

# AS-BUILT CHECKLIST

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Take this checklist with you on-site to ensure you're capturing the necessary measurements for your next remodel project.

## RECOMMENDED TOOLS


1. **LASER MEASURING DEVICE**
2. **LAPTOP COMPUTER**
3. **FLASH DRIVE**
4. **BATTERIES (BACKUP FOR LASER)**
5. **TAPE MEASURE**
6. **ELECTRONIC LEVEL**
7. **PENCIL**
8. **CAMERA**
8. **BOOTIES**
9. **PAPER**

For resources and information about how you can use Chief Architect Software for your remodeling project, visit [chiefarchitect.com/remodeling-software/](https://chiefarchitect.com/remodeling-software/). View the video on the full [As-Built Measurement Process](#) which covers using Chief Architect to gather as-built measurements, tools used in the field, measuring walls, their thicknesses and openings, as well as a review of vaulted ceilings and site study.


Let's get started! As-Built Checklist begins on next page. 



On site, field measurements will be entered directly into Chief Architect, or your design software of choice, using a laptop computer. Walls will be placed first. Roughly draw out interior walls as necessary. Insert interior dimension lines and begin collecting the as-built measurements. Starting from the center of the structure, begin updating the rough model in the software to conform to the actual structure. Work out from the center to the front, back and sides to minimize additive errors.




 Depending on the capabilities of the measuring device (laser), it may be possible to display 5 measurements on screen and store 20 or more in memory. Given this capability, it is possible to take 5 or more dimensions and enter those into Chief Architect, moving 5 or more walls in sequence. That amounts to at least a 5-fold increase in speed of input.

## FLOOR & CEILING

- ☐ Floor & Ceiling Changes
- ☐ Ceiling Heights & Changes
- ☐ Vaults
  - ☐ Slope of Ceiling
  - ☐ Wall Height at the low side of the vault
- ☐ Skylight Size & Location
-  Note materials if not default in plan file.

 Expert Tips & Advice

## ROOM DIMENSIONS

- ☐ Dimension Walls
  - ☐ Front to back, & side to side
  - ☐ Recesses
  - ☐ Bump Outs
-  Take 2 dimensions on each wall to determine if the room is square. If the room is not square, the larger dimension is used and notes made in the plan to indicate the discrepancy.
-  If using a laser measuring device, minimize errors introduced by wavy or out-of-plumb walls by taking multiple dimensions across the room at a specific height on the wall and averaging them.
-  Take readings low on the wall, just above the baseboard, to eliminate errors from wavy or out-of-plumb walls.

## DOORS

- ☐ Width, Height, Thickness
- ☐ Distance from edge of door to adjacent wall or corner
- ☐ Verify defaults in plan file
  - ☐ Door type, casing size, casing offset, style and material.

## WINDOWS

- ☐ Width, Height, Thickness
- ☐ Distance to adjacent wall or corner
- ☐ Verify defaults in plan file
  - ☐ Window type, shapes, lites, materials
- ☐ Transom Windows
  - ☐ If present, use the window levels to aid placing the transoms over the primary windows. Mull transom and primary windows as desired for plan file

## CABINETS

- ☐ Width, Depth, Height
- ☐ Door & Drawer Styles
- ☐ Verify defaults in plan file
  - ☐ Modify for plan as-needed to match site conditions

## TRIM & MOLDINGS

- ☐ Base Molding
- ☐ Chair Rail Molding
- ☐ Crown Molding

## HVAC

- ☐ Heat Registers
  - ☐ Locate & Size
- ☐ Cold Air Returns
  - ☐ Locate & Size
- ☐ House Fans
  - ☐ Locate & Size

## OPENINGS

- ☐ Attic & Crawl Space
  - ☐ Locate & Size



## SPECIFIC TO KITCHENS, BATHS & LAUNDRY ROOMS

- ☐ Appliances
  - ☐ Locate & Size
- ☐ Plumbing Fixtures
  - ☐ Locate
  - ☐ Distance from center to adjacent wall
- ☐ HVAC
  - ☐ Range Hoods
  - ☐ Mechanical Fans
  - ☐ Furnaces
  - ☐ Water Heaters
- ☐ Natural Gas Outlets
  - ☐ Locate (typically at fireplaces & gas stoves or ovens)

