

# contents

	<b>application</b>	<b>2</b>
<b>1</b>	<b>introduction</b>	<b>3</b>
	common but avoidable mistakes	3
	what level of accuracy is appropriate?	3
<b>2</b>	<b>consistency in documentation and formatting of information</b>	<b>4</b>
<b>3</b>	<b>using standard measuring equipment</b>	<b>6</b>
	tape measure – what to buy	6
	how to use	6
	maintenance	7
	common mistakes	7
	good practice	8
<b>4</b>	<b>level, plumb, straight and square</b>	<b>12</b>
	basic measuring equipment	12
	checking for straightness	13
	checking for squareness	13
<b>5</b>	<b>laser and digital measuring equipment</b>	<b>14</b>
	laser distance metre	14
	digital level	15
	digital camera	15
	the ‘gadget factor’	15
<b>6</b>	<b>understanding existing site conditions</b>	<b>16</b>
	tolerances in buildings	16
	current building practices	16
	floors	16
	plasterboard walls and ceilings	16
	older buildings	16
	designing in tolerance	18
<b>7</b>	<b>information required prior to a site visit – a check list</b>	<b>21</b>
	1. approval to visit site	21
	2. documentation and drawings	21
	3. approval to carry out any modifications	21
<b>8</b>	<b>information acquired at the site visit</b>	<b>22</b>
	1. access conditions	22
	2. co-ordination with others	22
	3. locations of services	23
	4. materials and room details	23
	5. plumb, level and square	23
	6. dimensions	23
<b>9</b>	<b>special circumstances</b>	<b>24</b>
	templates, rods and set out aids	24
	templates	24
	setout rods	24
	angled walls	24
	triangulation method	24
	trigonometry	25
	setting out on site	25
<b>10</b>	<b>processing the data for cad and cnc</b>	<b>27</b>
<b>11</b>	<b>conclusion</b>	<b>28</b>
	1. acquiring the correct information	28
	2. storing the information	28
	3. processing the correct information	29
<b>12</b>	<b>appendix a</b>	<b>30</b>
	check measure checklist	30
	floor plan or room sketch	31
	kitchen specification sheet	32
	<b>appendix b</b>	<b>33</b>
	kitchen check measure dvd guide	33
	<b>appendix c</b>	<b>34</b>
	overview and definitions in trigonometry	34
	trigonometric ratios	34
	interactive angle calculator	34