

**JGD Associates, Inc.**  
**Field Measuring and Surveying Standards**  
**For Projects Requiring Architectural Plans**

**Before you begin...**

- Introduce yourself to personnel on site and exchange contact information
- Avoid unnecessary discussions as to project intentions
- Ask for help in gaining access to problem areas.

**Exterior Plan**

- Sketch of Site with gross dimensions at ground level
- Locations of doors and windows, referenced from front and one end
- Fascia overhang dimensions each face (show as dashed line)
- Building apron, if any; bollards if any
- Location of h/c ramp, if any
- Location of incoming electric service,  underground or  overhead
- Location of any exterior conduit trough
- Location of soil pipe outlet if evident
- Location of Water, Gas Meters, if on building
- Location of Condensers for Air conditioning and coolers, if any
- Locations of downspouts

**Yard and Drive**

- Sketch site plan or verify that yard items are consistent with site plan you brought
- Note condition of asphalt and concrete. Indicate areas of deterioration.
- Measure area of ID sign and sketch elevation noting generally the copy on it
- Locate generally the tank fills and the vent risers
- Locate any pay phones
- Locate fire hydrants that might service site
- Mark survey with any permanent items that differ from that shown

**Exterior elevations**

- Sketch and photo of each projected elevation (use tank stick for aid in measuring to roofline)
- Height and width of all doors and glass
- Type of glass single or double glazed
- Any wall mounted items, e.g. phones, air towers
- Exterior faucets, electric receptacles
- Area of any signs
- Types of finishes and condition, noting deterioration if any
- Blocked-up doors and windows, if any
- Wall-pack lights if in good condition
- Note any places where vehicles have hit the building

**Inside Plan**

- General floor plan and/or original prints of building (you can always ask!)
- Locate all doors and windows referenced from front and same end as above
- Thickness and material of walls
- Locations of any support columns
- Gross inside dimensions and apparent use of all rooms

Location \_\_\_\_\_ Project \_\_\_\_\_  
Date \_\_\_\_\_ Surveyed by \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

- Measurements and locations of principal display fixture&
- Location of any floor outlets
- Location of all plumbing fixtures and attached piping
- Location of any floor drains, including inside bays
- Location of lifts, if any
- Condition and materials of floors
- Note any raised floor areas
- Note if possible, direction of roof joists
- Locate access to attic, if applicable
- Note any apparent roof leaks

**Mechanical Information**

- Electrical service size from meter \_\_\_\_\_  3-phase \_\_\_\_\_
- Main disconnect rating \_\_\_\_\_
- Elevation Sketch of layout of panels, general use and main breaker size for each.
- Is 3-Phase available? \_\_\_\_\_ Type \_\_\_\_\_
- Power Company Name and Contact info \_\_\_\_\_
- Building supplied with gas utility? \_\_\_\_\_ Size of Service \_\_\_\_\_
- Gas Company Name and Contact info \_\_\_\_\_
- Heating type and tonnage rating \_\_\_\_\_
- Air Conditioning tonnage, if central \_\_\_\_\_
- Sketch of location of registers, return air grilles and duct routing, if visible

**Controls information**

- Make and model of POS system and condition \_\_\_\_\_  
How POS cables are routed \_\_\_\_\_
- Make and model of ATG if any \_\_\_\_\_
- Type of existing security system and service provider info \_\_\_\_\_

**Local information**

- Determine municipality
- Determine zoning, obtain zoning ordinance
- Meet with building inspector if possible, gaining general impression of project feasibility.  
Exchange contact information
- Sketch location map for ease of return trips

Location \_\_\_\_\_ Project \_\_\_\_\_

Date \_\_\_\_\_ Surveyed by \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_