## MISCELLANEOUS ITEMS

### ☐ Fireplaces

- ☐ Location
- ☐ Height, Width, Depth
- ☐ Firebox
  - Height, Width, Depth, Offset

### ☐ Stairs (Interior & Exterior)

- ☐ Floor to floor distance
- ☐ Overall width of the staircase
- ☐ Tread width
- ☐ Riser height
- ☐ Number of treads or risers
- ☐ Landings
  - Length, Width, Height
- ☐ Railing Height

### ☐ Furnaces & Water Heaters

- ☐ Appliance Location
- ☐ Appliance Type
- ☐ Appliance Capacity

### ☐ Primary Water Inlet/ Valve

- ☐ Main Water Valve
  - Location & Size
- ☐ Primary shut off
  - Location

### ☐ Electrical Service & Panels

- ☐ Power Pole or Service Box
  - Locate & Note
- ☐ Main Panel Size
- ☐ Main Breaker Capacity
- ☐ Sub Panels



Location of outlets and switches by request only

### ☐ Gas Meter

- ☐ Primary Gas Meter
  - Location
- ☐ Main Gas Inlet Pipe
  - Size

## STRUCTURAL ITEMS

### ☐ Floor Framing

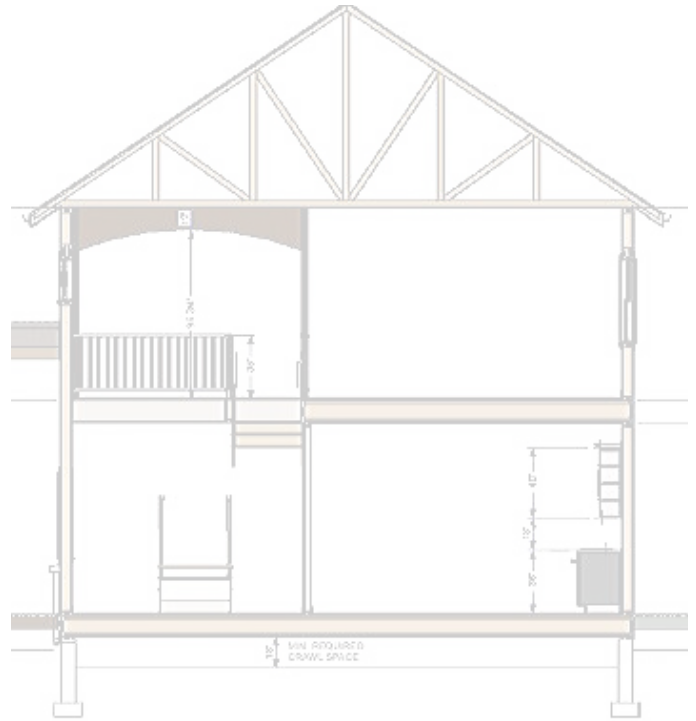
- ☐ Joist
  - Type, Size, Spacing
- ☐ Subfloor
  - Thickness

### ☐ Roof Framing

- ☐ Eaves (if exposed)
  - Framing & Spacing
- ☐ Trusses/ Rafters (if attic access is available)
  - Size, Spacing, Roof Sheathing



General information only, typically on request



## EXTERIOR (IF A SITE STUDY IS REQUIRED)

### ☐ Measurements from each corner of the building to fences on the property.

- ☐ Left rear to side, right rear to back, right rear to side, etc.
- ☐ Clearly note that all dimensions are to fences on the site study sheet



Avoid calling the site study a "plot plan". A plot plan is typically the result of a survey which uses physical evidence (bench marks, etc.) to establish the actual property lines. If a plot plan is required, a licensed surveyor should be retained.

## PHOTOGRAPHS

### ☐ Before you leave the site, take lots of photographs.

- ☐ Every side of the structure & from corners of the property
- ☐ Take as many photos as are needed to verify existing conditions and provide clarity



If a straight-on photo of a gable end is taken centered on the ridge, the slope of the roof can be determined in Chief Architect by importing the photo and drawing lines over the gable fascia. The slope will display in the line specification dialog.