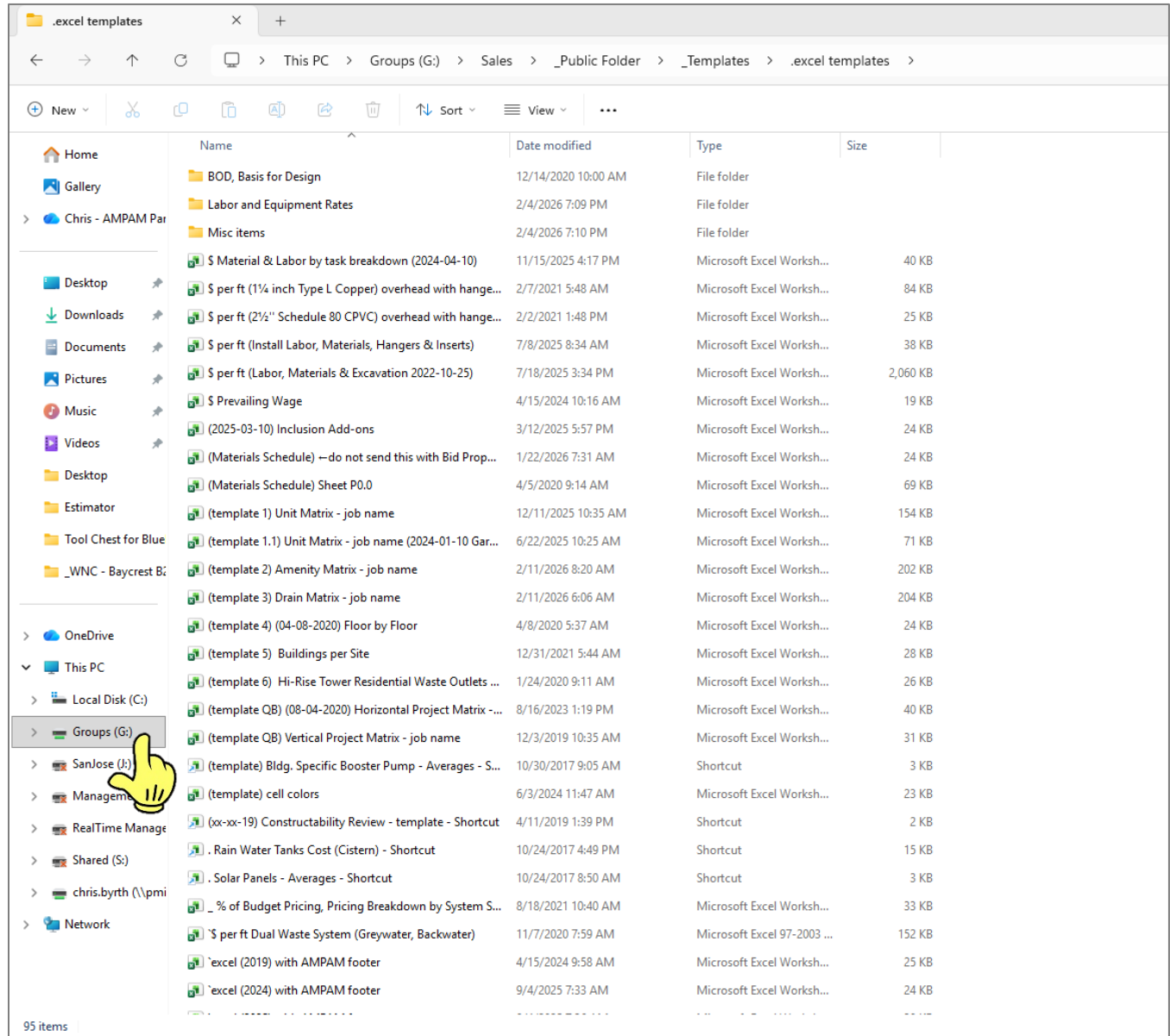


Estimator Training: Floor by Floor Take-Off on Unit Matrix (Excel)

Floor by Floor Take-Off on Unit Matrix (Excel)

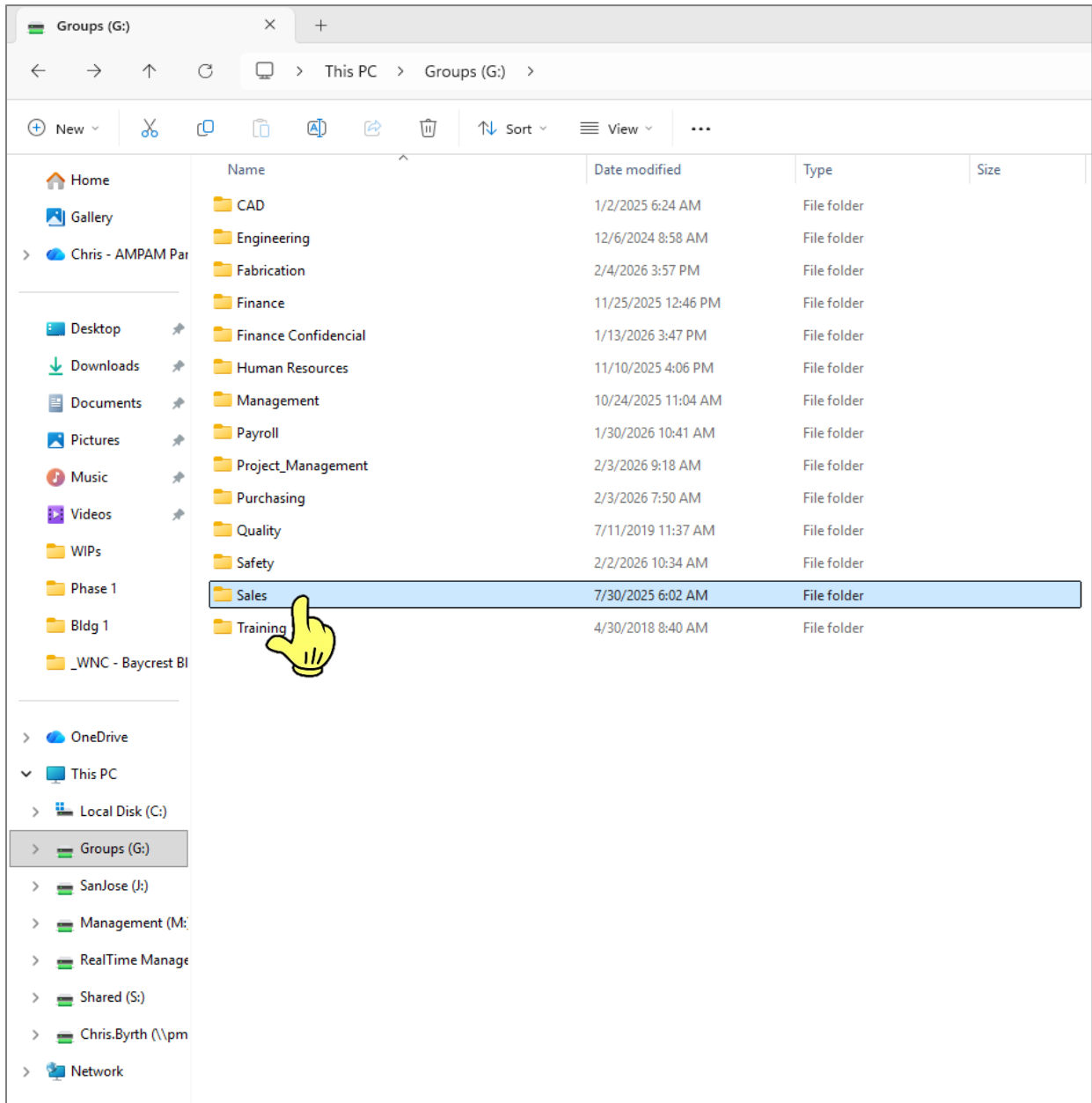
1. Select Groups (G:)drive



The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates'. The main pane displays a list of files and folders. A yellow hand icon points to the 'Groups (G:)' folder in the left sidebar.

Name	Date modified	Type	Size
BOD, Basis for Design	12/14/2020 10:00 AM	File folder	
Labor and Equipment Rates	2/4/2026 7:09 PM	File folder	
Misc items	2/4/2026 7:10 PM	File folder	
\$ Material & Labor by task breakdown (2024-04-10)	11/15/2025 4:17 PM	Microsoft Excel Worksh...	40 KB
\$ per ft (1¼ inch Type L Copper) overhead with hange...	2/7/2021 5:48 AM	Microsoft Excel Worksh...	84 KB
\$ per ft (2½" Schedule 80 CPVC) overhead with hange...	2/2/2021 1:48 PM	Microsoft Excel Worksh...	25 KB
\$ per ft (Install Labor, Materials, Hangers & Inserts)	7/8/2025 8:34 AM	Microsoft Excel Worksh...	38 KB
\$ per ft (Labor, Materials & Excavation 2022-10-25)	7/18/2025 3:34 PM	Microsoft Excel Worksh...	2,060 KB
\$ Prevailing Wage	4/15/2024 10:16 AM	Microsoft Excel Worksh...	19 KB
(2025-03-10) Inclusion Add-ons	3/12/2025 5:57 PM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) —do not send this with Bid Prop...	1/22/2026 7:31 AM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) Sheet P0.0	4/5/2020 9:14 AM	Microsoft Excel Worksh...	69 KB
(template 1) Unit Matrix - job name	12/11/2025 10:35 AM	Microsoft Excel Worksh...	154 KB
(template 1.1) Unit Matrix - job name (2024-01-10 Gar...	6/22/2025 10:25 AM	Microsoft Excel Worksh...	71 KB
(template 2) Amenity Matrix - job name	2/11/2026 8:20 AM	Microsoft Excel Worksh...	202 KB
(template 3) Drain Matrix - job name	2/11/2026 6:06 AM	Microsoft Excel Worksh...	204 KB
(template 4) (04-08-2020) Floor by Floor	4/8/2020 5:37 AM	Microsoft Excel Worksh...	24 KB
(template 5) Buildings per Site	12/31/2021 5:44 AM	Microsoft Excel Worksh...	28 KB
(template 6) Hi-Rise Tower Residential Waste Outlets ...	1/24/2020 9:11 AM	Microsoft Excel Worksh...	26 KB
(template QB) (08-04-2020) Horizontal Project Matrix -...	8/16/2023 1:19 PM	Microsoft Excel Worksh...	40 KB
(template QB) Vertical Project Matrix - job name	12/3/2019 10:35 AM	Microsoft Excel Worksh...	31 KB
(template) Bldg. Specific Booster Pump - Averages - S...	10/30/2017 9:05 AM	Shortcut	3 KB
(template) cell colors	6/3/2024 11:47 AM	Microsoft Excel Worksh...	23 KB
(xx-xx-19) Constructability Review - template - Shortcut	4/11/2019 1:39 PM	Shortcut	2 KB
. Rain Water Tanks Cost (Cistern) - Shortcut	10/24/2017 4:49 PM	Shortcut	15 KB
. Solar Panels - Averages - Shortcut	10/24/2017 8:50 AM	Shortcut	3 KB
_ % of Budget Pricing, Pricing Breakdown by System S...	8/18/2021 10:40 AM	Microsoft Excel Worksh...	33 KB
\$ per ft Dual Waste System (Greywater, Backwater)	11/7/2020 7:59 AM	Microsoft Excel 97-2003 ...	152 KB
`excel (2019) with AMPAM footer	4/15/2024 9:58 AM	Microsoft Excel Worksh...	25 KB
`excel (2024) with AMPAM footer	9/4/2025 7:33 AM	Microsoft Excel Worksh...	24 KB

