

Guidance on generating floor plans

Introduction and PMA

When marketing property, the rules and regulations governing estate agency practice need, as we are all aware, to be adhered to. These same rules apply to floor plans when prepared. Therefore, all those involved in the preparation of the marketing of a property should take care to ensure that the plans do not carry any false or misleading statement, or that anything has been missed out, such that either could be seen to alter the plans integrity to any material degree. It is worth mentioning that this responsibility is not relinquished if a third party is involved, nor if any aid is used to assist in the presentation of such marketing material.

In an endeavour to prove due diligence, in the event of error being made, it is recommended that floor plans are signed off by vendors, and held on file in exactly the same way as property particulars.

As mentioned above the same care and attention that is already used throughout the marketing process should be applied when creating floor plans. The following notes have therefore been prepared to help in the preparation of a floor plan:

At the property

Sketching the layout of the property is very simple and in the vast majority of cases, the measurements needed to create a floor plan are the same as those used to create property particulars. It is, however, recommended that all rooms/areas are measured, included hallways and bathrooms.

In most properties, doors, staircases and windows are of a standard size. However, whether capturing information to generate text for the property particulars (e.g. whether a window is single or double glazed) or information to go into a floor plan, care should always be taken to ensure the information is correct.

To achieve the highest quality floor plans and communicate most effectively what the property has to offer, it is recommended kitchen and bathroom furniture is included. Capturing this information within a sketch of the property is very easy and takes only a few seconds to achieve.

It's recommend graph paper is used to complete the sketch – Metropix's sketching template is ideal (see example attached or download from the "Floor Plans" page at www.metropix.co.uk).

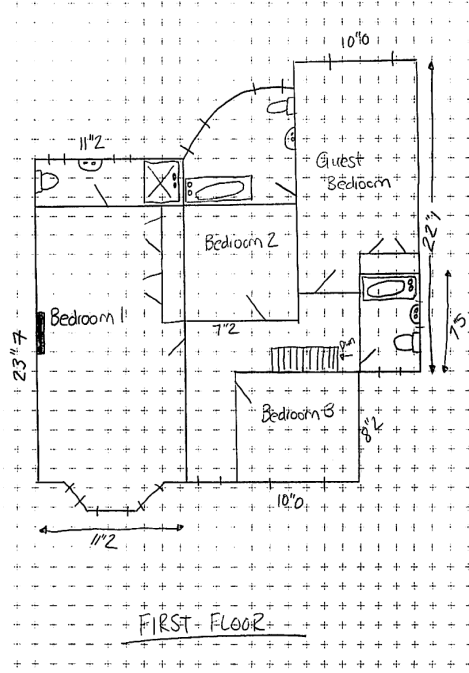
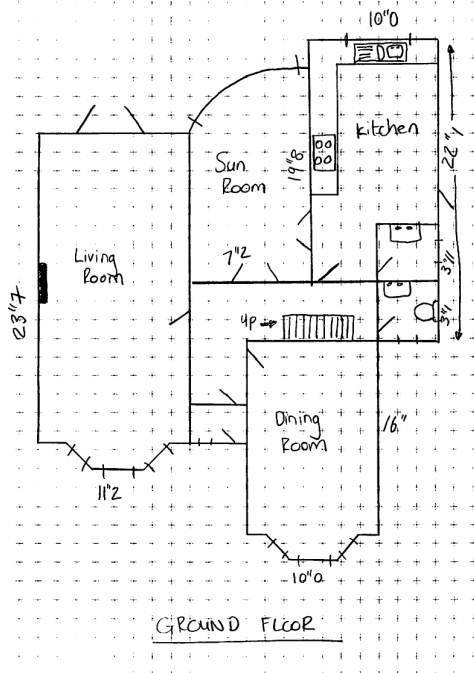
Before starting the sketch walk around the inside and outside of the property to obtain a general idea of its layout. Consider things like, bay windows and whether they line up on all floors, whether parts of the frontage lay back, whether there's a built in garage and, if so, is it flush at the front.

It may be easier to begin the sketch in a room that will act as a good reference point - usually a corner that you know lines up on all floors is best. When sketching it may be useful to adopt a one square equals one foot principle.

Drawing the sketch:

- A straight line indicates a straight wall
- A measurement next to a wall indicates the wall's length
- Windows are indicated as a couple of ticks; one where the window starts and another where it finishes – three squares would indicate a 3ft window.
- Doors are usually shown by marking a short line in the direction the door swings open and which side it is hinged from
- A shaded rectangle represents a chimney breast and/or fireplace. If the fireplace is considered a feature and/or is not of a standard/obvious size, it's recommended it is measured
- Stairs are indicated as multiple short lines drawn in the direction the stairs are built. Particular attention should be given to the position, within the room it is in, of both the top and bottom step. Remember to indicate if the step is going "up" or "down".
- Sinks, WC's, hobs, etc can be shown on the sketch using the suggested icons shown on the Metropix sketch template

Example Sketch



Example Floor Plan

