

HOW TO DRAW A FLOOR PLAN

The completed drawing should be a good representation of exactly how your establishment looks in real life or how you intend it to look when it has been built. By following these simple instructions, you will be able to draw an accurate, scaled floor plan yourself.

A floor plan is a measured drawing that is an exact miniature representation of your establishment as seen from an overhead view. The plan must be drawn "to scale", which means that everything must be in the correct proportions. For example, if the establishment is 40 feet long and 20 feet wide, then the length wall would be drawn twice as long as the width wall on your paper. The same is true for all of the interior walls, rooms, and equipment.

Begin by measuring the length and width of your establishment with a tape measure as well as the lengths and widths of all interior rooms including kitchens, dining rooms, bars, store rooms, walk-in coolers, etc. Note: Write down all the measurements taken on a piece of paper for future reference.

Next, measure the length and width of all sinks, tables, worktables, counter tops, and other equipment throughout the establishment. Also measure the spaces between each piece of equipment so that you will be able to accurately position each piece on your plan. You should now have all the measurements needed to complete the drawing. If your establishment does not yet exist, or you have not yet decided upon the exact equipment, your measurements will be estimates.

Draw the plan on graph or quad paper. You may use any size grid, however the most common (and simple) graph paper in office supply stores is labeled as ¼ inch grid. On this graph paper, each small square is ¼ inch long. The way to draw a plan "to scale" is to make each ¼ inch square equal to an exact real life distance. For example, if you make 1 foot equal to a ¼ inch square, then a table in your establishment that is 4 feet long and 3 feet wide is drawn to cover 4 squares across and 3 squares deep. Using the same ¼ inch=1 foot scale, if your establishment is 40 feet long and 20 feet wide, the wall would be 40 squares long and 20 squares wide on the graph paper. Remember to show all exit doors and how they swing.

Draw all interior rooms, walls, hallways and doors according to your measurements. Add all the equipment, sinks, tables, etc., positioned accurately on the plan. Identify each piece of equipment with a number. Create a list identifying to what each number refers:

Example Equipment List

1. Ventilation fan	7. Work top refrigerator	13. Counter
2. Handwash sink	8. Four-burner stove	14. Cash register
3. Ice machine	9. Flat-top griddle	15. Table & chairs
4. Refrigerator / freezer	10. Fryer	16. Grease trap (outside)
5. Mop sink	11. Hood with suppression system	17. Dumpster (outside)
6. 3-compartment sink with drainboards	12. Hot dog machine	18. Water Heater