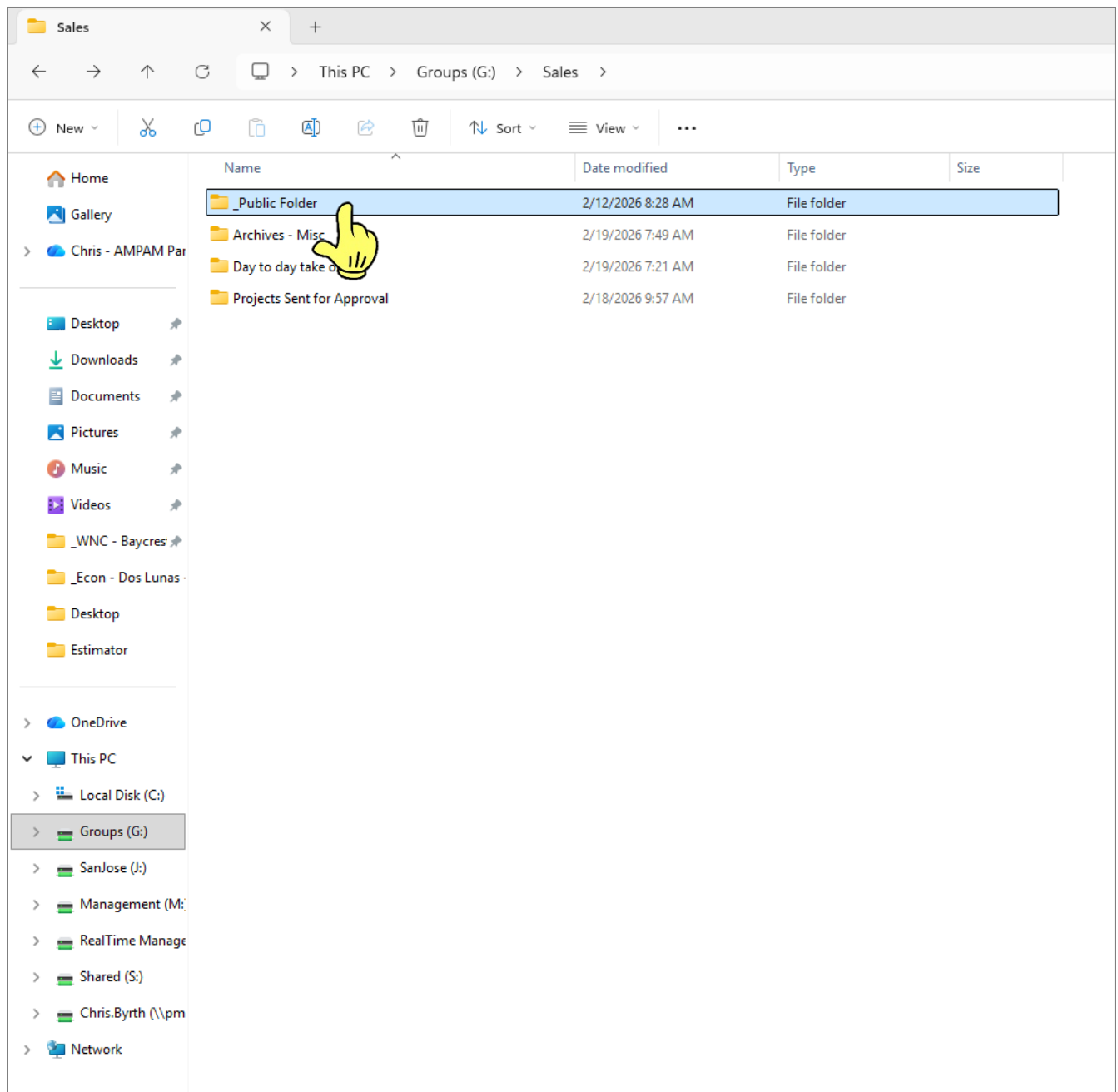
2. Select Sales folder



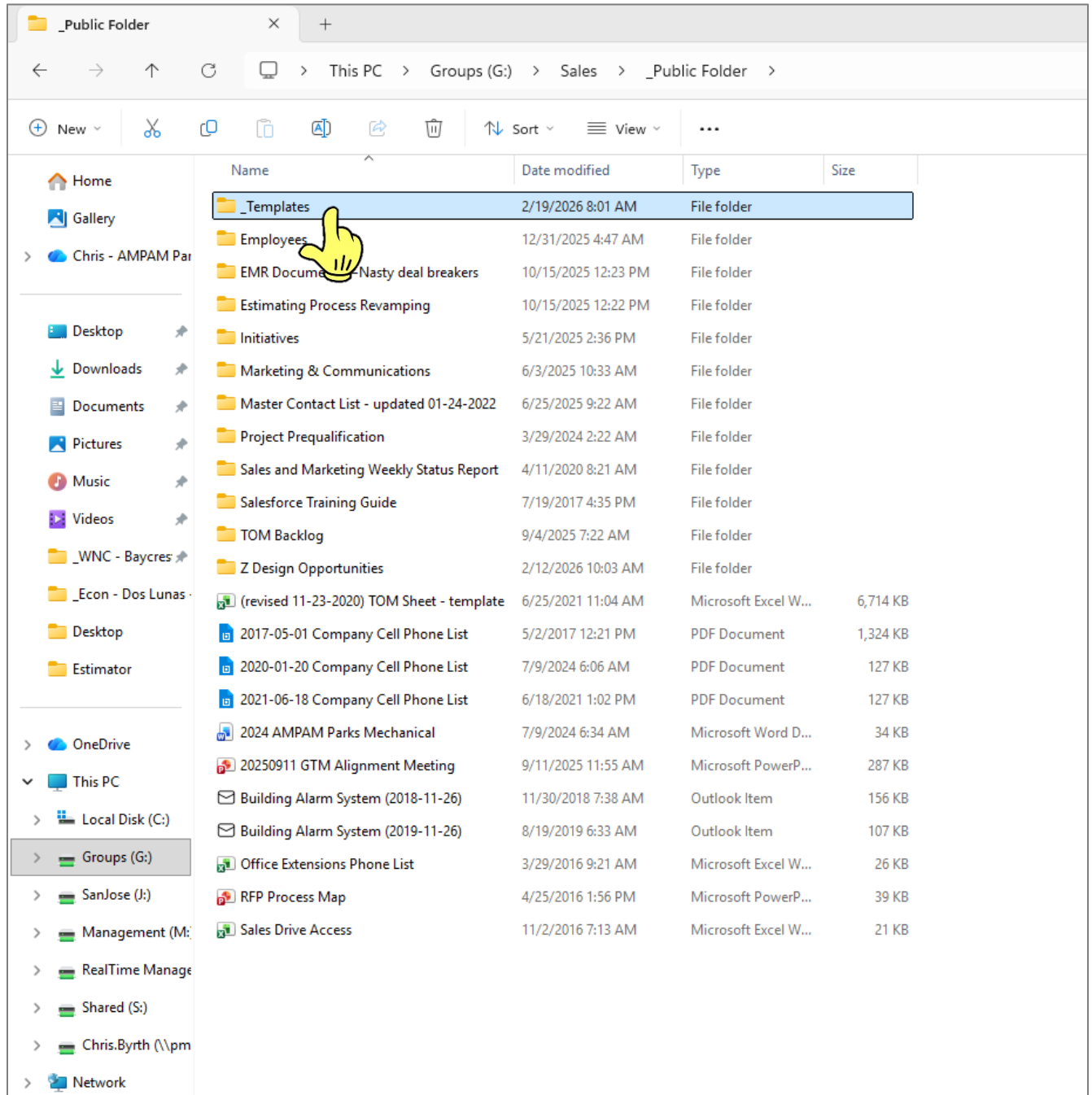
The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Groups (G:) >'. The left sidebar shows the navigation pane with 'Groups (G:)' selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. The 'Sales' folder is highlighted, and a yellow hand cursor is pointing at it.

