

# Drawing a Floor Plan

## What you will need:

Pencil

Tape Measure or Laser Tape measure (Laser Tape measures are definitely easier)

Graph paper

A clipboard or some other hard surface to write on

## Instructions

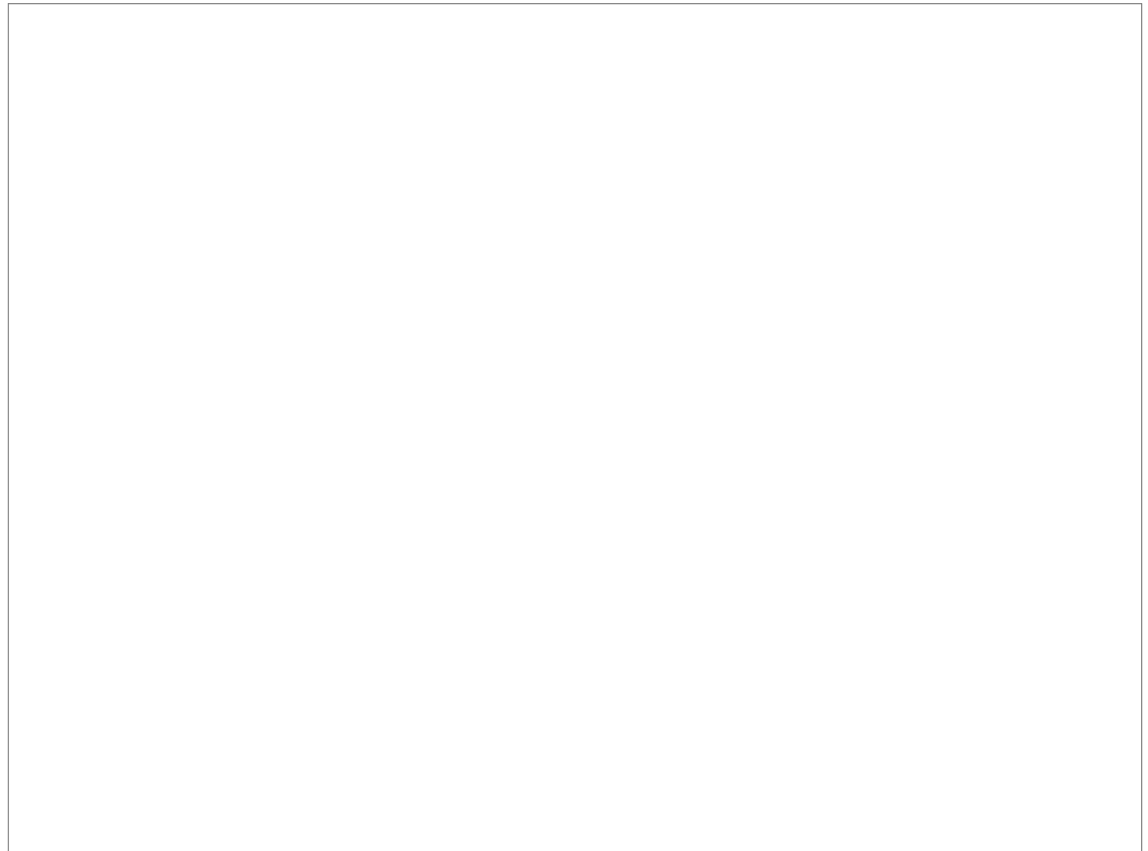
1. Choose a starting point...this is typically easiest if you start at the front door or a corner, but you can start from where ever is easiest for you.
2. Before you start measuring you need to establish the scale you will use. Typically the best scale to get the entire level to fit on one sheet of paper is 1 square= 2 feet (for large houses consider using 1 square=3 ft)
3. In the Upper Right Hand Corner of each sheet please write the following
  - Scale used (ie 1sq=2')
  - Property Address (123 Street Road, Town, MA)
  - Your Name
  - Your Phone Number
  - Level of the Home Drawn (ie Basement, 1st Floor, Upper Level)
4. Decide which edge of your paper will have the front of the home and write FRONT
5. Using the tape measure, measure the length and width of the first room
6. Measure and draw any bump-outs, closets, bay windows, etc
7. For each wall you draw, write down the length along the wall, rounding to the nearest foot.
8. Label each room (ie Family Room, Breakfast Nook, etc.)
9. Add the additional features of the room. See below for common icons.
10. Repeat Steps 4-9 to draw all of the rooms on that level of the home.  
**\*\*Remember the decks and porches\*\***
11. Now repeat steps 3-10 to draw each level of the home
12. Double check that you have included all of the rooms and important features in your drawing...*even we have occasionally completely forgotten to draw windows or that back deck :)*

## Helpful Tips

- If you are using a laser tape measure you may find it difficult to get an accurate reading when pointing it at a glass door or window...use your clipboard or a piece of paper to create a solid surface to aim at.
- Make sure you open every door to see what is behind it...you will be surprised what you may find
- Remember to measure and draw the garage
- Only draw floor plans for levels that you want included in your virtual tour and floor plan
- Double check for dishwashers...for some reason they are easy to miss

Here are some common icons:

- 1: Stairs
- 2: Doors
- 3: Bi-fold doors
- 4: Sliding Doors
- 5: Windows
- 6: Skylights
- 7: Dormers
- 8: Bay window
- 9: Fireplace
- 10: Island
- 11: Refrigerator (R)
- 12: Sinks
- 13: Stove (S)
- 14: Dishwasher (DW)
- 15: Washer/Dryer (W/D)
- 16: Tub
- 17: Toilet
- 18: Half-wall
- 20, 23: Wall measurement



For kitchen appliances, simply indicate location, and label with the appropriate initial; S,DW,R  
Feel free to use your own icons-just indicate what they are,

# FAX

**TO:**



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**FROM:**

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Fax #: \_\_\_\_\_  
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