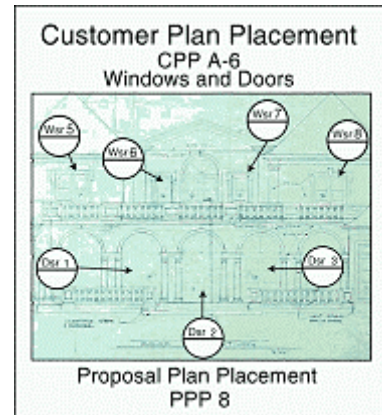


Estimating

The goal of the estimator is to be able to bid on a project, which has not yet been built but is as if it had already been built. The following paragraphs will explain how this is done. One of the purposes of estimating is to identify units for easier retrieval.

The first job in estimating is to logically group all related unit/part items. You must also know what items are included in each unit since there are some parts included in more than one unit. Thus, the same molds may be used to make many different unit component parts as well. Likewise, blocking out (use of material inserted into a mold to make it produce different sizes) a mold may allow for further matches to parts already identified as well.

The second job in estimating is to name all the areas in a project. An area is the logical grouping of units or parts. Often times the name of an area will be the same name as a unit type, such as *Window/Door Surrounds* or *Balustrade*. However, an area may be named for a specific area of the house, like *Porch, Arches* or *Gate*.



The third and final estimating job is specifying the units dimensional requirements, referred to as naming units and their parts. There are only two worksheets used in estimating, the Landscape Sheet and the Area Fulfillment Sheet. The Landscape Sheet is used to break areas down into their individual units or parts, which will be entered as line items on the sheet. The Area Fulfillment Sheet is used to break areas down into units. Units can then be easily identified and checked to make sure that they have been accounted for.

The **Landscape Sheet** and the **Area Fulfillment Sheet** are used to create Estimate Proposals, Customer Plan Placements, and Submittal Bids. The following are some definitions from these documents that may be of help in understanding the details our process gives you:

1. **Area**, which we have described in paragraph one, is a logical grouping of units.
2. **Description** is where you describe the unit or part in detail. This description usually includes Primary Type, Primary View and Modifiers used to name the unit or part.
3. **Profile shape** is the unit or part catalog profile or the customers profile.
4. The **X, Z** and **Y** fields are the Overall dimensions of the catalog profile. Certain units, like balustrade, newel piers or columns, have special rules, which will be discussed when each section is covered.
5. **Linear Feet** is used with those line items that are figured in linear feet.
6. **Quantity** is used with those line items that are figured on an each basis.
7. **Notes** will be added at the bottom left hand corner. Add any notes that will be helpful to the customer. Notes should be specific to explain what you did and why.

