

## Quickform specification – Topographical and Measured Building Surveys

This quick form of specification, based on the full RICS Specification, is intended for use on small or straightforward schemes and uses the RICS default options throughout.

The Specifier should tick the requirement(s) needed in each subject category. Where no item is selected for a particular category, the Surveyor will assume that there is no requirement. Please try to avoid ticking two conflicting requirements. Additional information, where necessary, should be provided in covering notes. This is particularly important for building surveys, to indicate how much internal information is required.

If this Sheet does not provide adequate opportunity to specify the survey then the main RICS Specification document should be used to prepare a full Survey Specification. Please read the User Guide for that document carefully.

NOTE	SUBJECT	CHOICES									
1	<b>Project Information</b>										
1	<b>Client</b>										
1	<b>Contact + Telephone</b>										
1	<b>End Product</b>	Hard Copy Plans		Digital Data							
2	<b>Survey Summary</b>	Survey Extent		Location Plan		Proposals Plan		(Indicate items supplied by Specifier)			
3	<b>Scale(s) 1:</b>	50		100		200		500		Other	
4	<b>Plan Control Grid</b>	Arbitrary Grid		Site Grid		Based on O.S					
4	<b>Level Datum</b>	O.S. Datum		Site Datum		Arbitrary Datum					
5	<b>Detail Survey</b>	Boundaries		Outline		Full Detail					
6	<b>Trees</b>	Foliage Lines		Trunk over 0.15m dia.		All Trees					
7	<b>Height Information</b>	Spot Heights		Contour Spacing .....		Road Section Spacing .....					
8	<b>Underground Services</b>	Cover Position		Cover Level		Invert/Pipe Size					
9	<b>Buildings External</b>	Outline		Full		Footprint		Eaves/Ridge		Elevations	
10	<b>Buildings internal</b>	Ground floor		Other floors		Sections		Ceiling heights		Door and sill heights	
11	<b>Plan Reproduction</b>	Final Drawings		Proof Plots		Survey Report					
12	<b>Digital Data</b>	3D-DXF		2D-DXF		MOSS		PDF (read only drawing)		Other	
	<b>Computer Media</b>	CD		e-mail only		Other					
	<b>Notes and comments</b>										

## Notes to guide completion of the form

1). The more information available about the intended project the better, since this enables the surveyor to consider what information he would need to carry out the proposed work. There may be relevant matters on or adjacent to the site, of which the specification writer is unaware.

Most customers now need digital data, but a set of paper prints are often useful for meetings or to pass on to non-technical members of your team who do not have facilities to handle large format printing.

2). Knowing the area to survey is important. Please do not draw large red circles around the site, unless you wish to have a circular survey. Survey to areas outside your control may prove problematic or increase the costs: a little care in defining the limits which are really required will improve both product and costing. Please also ensure that any access arrangements have been sorted out IN ADVANCE of the survey being instructed.

3). The scale at which the finished information is needed is important. Larger scales will normally mean much more detail will be included and higher accuracies achieved, at a significantly greater cost. If high accuracies are required, but only a low level of detail needed then choose the appropriate scale for the accuracy and also mark the box OUTLINE DETAIL. This would indicate that only main features are needed in a generalised form, but overall dimensional accuracies would be high. Typically this might be required for a city centre demolition site where most features would be removed, but the boundaries would remain. 1:50 might be needed to obtain sufficiently accurate boundary information, but the OUTLINE DETAIL tag would mean that any buildings within the site would be shown as simple rectangles (the type of information which might be typically shown on a 1:1250 scale plan).

4). For control information, if there is existing control on the site please supply detail of this. It is always good practice to tie previous surveys together. There are implications to asking for surveys to be based on the O.S. National Grid. Please refer to our Guidance Notes:

- Absolutely relative
- Survey Limitations when using Ordnance Survey mapping

5). If this quickform specification is being used then the details contained in the survey would be those typically included in similar work. If your project is a little out of the ordinary, then perhaps a specific document detailing exactly what is required should be written. However, this specification should cover for most eventualities and provide a perfectly useable survey.

6). Trees can take a long time to survey: if wooded areas are not going to be touched by the subsequent work then a foliage line around the outside is generally adequate. You might, in some circumstances, need the location of the outermost trunks. As a general rule there is little benefit in showing individual saplings, although a long row might be indicated as a 'hedge'. Giving a minimum trunk diameter means that groups of saplings can be shown as a foliage line.

7). Spot levels give exact information on hard surfaces. Contour lines help visualisation of open spaces if sufficient contours are shown (say ¼ metre for most scales). For sites which are mostly built-up then close interval contours may clutter the drawing: if contours are needed then 1 metre interval may be sufficient. Remember to consider the overall variation of the ground heights within the site: specifying 1 metre contours on a site which is flat will serve little benefit, ¼ metre contours on a cliff face will be unreadable.

8). Investigating underground services is time and money consuming. Obtaining the statutory records well in advance of the survey is helpful, since it enables any important covers, such as the site outfall manholes, to be identified. If necessary then specific covers can be identified for lifting to check invert levels. Please ensure that permissions to lift covers have been obtained from the appropriate authority, if they are not within the site ownership. Availability of the plans helps the surveyor find hidden covers.

9). Depending upon the project, full survey of building footprints might not be necessary. Not much more than a 'block plan' may be adequate. A disproportionate amount of time can be spent accurately measuring up nooks and crannies, for no benefit to the end product. However, if you ask for full details then this is what the surveyor must price for and carry out.

10). Careful consideration should be given to the internal detail requested on a building survey. Again, the more requirements the higher the cost, so asking for everything might not be cost effective.

11). Proof prints are normally only needed if an early release of part completed information is necessary, to aid forward planning and progress, or for larger works, where the customer may wish to make amendments to the form of presentation. In that situation, this quickform specification is probably not appropriate. The survey report normally includes details of the permanent survey stations left on site. These enable subsequent work to be connected directly to the survey.

12). The most common digital data requirement is for AutoCad compatible files. The AutoCad standard is the DXF (Digital eXchange Format) which most design software can read. DWG is an internal format used by AutoCad and is not formally published. Be aware that not all software can read DWG. It might be that if DWG files are requested then other members of the design team will be unable to read those files.

Drawings can be produced as read-only PDF files, which can be viewed easily by non-technical members of the design team, but which cannot be interrogated. (Note: development work is underway on intelligent PDF files but the necessary software is unlikely to be generally available in the near future).