

TASK 1

- Sketch out outlines of both Ground and First Floor plans.
- Annotate all Room Names.
- Show Rough Positions of Doors and Windows.
- Show staircase position with arrow showing upwards direction.
- Provide full dimensions of house width and length from external wall to external wall.

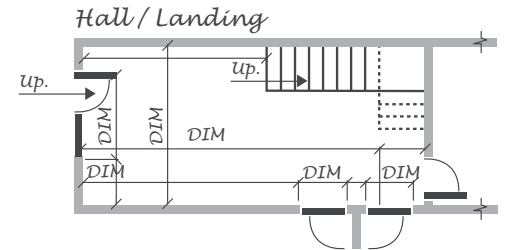
"Please note all drawings can be line drawings (without the wall thickness) however the thickness of a typical internal and external wall is required"



TASK 2

- Sketch out Hallway and landing areas.
- Show Staircase, doors, windows.
- Provide dimensions as illustrated in FIG 1.
- Provide floor to ceiling heights of each floor.

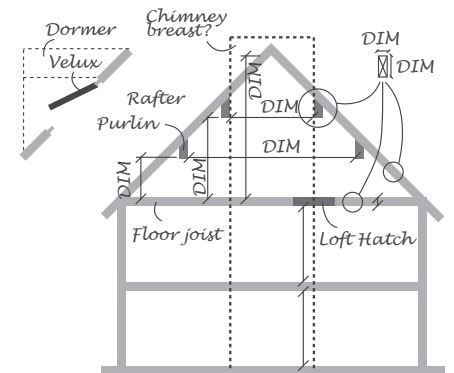
FIG 1:



TASK 3

- Sketch out the shape of the existing roof space as illustrated in FIG 2.
- Provide dimensions as illustrated in FIG 2.
- If possible, provide a plan showing positions of elements that may be unique to your property i.e. chimney breast position.
- Where possible the existing timber sizes are required, the width and height of Rafters, Purlins and first floor ceiling joists.
- Indicate the existing access to loft on plan.

FIG 2:

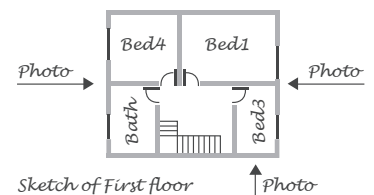


"Good rule of thumb is - Heights are critical when design a loft conversion, so as much information as possible is required"

TASK 4

- Provide as many photos as you feel necessary to allow us to get a feel for the property. FIG 3 denote the minimum photos required.
- Provide photographs to so the extent of the loft space.

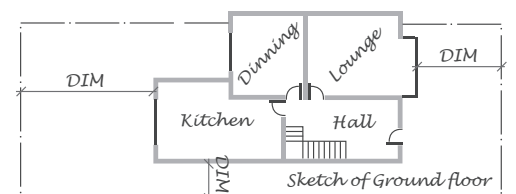
FIG 3:



TASK 5

- Provide external dimensions as per FIG 4.
- Provide the external dimensions of property if possible.

FIG 4:



TASK 6

- Provide a brief description of your Proposed requirements.
- Use of proposed rooms.
- Dormer or Velux.
- Any info you think beneficial for us to produce an initial sketch scheme.

TASK 7

- Email or post the information and sit back a relax, we will look at the information and report back to you within 5 working days, once we have the required information we will produce a scheme for your perusal within 10-15 working days.