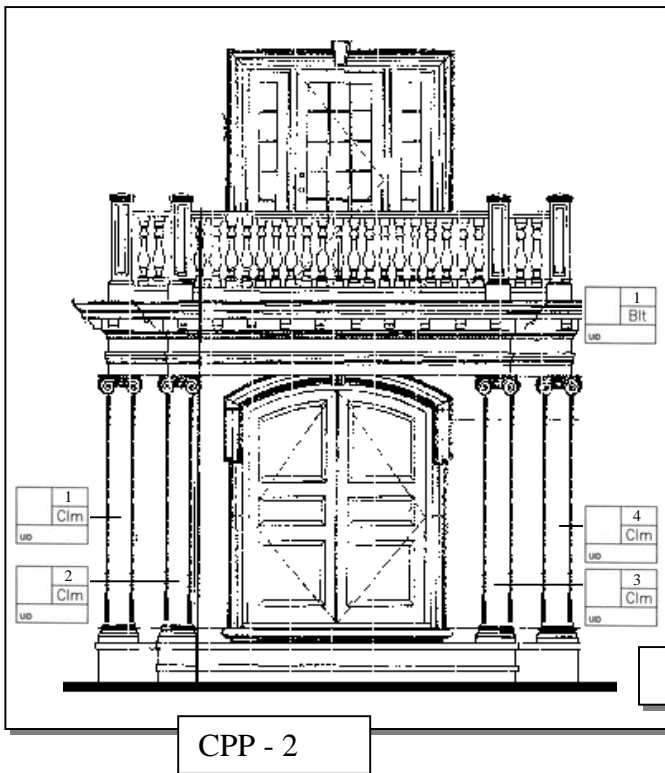
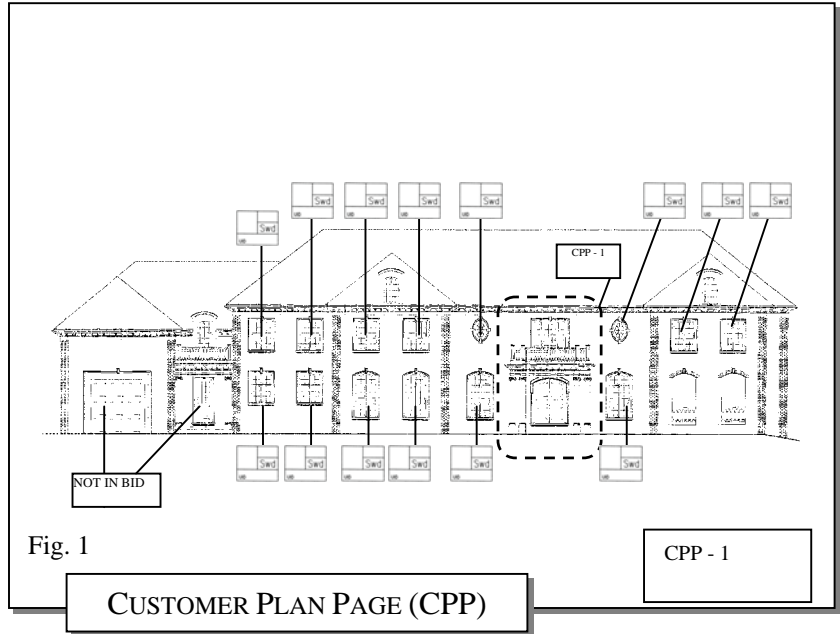
CUSTOMER PLAN PAGE (CPP)

The Customer Plan Page, (CPP), is a visual duplication of the client's blue line drawings, photos, or sketches.

Usually, in the form of 8-1/2" x 11" sheets, the CPP can include one of several types of views.

An overall CPP, as shown here, may display Product Groups using Area Stamps, Special Annotation, and/or Enlarged View Bubbles (Refer to Estimating Symbols) will be marked with the CPP number.

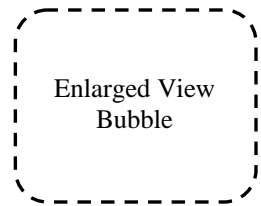
Each symbol or note should directly relate to either a bid line item, or a secondary CPP sheet. Pay special attention to notations, as this is a prime point of communication between the client and the estimator.



**ENLARGED VIEW / BLOW UP
DETAIL**

The Enlarged View, or Blow Up Detail, is used when it is important to convey a large amount of information stored in a small amount of space, within the Customer Plan Page.

Using the Enlarged View Bubble (refer to image at right and to the Symbols above) to specify an image Area, a new secondary drawing is referenced.



The new Enlarged or Blown UP area can now be seen clearly, and small details can be noted accordingly.