Name	Date modified	Type	Size
CAD	1/2/2025 6:24 AM	File folder	
Engineering	12/6/2024 8:58 AM	File folder	
Fabrication	2/4/2026 3:57 PM	File folder	
Finance	11/25/2025 12:46 PM	File folder	
Finance Confidential	1/13/2026 3:47 PM	File folder	
Human Resources	11/10/2025 4:06 PM	File folder	
Management	10/24/2025 11:04 AM	File folder	
Payroll	1/30/2026 10:41 AM	File folder	
Project_Management	2/3/2026 9:18 AM	File folder	
Purchasing	2/3/2026 7:50 AM	File folder	
Quality	7/11/2019 11:37 AM	File folder	
Safety	2/2/2026 10:34 AM	File folder	
Sales	7/30/2025 6:02 AM	File folder	
Training	4/30/2018 8:40 AM	File folder	

3. Select Public Folder



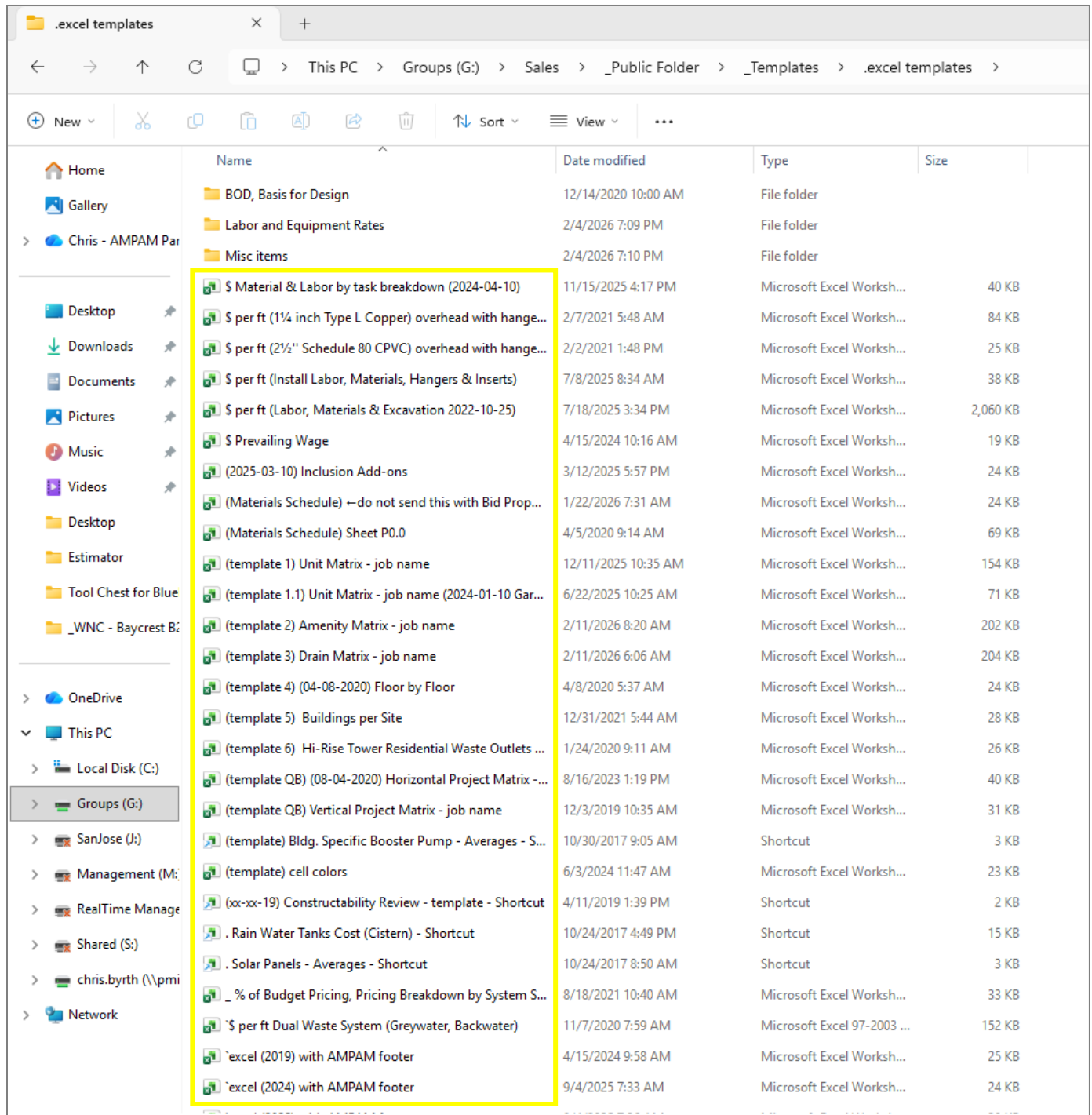
4. Select_Templates



The screenshot shows a Windows File Explorer window titled "_Public Folder". The address bar indicates the path: This PC > Groups (G:) > Sales > _Public Folder. The left sidebar shows the navigation pane with "Groups (G:)" selected. The main pane displays a list of folders and files. A yellow hand cursor is pointing to the "_Templates" folder, which is highlighted in blue. The list includes folders like "Employees", "EMR Documents - Nasty deal breakers", "Estimating Process Revamping", "Initiatives", "Marketing & Communications", "Master Contact List - updated 01-24-2022", "Project Prequalification", "Sales and Marketing Weekly Status Report", "Salesforce Training Guide", "TOM Backlog", and "Z Design Opportunities". Below these are several files, including Excel spreadsheets, PDF documents, and Microsoft Word documents.

Name	Date modified	Type	Size
_Templates	2/19/2026 8:01 AM	File folder	
Employees	12/31/2025 4:47 AM	File folder	
EMR Documents - Nasty deal breakers	10/15/2025 12:23 PM	File folder	
Estimating Process Revamping	10/15/2025 12:22 PM	File folder	
Initiatives	5/21/2025 2:36 PM	File folder	
Marketing & Communications	6/3/2025 10:33 AM	File folder	
Master Contact List - updated 01-24-2022	6/25/2025 9:22 AM	File folder	
Project Prequalification	3/29/2024 2:22 AM	File folder	
Sales and Marketing Weekly Status Report	4/11/2020 8:21 AM	File folder	
Salesforce Training Guide	7/19/2017 4:35 PM	File folder	
TOM Backlog	9/4/2025 7:22 AM	File folder	
Z Design Opportunities	2/12/2026 10:03 AM	File folder	
(revised 11-23-2020) TOM Sheet - template	6/25/2021 11:04 AM	Microsoft Excel W...	6,714 KB
2017-05-01 Company Cell Phone List	5/2/2017 12:21 PM	PDF Document	1,324 KB
2020-01-20 Company Cell Phone List	7/9/2024 6:06 AM	PDF Document	127 KB
2021-06-18 Company Cell Phone List	6/18/2021 1:02 PM	PDF Document	127 KB
2024 AMPAM Parks Mechanical	7/9/2024 6:34 AM	Microsoft Word D...	34 KB
20250911 GTM Alignment Meeting	9/11/2025 11:55 AM	Microsoft PowerP...	287 KB
Building Alarm System (2018-11-26)	11/30/2018 7:38 AM	Outlook Item	156 KB
Building Alarm System (2019-11-26)	8/19/2019 6:33 AM	Outlook Item	107 KB
Office Extensions Phone List	3/29/2016 9:21 AM	Microsoft Excel W...	26 KB
RFP Process Map	4/25/2016 1:56 PM	Microsoft PowerP...	39 KB
Sales Drive Access	11/2/2016 7:13 AM	Microsoft Excel W...	21 KB

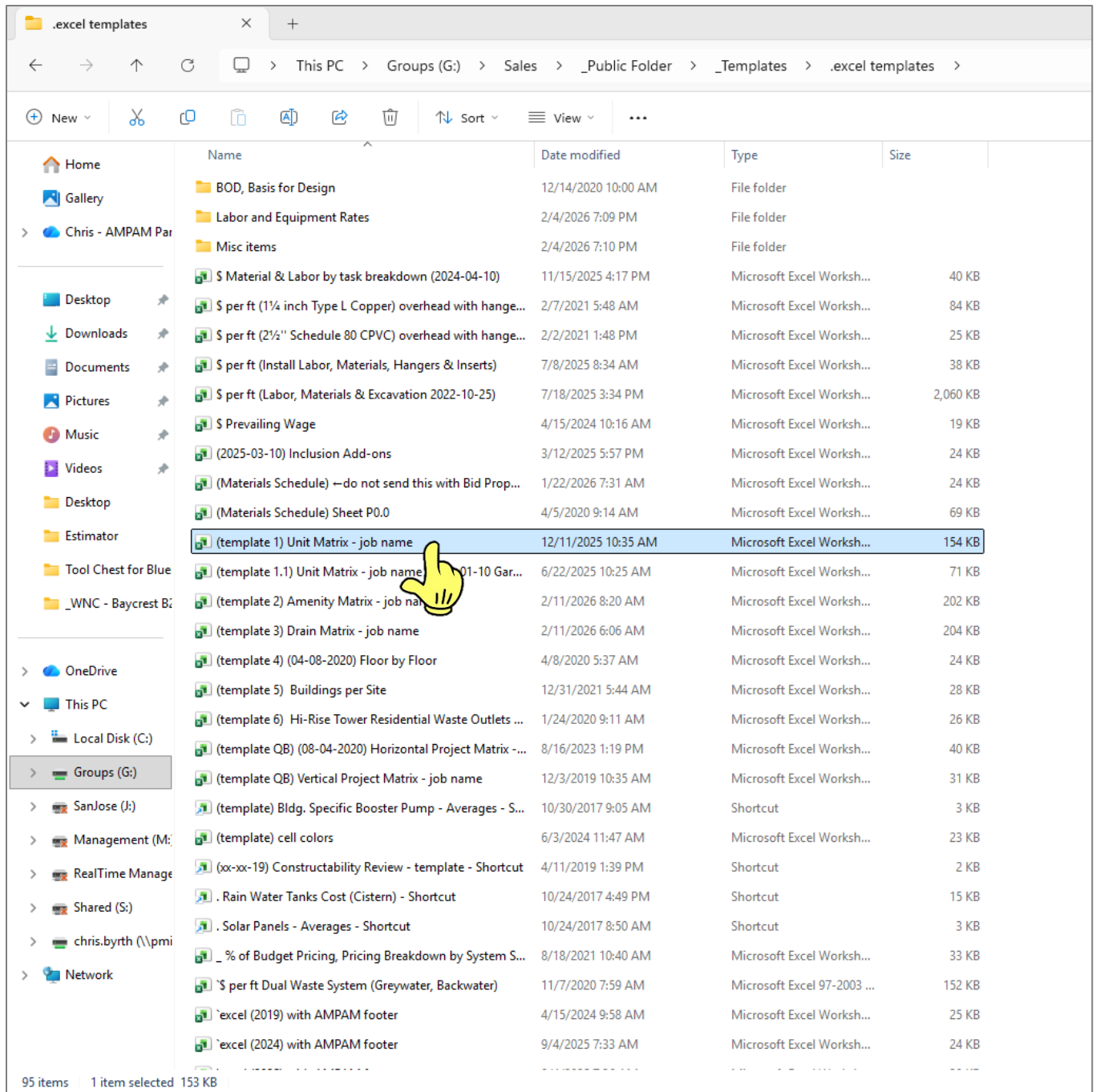
5. Select excel template



The screenshot shows a Windows File Explorer window with the following path: This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates. The left sidebar shows the navigation pane with 'Groups (G:)' selected. The main pane displays a list of files and folders. A yellow box highlights a selection of files, including:

- \$ Material & Labor by task breakdown (2024-04-10)
- \$ per ft (1¼ inch Type L Copper) overhead with hange...
- \$ per ft (2½" Schedule 80 CPVC) overhead with hange...
- \$ per ft (Install Labor, Materials, Hangers & Inserts)
- \$ per ft (Labor, Materials & Excavation 2022-10-25)
- \$ Prevailing Wage
- (2025-03-10) Inclusion Add-ons
- (Materials Schedule) ←do not send this with Bid Prop...
- (Materials Schedule) Sheet P0.0
- (template 1) Unit Matrix - job name
- (template 1.1) Unit Matrix - job name (2024-01-10 Gar...
- (template 2) Amenity Matrix - job name
- (template 3) Drain Matrix - job name
- (template 4) (04-08-2020) Floor by Floor
- (template 5) Buildings per Site
- (template 6) Hi-Rise Tower Residential Waste Outlets ...
- (template QB) (08-04-2020) Horizontal Project Matrix - ...
- (template QB) Vertical Project Matrix - job name
- (template) Bldg. Specific Booster Pump - Averages - S...
- (template) cell colors
- (xx-xx-19) Constructability Review - template - Shortcut
- . Rain Water Tanks Cost (Cistern) - Shortcut
- . Solar Panels - Averages - Shortcut
- _ % of Budget Pricing, Pricing Breakdown by System S...
- \$ per ft Dual Waste System (Greywater, Backwater)
- excel (2019) with AMPAM footer
- excel (2024) with AMPAM footer

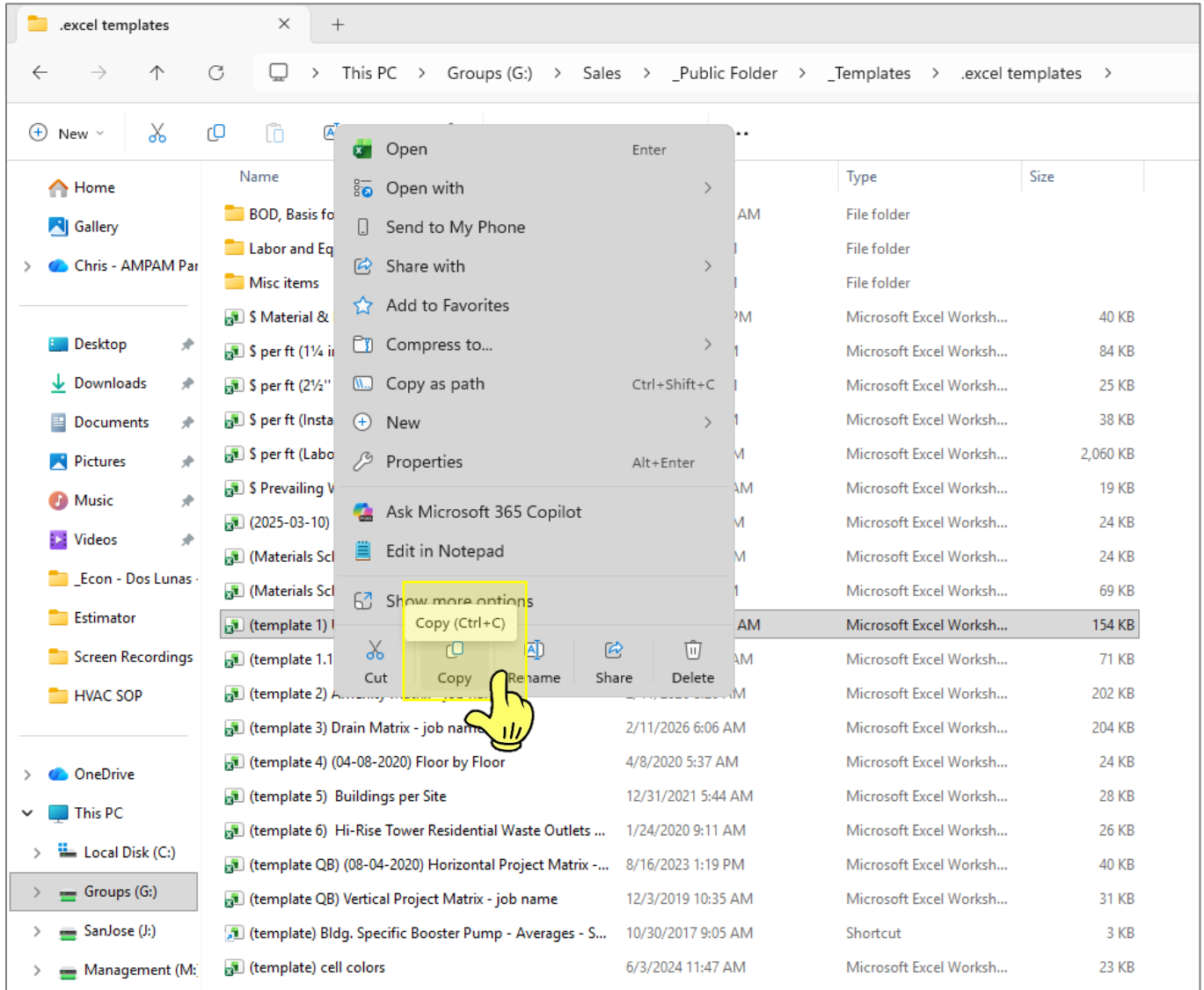
6. Select unit matrix “(Template 1) Unit Matrix – job name”



The screenshot shows a Windows File Explorer window titled ".excel templates". The address bar shows the path: This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates >. The left sidebar shows the navigation pane with "Groups (G:)" expanded to "Sales". The main pane displays a list of files and folders. A yellow hand cursor is pointing to the file "(template 1) Unit Matrix - job name", which is highlighted in blue. The status bar at the bottom indicates "95 items | 1 item selected | 153 KB".

Name	Date modified	Type	Size
BOD, Basis for Design	12/14/2020 10:00 AM	File folder	
Labor and Equipment Rates	2/4/2026 7:09 PM	File folder	
Misc items	2/4/2026 7:10 PM	File folder	
\$ Material & Labor by task breakdown (2024-04-10)	11/15/2025 4:17 PM	Microsoft Excel Worksh...	40 KB
\$ per ft (1¼ inch Type L Copper) overhead with hange...	2/7/2021 5:48 AM	Microsoft Excel Worksh...	84 KB
\$ per ft (2½" Schedule 80 CPVC) overhead with hange...	2/2/2021 1:48 PM	Microsoft Excel Worksh...	25 KB
\$ per ft (Install Labor, Materials, Hangers & Inserts)	7/8/2025 8:34 AM	Microsoft Excel Worksh...	38 KB
\$ per ft (Labor, Materials & Excavation 2022-10-25)	7/18/2025 3:34 PM	Microsoft Excel Worksh...	2,060 KB
\$ Prevailing Wage	4/15/2024 10:16 AM	Microsoft Excel Worksh...	19 KB
(2025-03-10) Inclusion Add-ons	3/12/2025 5:57 PM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) ←do not send this with Bid Prop...	1/22/2026 7:31 AM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) Sheet P0.0	4/5/2020 9:14 AM	Microsoft Excel Worksh...	69 KB
(template 1) Unit Matrix - job name	12/11/2025 10:35 AM	Microsoft Excel Worksh...	154 KB
(template 1.1) Unit Matrix - job name 01-10 Gar...	6/22/2025 10:25 AM	Microsoft Excel Worksh...	71 KB
(template 2) Amenity Matrix - job na	2/11/2026 8:20 AM	Microsoft Excel Worksh...	202 KB
(template 3) Drain Matrix - job name	2/11/2026 6:06 AM	Microsoft Excel Worksh...	204 KB
(template 4) (04-08-2020) Floor by Floor	4/8/2020 5:37 AM	Microsoft Excel Worksh...	24 KB
(template 5) Buildings per Site	12/31/2021 5:44 AM	Microsoft Excel Worksh...	28 KB
(template 6) Hi-Rise Tower Residential Waste Outlets ...	1/24/2020 9:11 AM	Microsoft Excel Worksh...	26 KB
(template QB) (08-04-2020) Horizontal Project Matrix - ...	8/16/2023 1:19 PM	Microsoft Excel Worksh...	40 KB
(template QB) Vertical Project Matrix - job name	12/3/2019 10:35 AM	Microsoft Excel Worksh...	31 KB
(template) Bldg. Specific Booster Pump - Averages - S...	10/30/2017 9:05 AM	Shortcut	3 KB
(template) cell colors	6/3/2024 11:47 AM	Microsoft Excel Worksh...	23 KB
(xx-xx-19) Constructability Review - template - Shortcut	4/11/2019 1:39 PM	Shortcut	2 KB
. Rain Water Tanks Cost (Cistern) - Shortcut	10/24/2017 4:49 PM	Shortcut	15 KB
. Solar Panels - Averages - Shortcut	10/24/2017 8:50 AM	Shortcut	3 KB
_ % of Budget Pricing, Pricing Breakdown by System S...	8/18/2021 10:40 AM	Microsoft Excel Worksh...	33 KB
\$ per ft Dual Waste System (Greywater, Backwater)	11/7/2020 7:59 AM	Microsoft Excel 97-2003 ...	152 KB
`excel (2019) with AMPAM footer	4/15/2024 9:58 AM	Microsoft Excel Worksh...	25 KB
`excel (2024) with AMPAM footer	9/4/2025 7:33 AM	Microsoft Excel Worksh...	24 KB

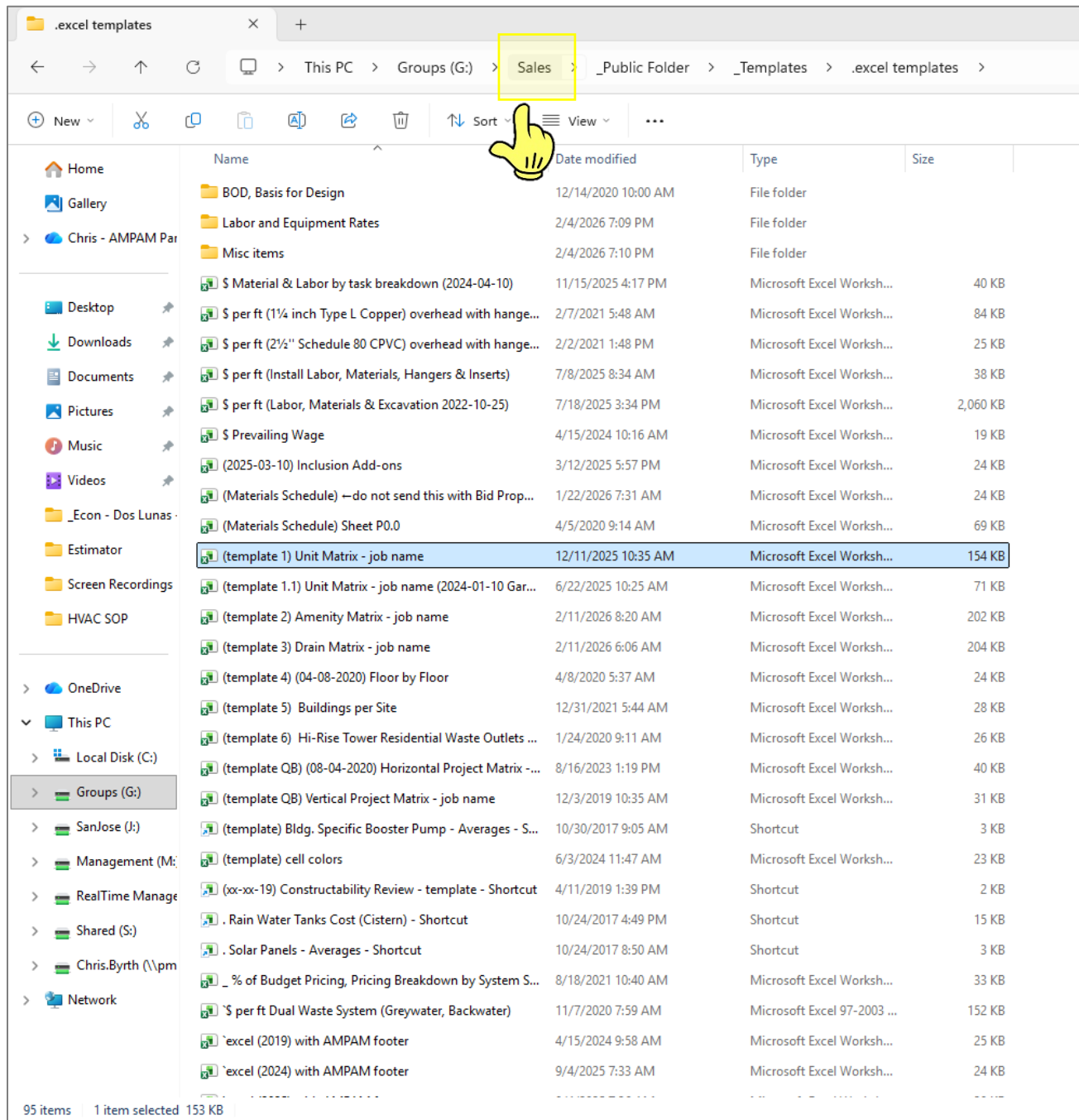
7. Copy unit matrix “(Template 1) Unit Matrix – job name”



The screenshot shows a Windows File Explorer window with the address bar set to `This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates`. The left sidebar shows the navigation pane with 'Groups (G:)' selected. The main pane displays a list of files and folders. A context menu is open over the file '(template 1) Unit Matrix - job name', and the 'Copy (Ctrl+C)' option is highlighted with a yellow box and a hand cursor. Below the context menu, a secondary menu shows 'Copy', 'Rename', 'Share', and 'Delete' options.

Name	Type	Size
BOD, Basis fo	File folder	
Labor and Eq	File folder	
Misc items	File folder	
\$ Material &	Microsoft Excel Worksh...	40 KB
\$ per ft (1¼ i	Microsoft Excel Worksh...	84 KB
\$ per ft (2½"	Microsoft Excel Worksh...	25 KB
\$ per ft (Insta	Microsoft Excel Worksh...	38 KB
\$ per ft (Labo	Microsoft Excel Worksh...	2,060 KB
\$ Prevailing V	Microsoft Excel Worksh...	19 KB
(2025-03-10)	Microsoft Excel Worksh...	24 KB
(Materials Sc	Microsoft Excel Worksh...	24 KB
(Materials Sc	Microsoft Excel Worksh...	69 KB
(template 1) Unit Matrix - job name	Microsoft Excel Worksh...	154 KB
(template 1.1	Microsoft Excel Worksh...	71 KB
(template 2)	Microsoft Excel Worksh...	202 KB
(template 3) Drain Matrix - job name	Microsoft Excel Worksh...	204 KB
(template 4) (04-08-2020) Floor by Floor	Microsoft Excel Worksh...	24 KB
(template 5) Buildings per Site	Microsoft Excel Worksh...	28 KB
(template 6) Hi-Rise Tower Residential Waste Outlets ...	Microsoft Excel Worksh...	26 KB
(template QB) (08-04-2020) Horizontal Project Matrix - ...	Microsoft Excel Worksh...	40 KB
(template QB) Vertical Project Matrix - job name	Microsoft Excel Worksh...	31 KB
(template) Bldg. Specific Booster Pump - Averages - S...	Shortcut	3 KB
(template) cell colors	Microsoft Excel Worksh...	23 KB

8. Navigate back to the Sales folder

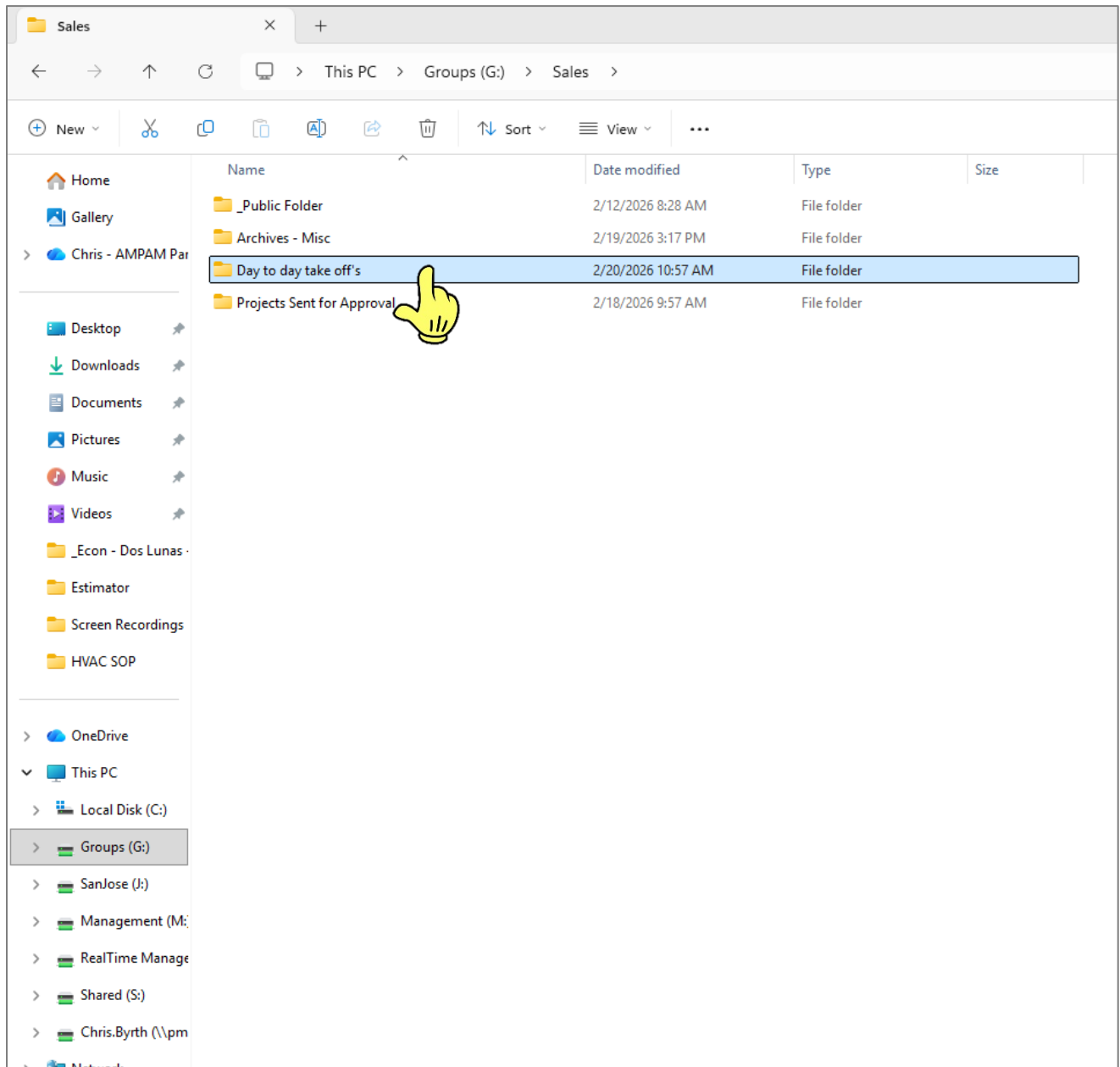


The screenshot shows a Windows File Explorer window with the following breadcrumb path: **This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates**. The 'Sales' folder is highlighted with a yellow box, and a hand cursor points to it. The main pane displays a list of files and folders with the following columns: Name, Date modified, Type, and Size.

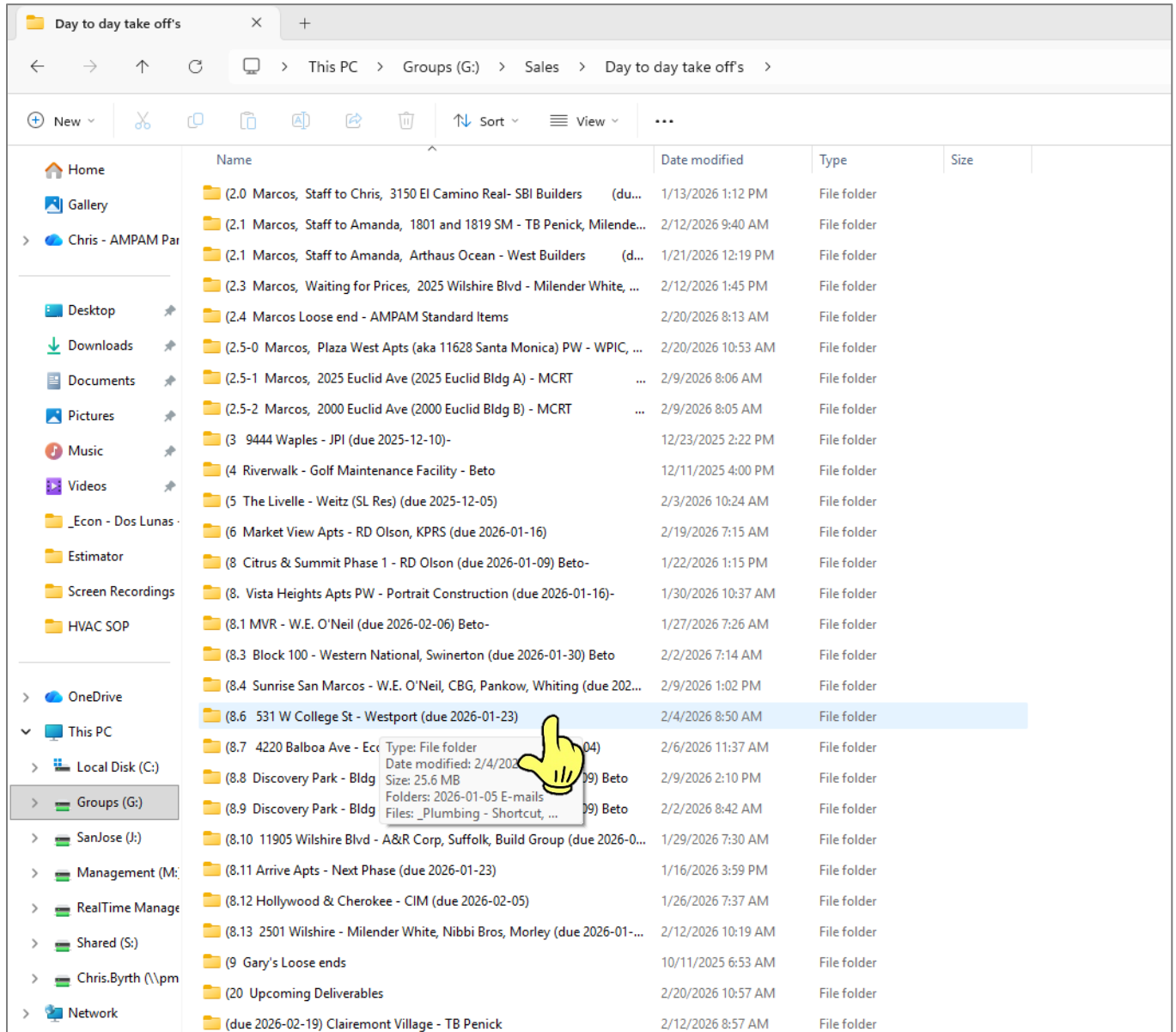
Name	Date modified	Type	Size
BOD, Basis for Design	12/14/2020 10:00 AM	File folder	
Labor and Equipment Rates	2/4/2026 7:09 PM	File folder	
Misc items	2/4/2026 7:10 PM	File folder	
\$ Material & Labor by task breakdown (2024-04-10)	11/15/2025 4:17 PM	Microsoft Excel Worksh...	40 KB
\$ per ft (1¼ inch Type L Copper) overhead with hange...	2/7/2021 5:48 AM	Microsoft Excel Worksh...	84 KB
\$ per ft (2½" Schedule 80 CPVC) overhead with hange...	2/2/2021 1:48 PM	Microsoft Excel Worksh...	25 KB
\$ per ft (Install Labor, Materials, Hangers & Inserts)	7/8/2025 8:34 AM	Microsoft Excel Worksh...	38 KB
\$ per ft (Labor, Materials & Excavation 2022-10-25)	7/18/2025 3:34 PM	Microsoft Excel Worksh...	2,060 KB
\$ Prevailing Wage	4/15/2024 10:16 AM	Microsoft Excel Worksh...	19 KB
(2025-03-10) Inclusion Add-ons	3/12/2025 5:57 PM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) —do not send this with Bid Prop...	1/22/2026 7:31 AM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) Sheet P0.0	4/5/2020 9:14 AM	Microsoft Excel Worksh...	69 KB
(template 1) Unit Matrix - job name	12/11/2025 10:35 AM	Microsoft Excel Worksh...	154 KB
(template 1.1) Unit Matrix - job name (2024-01-10 Gar...	6/22/2025 10:25 AM	Microsoft Excel Worksh...	71 KB
(template 2) Amenity Matrix - job name	2/11/2026 8:20 AM	Microsoft Excel Worksh...	202 KB
(template 3) Drain Matrix - job name	2/11/2026 6:06 AM	Microsoft Excel Worksh...	204 KB
(template 4) (04-08-2020) Floor by Floor	4/8/2020 5:37 AM	Microsoft Excel Worksh...	24 KB
(template 5) Buildings per Site	12/31/2021 5:44 AM	Microsoft Excel Worksh...	28 KB
(template 6) Hi-Rise Tower Residential Waste Outlets ...	1/24/2020 9:11 AM	Microsoft Excel Worksh...	26 KB
(template QB) (08-04-2020) Horizontal Project Matrix - ...	8/16/2023 1:19 PM	Microsoft Excel Worksh...	40 KB
(template QB) Vertical Project Matrix - job name	12/3/2019 10:35 AM	Microsoft Excel Worksh...	31 KB
(template) Bldg. Specific Booster Pump - Averages - S...	10/30/2017 9:05 AM	Shortcut	3 KB
(template) cell colors	6/3/2024 11:47 AM	Microsoft Excel Worksh...	23 KB
(xx-xx-19) Constructability Review - template - Shortcut	4/11/2019 1:39 PM	Shortcut	2 KB
. Rain Water Tanks Cost (Cistern) - Shortcut	10/24/2017 4:49 PM	Shortcut	15 KB
. Solar Panels - Averages - Shortcut	10/24/2017 8:50 AM	Shortcut	3 KB
_ % of Budget Pricing, Pricing Breakdown by System S...	8/18/2021 10:40 AM	Microsoft Excel Worksh...	33 KB
\$ per ft Dual Waste System (Greywater, Backwater)	11/7/2020 7:59 AM	Microsoft Excel 97-2003 ...	152 KB
`excel (2019) with AMPAM footer	4/15/2024 9:58 AM	Microsoft Excel Worksh...	25 KB
`excel (2024) with AMPAM footer	9/4/2025 7:33 AM	Microsoft Excel Worksh...	24 KB

