A simple sketch of the property is required to describe its layout, the amenities provided (kitchen and bathrooms) and fire alarm systems and occupation.

If you think the Housing Department holds a plan of the property, please contact us. We will try to locate this and send to you to check and amend if necessary.

**Step 1**

Draw an outline of the whole of the building floor by floor; include all storeys including commercial use, etc. This will need to be large enough for you to write inside the rooms. Please label each floor (for example Ground Floor, First Floor).

One floor per page or half page would be recommended (unless using drawings provided).

If parts of the building are in different ownerships you may not be able to provide complete information past this step. For those parts, just indicate them as being in other ownerships.

**Step 2**

Label the rooms in the property (e.g. lounge, kitchen, bedroom, etc.). Number the rooms to identify each room.

**Step 3**

Mark the location of any smoke and heat detectors. This does not have to be too precise; we need to know which rooms they are in. Please indicate a smoke detector with an S in a circle and a heat detector with an H in a circle.