1. Starting from the bottom left corner, draw the shape of the room and add wall measurements on the outside of the lines.

2. Measure and draw windows, doors, radiators, pipes and any other obstacles in the room.

3. Add utilities such as water heater, electrical outlets and gas, water and electric supplies.

4. Double check all measurements, make sure that all the smaller measurements equal the total wall length.

5. Write any points to consider in the notes section e.g. uneven walls, hidden pipes or any information that will be helpful during the design process.