95 items | 1 item selected | 153 KB

9. Select Day to Day take Offs folder



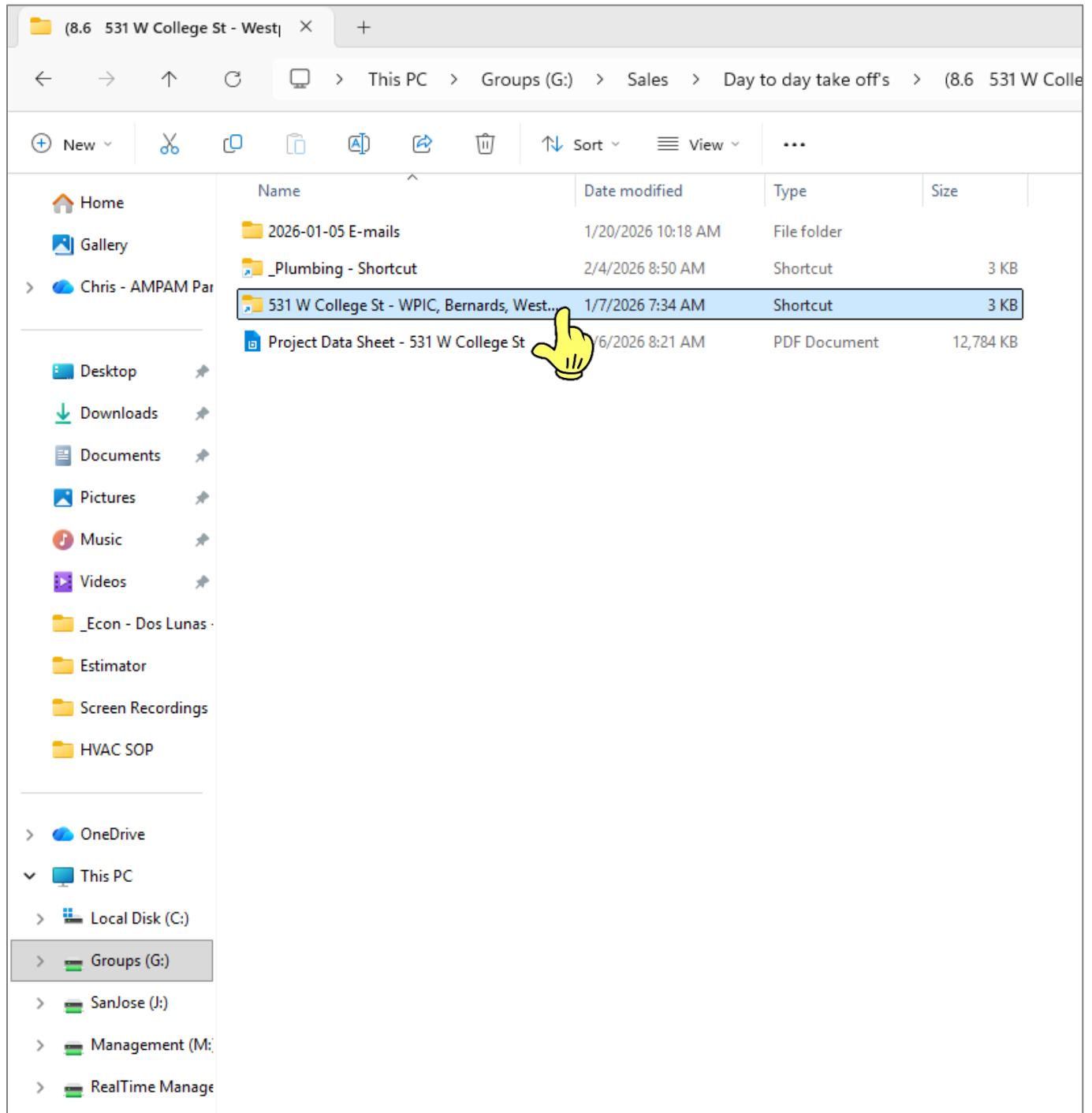
10. Select Project folder



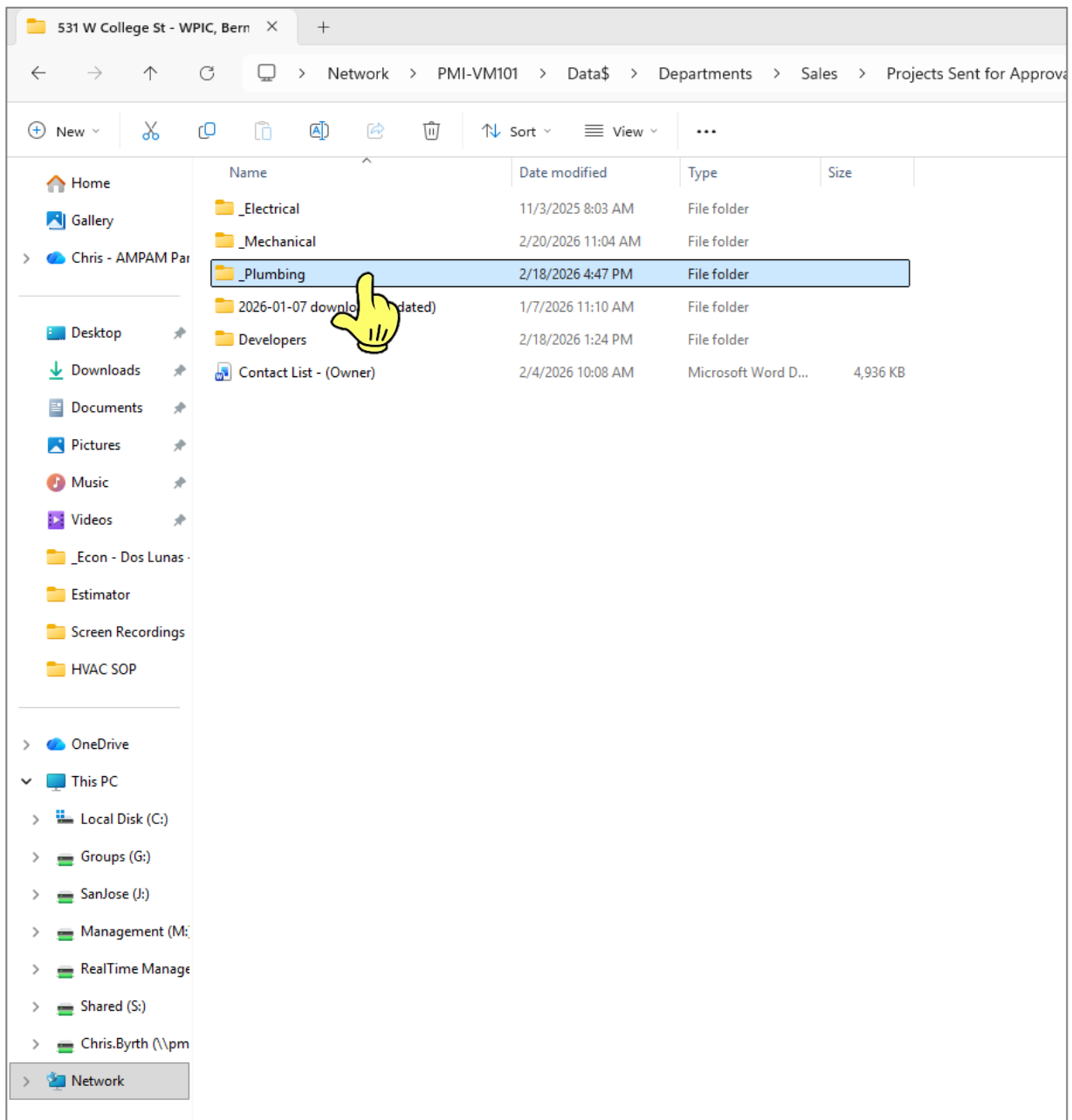
The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar shows the path: "This PC > Groups (G:) > Sales > Day to day take off's". The left sidebar shows the navigation pane with "Groups (G:)" selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. The folder "(8.6 531 W College St - Westport (due 2026-01-23))" is highlighted in blue. A yellow hand cursor is pointing at this folder, and a tooltip is visible over it, showing details: "Type: File folder", "Date modified: 2/4/2026 8:50 AM", "Size: 25.6 MB", and "Folders: 2026-01-05 E-mails", "Files: _Plumbing - Shortcut, ...".

Name	Date modified	Type	Size
(2.0 Marcos, Staff to Chris, 3150 El Camino Real- SBI Builders (du...	1/13/2026 1:12 PM	File folder	
(2.1 Marcos, Staff to Amanda, 1801 and 1819 SM - TB Penick, Milende...	2/12/2026 9:40 AM	File folder	
(2.1 Marcos, Staff to Amanda, Arthaus Ocean - West Builders (d...	1/21/2026 12:19 PM	File folder	
(2.3 Marcos, Waiting for Prices, 2025 Wilshire Blvd - Milender White, ...	2/12/2026 1:45 PM	File folder	
(2.4 Marcos Loose end - AMPAM Standard Items	2/20/2026 8:13 AM	File folder	
(2.5-0 Marcos, Plaza West Apts (aka 11628 Santa Monica) PW - WPIC, ...	2/20/2026 10:53 AM	File folder	
(2.5-1 Marcos, 2025 Euclid Ave (2025 Euclid Bldg A) - MCRT ...	2/9/2026 8:06 AM	File folder	
(2.5-2 Marcos, 2000 Euclid Ave (2000 Euclid Bldg B) - MCRT ...	2/9/2026 8:05 AM	File folder	
(3 9444 Waples - JPI (due 2025-12-10)-	12/23/2025 2:22 PM	File folder	
(4 Riverwalk - Golf Maintenance Facility - Beto	12/11/2025 4:00 PM	File folder	
(5 The Livelle - Weitz (SL Res) (due 2025-12-05)	2/3/2026 10:24 AM	File folder	
(6 Market View Apts - RD Olson, KPRS (due 2026-01-16)	2/19/2026 7:15 AM	File folder	
(8 Citrus & Summit Phase 1 - RD Olson (due 2026-01-09) Beto-	1/22/2026 1:15 PM	File folder	
(8. Vista Heights Apts PW - Portrait Construction (due 2026-01-16)-	1/30/2026 10:37 AM	File folder	
(8.1 MVR - W.E. O'Neil (due 2026-02-06) Beto-	1/27/2026 7:26 AM	File folder	
(8.3 Block 100 - Western National, Swinerton (due 2026-01-30) Beto	2/2/2026 7:14 AM	File folder	
(8.4 Sunrise San Marcos - W.E. O'Neil, CBG, Pankow, Whiting (due 202...	2/9/2026 1:02 PM	File folder	
(8.6 531 W College St - Westport (due 2026-01-23))	2/4/2026 8:50 AM	File folder	
(8.7 4220 Balboa Ave - Ecc... (due 2026-01-04)	2/6/2026 11:37 AM	File folder	
(8.8 Discovery Park - Bldg... (due 2026-01-09) Beto	2/9/2026 2:10 PM	File folder	
(8.9 Discovery Park - Bldg... (due 2026-01-09) Beto	2/2/2026 8:42 AM	File folder	
(8.10 11905 Wilshire Blvd - A&R Corp, Suffolk, Build Group (due 2026-0...	1/29/2026 7:30 AM	File folder	
(8.11 Arrive Apts - Next Phase (due 2026-01-23)	1/16/2026 3:59 PM	File folder	
(8.12 Hollywood & Cherokee - CIM (due 2026-02-05)	1/26/2026 7:37 AM	File folder	
(8.13 2501 Wilshire - Milender White, Nibbi Bros, Morley (due 2026-01-...	2/12/2026 10:19 AM	File folder	
(9 Gary's Loose ends	10/11/2025 6:53 AM	File folder	
(20 Upcoming Deliverables	2/20/2026 10:57 AM	File folder	
(due 2026-02-19) Clairemont Village - TB Penick	2/12/2026 8:57 AM	File folder	

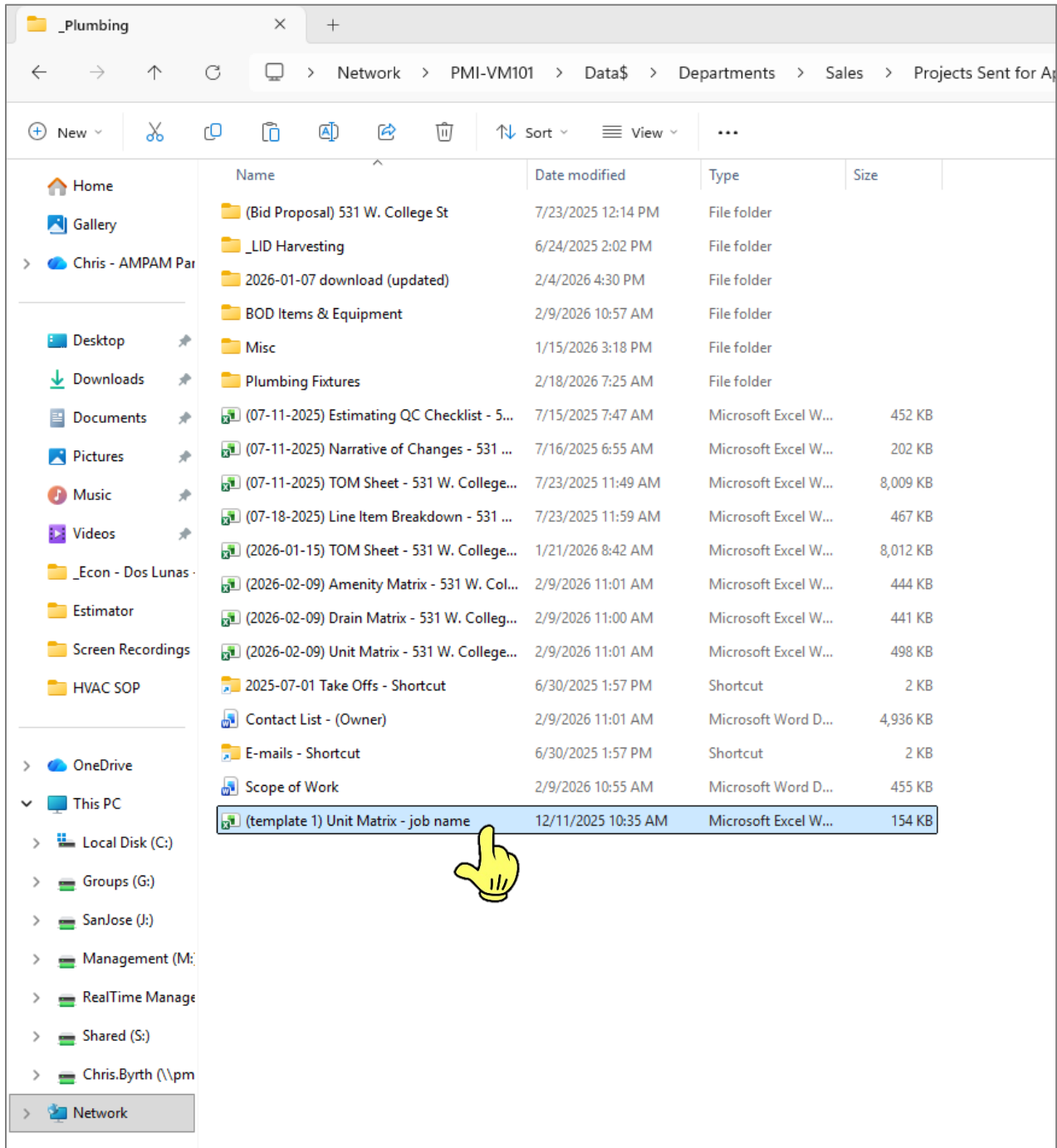
11. Select the Project Shortcut folder



12. Select the trade you are working with (example: *Plumbing*)



13. Place the Unite Matrix template into the folder



14. Open Unit Matrix

AutoSave On (template 1) Unit Matrix - job name Ⓐ • Last Modified: 12/11/2025

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles

UNABLE TO REFRESH We couldn't get updated values from a linked workbook. Manage Workbook Links

