1) Record measurements in decimal inches; use of feet+inches is to be avoided if possible
- 2) Use graph paper so that drawing is *approximately* to scale, though exaggeration for clarity is no problem
- 3) Use black pen or dark pencil; Do not use blue pen – it does not scan well
- 4) Measure the largest dimensions (usually outside building dimensions) first, and use that to fit the drawing appropriately on the page
- 5) Whenever possible, take all measurements from the same two edges (i.e. establish a zero-zero and stick to it)
- 6) Measure the distance to a feature (skylight, etc) from an established zero-edge
- 7) Measure the distance to circular feature to the center if possible
- 8) Measure (and record) the size of a feature from one edge across to the other, rather than measuring the distance of both sides from the zero edge
- 9) Record dimensions using dimension and extension lines whenever ambiguity may exist. Below I show the use of extension lines with tick marks. Arrows or other indicators are also acceptable
- 10) In cases where further clarity is needed, use different line weights or line types for features and dimensions. E.g. draw features with a heavy line, or draw dimension lines with a dashed line, as shown below. This is *not* generally necessary, but helps a lot if the drawing is otherwise confusing.
- 11) Remember that CAD is inherently precise. If a measurement must, for whatever reason, be fudged, approximated or made up, please indicate that you did so. Otherwise the result will be a very precisely wrong drawing, or a drawing in which the various dimensions do not add up.

This is an example of the sort of information and placement that I like to see. Obviously, hand drawings won't be as neat – I don't expect them to be. I am presenting this so that you know what the end product is going to look like. The more it looks like this when I get it, the less time it takes me to do my job.