ENLARGED VIEW OF ENTRY

UNIT

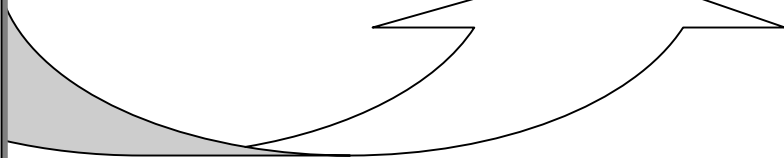
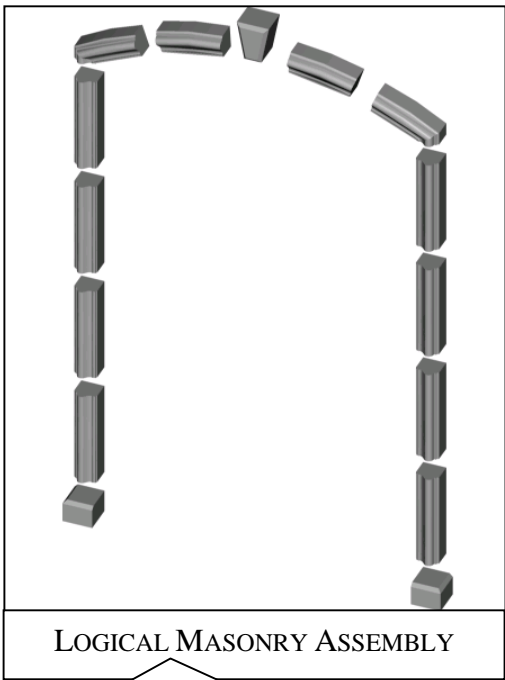
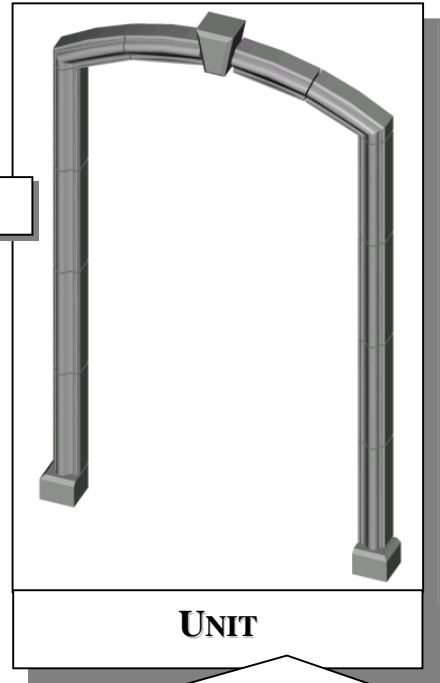
One of the most important views used when cross-referencing Units to the bid. A Unit's basic definition is the logical and recognizable assembly of masonry parts.

Where the Customer Plan Page (refer to [Customer Plan Page, previous page](#)) shows a breakdown of *overall* groupings of products, the Unit view shows the breakdown of *individual* groupings or **Units**.

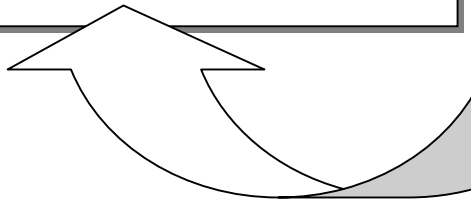
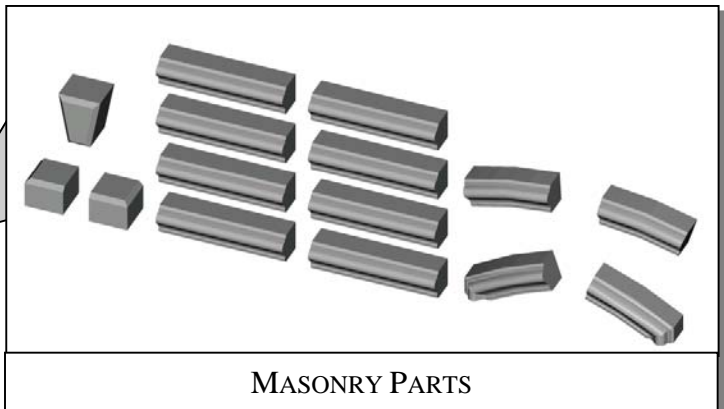
From this point, the Unit could be broken down even further into the Logical Masonry Assembly or even the Unit's Parts.

It is extremely important to understand the **Unit** as a whole in order to determine the style and size of the product being bid.

DOOR SURROUND



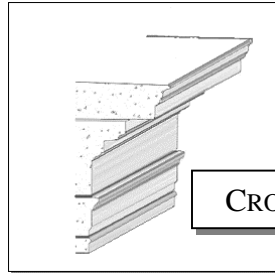
However, it is also important to understand how the parts within the Unit interact (refer to [Cross-Section, next page](#)) and to determine how the shapes or Profiles (refer to [Profiles, below](#)) work together.



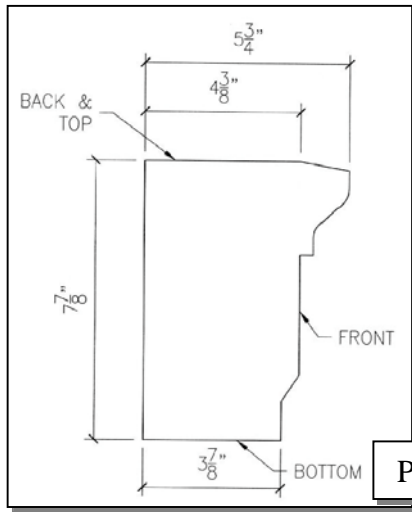
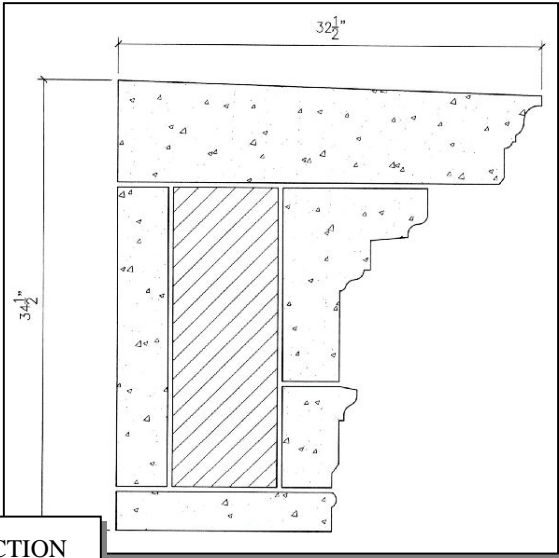
CROSS SECTION / INTERFACE

The Cross Section or Interface allows an even more detailed view of a Unit's Profiles or Parts. It also shows the interaction or Interface of the parts with one another.

This view allows an easy visual reference that verifies that the heights and depths of the integral parts of a unit work together to create the look and style desired.



CROSS SECTION

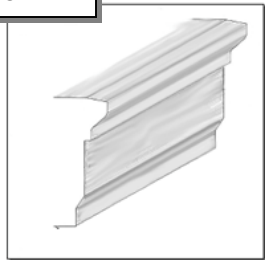


PROFILE

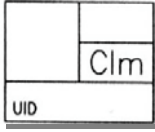
PROFILE

The primary use of the Profile Drawing is to demonstrate, visually, the complex features of a Unit part.

By viewing the Profile at a larger or smaller scale, the client can easily verify the styles and sizes of the Unit parts being bid.



ESTIMATING SYMBOLS

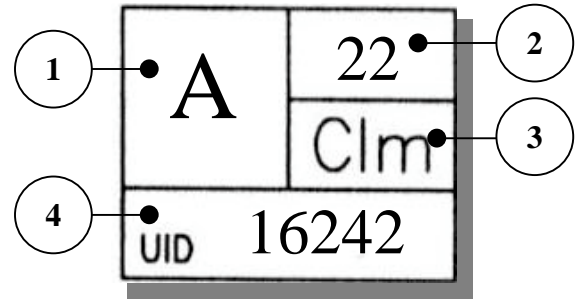


AREA STAMP

Used to identify Product Group Areas within a Customer Plan Page; Allows verification of quantities within a specified area.

The areas stamp maps a path for the client to follow, and relates directly to the customer bid.

- ① **Unit Mark** – Internal Use Only, Not used by Estimating. (Describes a single Production Unit)
- ② **Checker Number** – Consecutive numbering of **Units** within a specified **Area**. (In the example to the right, this stamp tells you that the item with this stamp is the twenty-second column in the area.)



- ③ **Area** – 3 digit alpha code to describe the Area being specified (CIm = Column)
- ④ **UID** – Unit Identification – For Internal Company Use

REFERENCE AREA BID LINE ITEM IN THE CUSTOMER INSTRUCTIONS, NEXT SECTION

Not included in Bid Proposal

STICKY NOTES OR ANNOTATIONS

Used to identify special notes or concerns related to the Customer Plan Page and the Customer Bid.

This is a prime point of communication between the estimator and the client for verification of confusing situations or potential problem spots.

CUSTOMER PLAN PAGE

Used to identify plan or elevation pages supplied by the client.



The CPP symbol will be displayed on the lower right hand corner of each Plan Page, or within the drawing to reference a secondary plan page.

REFERENCE THE ENLARGED VIEW BLOW UP BUBBLE; SEE NEXT PAGE FOR AN EXAMPLE OF THE CPP SYMBOL.

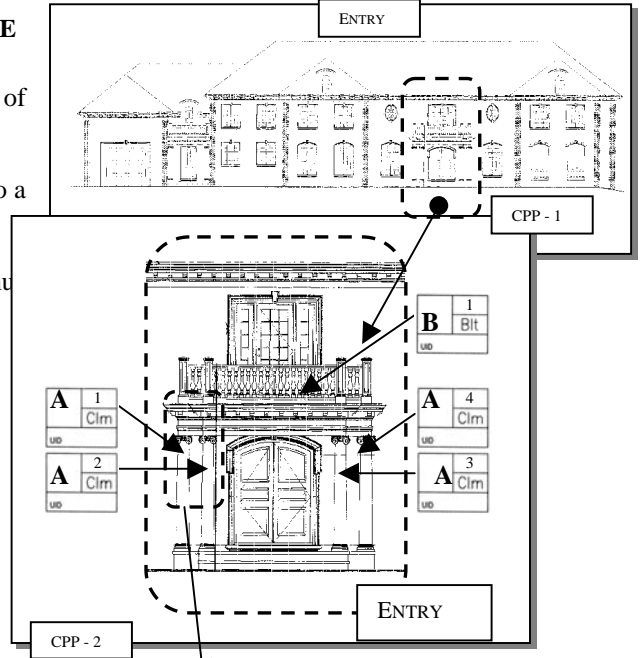
ENLARGED VIEW / BLOW UP BUBBLE

Used to enlarge or blow up a specified area of the Customer Plan page.

The Enlarged View Bubble relates directly to a secondary Customer Plan Page.

This allows more information to be communicated in a more legible size.

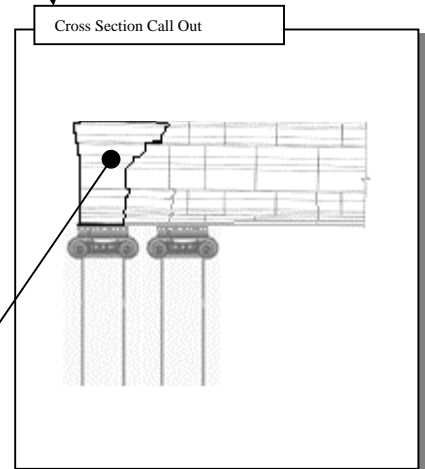
REFERENCES ESTIMATING SERVICE IN THE SERVICES SECTION, PREVIOUS SECTION



CROSS SECTION

Used in association to the CPP symbol (*Reference Customer Plan Page CPP-1 above*), indicates a detailed drawing of an interface Cross Section between Unit Parts or a Catalog or Custom Profile. An Interface drawing is the drawn set of points common to two stones that are being related by installation placement.

The Cross Section Call Out relates directly to a secondary Customer Plan Page. This allows more information to be communicated at a much larger and more easily legible size.



Interface Drawings