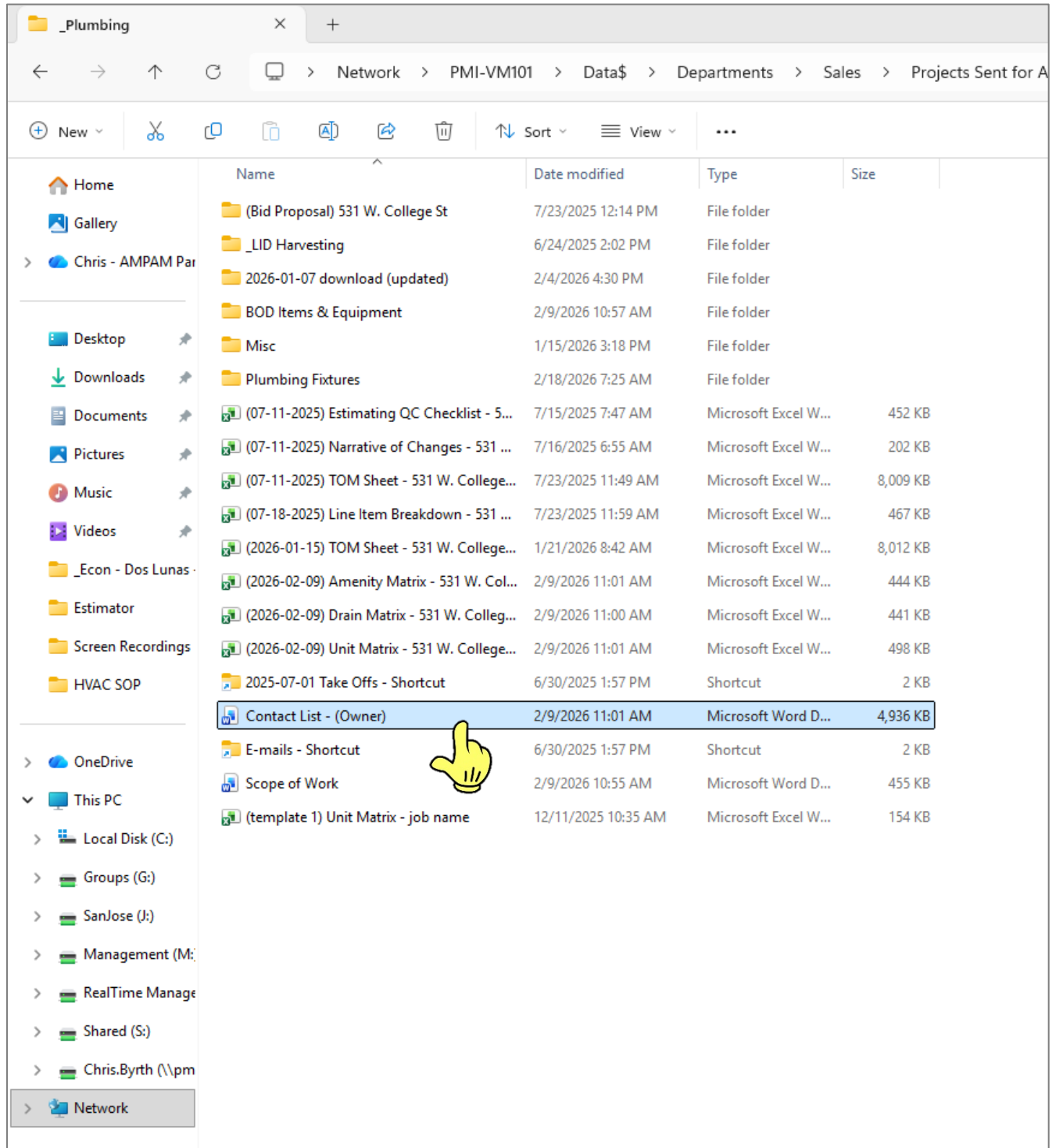
A1 : X ✓ fx =COUNT('Unit Matrix'!\$G\$23:\$EQ\$24,...)

Quantity of Unit Types		9	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
<p>AMPAM Parks Mechanical</p> <p>Owner / Contractor Job Name Job Address & Street City, State Zip Code Architectural Plan Set: Construction Type: Type YA over Type IB Podium Mixed Use Apartment Complex with Retail 20XX Code Cycle: CA Plumbing Code and CA Energy Code Plumbing Plan Set: 100 Units Date: Month, day, year</p>										
		Fixtures per Unit Type					Fixtures per Unit Type			
		UNIT 1 1 Bed & 1 Bath	UNIT 2 2 Bed & 2 Bath	UNIT 3 3 Bed & 3 Bath	w/ extra Lav	w/ Tub & extra Shw w/ 3 Lavs	w/ Shw			
	Totals	typical Qty 1	typical Qty 2	typical Qty 3	typical Qty 4	typical Qty 5	typical Qty 1	typical Qty 1	typical Qty 1	typical Qty 1
16	Units per site ----->	24								
- Bath 1										
26	Water Closet	3	1 1	1 2	0	0	0	0	0	0
27	Lavatory	0	0	0	0	0	0	0	0	0
28	32" Tub / Shower (60" w X 32" deep X 72" high)	0	0	0	0	0	0	0	0	0
29	36" Tub / Shower (60" w X 36" deep X 72" high)	0	0	0	0	0	0	0	0	0
30	42" Tub / Shower (60" w X 42" deep X 72" high)	0	0	0	0	0	0	0	0	0
31	36" Tub Only (60" w X 36" deep X 20" high)	0	0	0	0	0	0	0	0	0
32	42" Tub Only (60" w X 42" deep X 20" high)	0	0	0	0	0	0	0	0	0
33	Shower Enclosure (60" w X 34" deep X 72" high)	0	0	0	0	0	0	0	0	0
34	Shower Enclosure Barrier Free (62" w X 36" deep X 76" high)	0	0	0	0	0	0	0	0	0
35	Shower Pan FBO (60" w X 34" deep)	0	0	0	0	0	0	0	0	0
- Bath 2										
37	Water Closet	2	0	1 2	0	0	0	0	0	0
38	Lavatory	0	0	0	0	0	0	0	0	0

Unit Matrix | Floor by Floor | Bldgs per Site | Fl to Fl | +

Ready Accessibility: Investigate

15. Select the Contact List file in the Project folder



The screenshot shows a Windows File Explorer window with the following path: Network > PMI-VM101 > Data\$ > Departments > Sales > Projects Sent for A. The file 'Contact List - (Owner)' is highlighted with a yellow mouse cursor.

Name	Date modified	Type	Size
(Bid Proposal) 531 W. College St	7/23/2025 12:14 PM	File folder	
_LID Harvesting	6/24/2025 2:02 PM	File folder	
2026-01-07 download (updated)	2/4/2026 4:30 PM	File folder	
BOD Items & Equipment	2/9/2026 10:57 AM	File folder	
Misc	1/15/2026 3:18 PM	File folder	
Plumbing Fixtures	2/18/2026 7:25 AM	File folder	
(07-11-2025) Estimating QC Checklist - 5...	7/15/2025 7:47 AM	Microsoft Excel W...	452 KB
(07-11-2025) Narrative of Changes - 531 ...	7/16/2025 6:55 AM	Microsoft Excel W...	202 KB
(07-11-2025) TOM Sheet - 531 W. College...	7/23/2025 11:49 AM	Microsoft Excel W...	8,009 KB
(07-18-2025) Line Item Breakdown - 531 ...	7/23/2025 11:59 AM	Microsoft Excel W...	467 KB
(2026-01-15) TOM Sheet - 531 W. College...	1/21/2026 8:42 AM	Microsoft Excel W...	8,012 KB
(2026-02-09) Amenity Matrix - 531 W. Col...	2/9/2026 11:01 AM	Microsoft Excel W...	444 KB
(2026-02-09) Drain Matrix - 531 W. Colleg...	2/9/2026 11:00 AM	Microsoft Excel W...	441 KB
(2026-02-09) Unit Matrix - 531 W. College...	2/9/2026 11:01 AM	Microsoft Excel W...	498 KB
2025-07-01 Take Offs - Shortcut	6/30/2025 1:57 PM	Shortcut	2 KB
Contact List - (Owner)	2/9/2026 11:01 AM	Microsoft Word D...	4,936 KB
E-mails - Shortcut	6/30/2025 1:57 PM	Shortcut	2 KB
Scope of Work	2/9/2026 10:55 AM	Microsoft Word D...	455 KB
(template 1) Unit Matrix - job name	12/11/2025 10:35 AM	Microsoft Excel W...	154 KB

16. Open Contact List and copy information

Contact List - GC Management, LLC (owner) ▾

Layout References Mailings Review View Help

Paragraph Indent Spacing

Left: 0" Before: 0 pt

Right: 0" After: 0 pt

Position Wrap Bring Forward Send Selection Pane

Arrange

GC Management, LLC
Crenshaw Square
1047 Crenshaw Blvd.
Los Angeles, CA 90019
DFH Architects, 01-12-2026, 25% Construction Document
Green MEP Engineering, 01-12-2026, 25% Construction Document
Construction Type: (5) Levels of Type III-A over (2) Levels of Type III-A
7 Story Mixed-Use Apt Building
2022 Code Cycle: LA Building Code, CA Plumbing Code
Code
100% Affordable Housing (AHIP) Publicly Funded Incentive
70 Units
Date: February 3rd, 2026

GC Management, LLC
3470 Wilshire Blvd, