



CE200 SURVEYING

SURVEYS of SMALL AREAS and BUILDINGS

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FIELD NOTES

- ❑ Field notes are the permanent record of field procedures and the data collected in those procedures. Field notes should be made carefully. It is a common tendency to crowd information onto the pages. **Paper is cheap. Information isn't.** Do not crowd information onto the page. Make entries distinct so that you will be able to retrieve what you went out to find.
- ❑ Use a medium-hardness pencil to obtain a clean, clear marking of data.
- ❑ All computations should be checked and signed by the members of the survey team.



❑ Sketches should be drawn to approximate scale with care taken to preserve the relative positions and orientations of features.

❑ Orient the sketch so that North will be toward the top of the page. Always include an arrow indicating North on the sketch.

❑ Mistakes in the entry of measured data cannot be erased. Line it out carefully and enter the correct value adjacent to it (even using another line, if necessary :-).

❑ Mistakes in other entries, such as calculated values, drawings, etc., may be cleanly erased and reentered.

❑ Text entries on the sketch should read from the bottom or the right hand side. Consistency is appreciated.



❑ Note takers should verify all data by repeating it as it is written down. The team member making the measurements should listen as the numbers are called back and confirm their accuracy.

❑ Record data with appropriate precision. For example, if a length is measured to the hundredth of a meter, write it that way. Do not drop trailing zeros, etc., that communicate the precision of the measurement.

❑ Enter data in the order in which they are collected to preserve the interdependencies of the measurements.

❑ If a page is to be "scrapped", write VOID across it, along with a diagonal line. Include a reference to the page where the data can now be found.



Principles of a survey (conclusions from experiences)

a) Work from the whole to the part e.g. set out the main frame first, and add details onto the frame.

b) Check should be arranged wherever possible.

c) Field notes must be clear and complete. A survey may be plotted by a draughtsman who has never seen the site, all the information he needs must be in the field notes, not in another person's head.

d) Honesty is essential in booking field notes. Do not alter a measurement. "Cooking" leads to greater trouble in the long run.

e) Field equipment and documents must be properly maintained and protected.



Fieldwork Procedure:

- Check exactly what is required the purpose of the survey.

- Carry out a rough reconnaissance (complete inspection) to obtain familiarity with the site.

- Sketch the plan of the whole area on one sheet of paper. Show all details such as detail outlines of buildings, edges of paved areas and roads, foot ways, walls, hedges, fences, trees, telegraph poles, transmission lines, etc.

- Decide how to break the area into triangles. Each point must have one or more checks.



Fieldwork Procedure:

- Make horizontal distance measurements either as continuous lines (running measurements) or as single lines. Note all the measurements directly onto the sheet of sketch.
- We do not have lecture on Friday, at the end of Friday each subgroup shall bring us a complete and clear copy of your sketch and plan.
- Everybody must try to draw the plan on a plain white paper with a proper scale.



HINT FOR DRAWING

- use paper with format either A3 (297x410) or A4 (210x297)
- use a pencil F,H,H2.
- precision in plotting a point is 0.2mm.
- make distinction between detail lines and auxiliary measuring lines by drawing darker and lighter consequently.



BUILDINGS

1. Yapı Kredi
2. BTS
3. First Men Dormitory
4. Girls Dormitory
5. Infirmary
6. ÖFB
7. Pre-School Edu. Center
8. Computer Center
9. T.B.
10. İ.B.
11. School of FL
12. FL Testing Office



FIELDWORK 2

- ❖ Find your site
- ❖ Draw a sketch for the site
- ❖ Show the measurements on the sketch
- ❖ Take your equipment
- ❖ Then you will start to measure the building that you had chosen.
- ❖ Bring your sketch before starting to draw plan for checking

Each subgroup has to bring sketch, plan, and report

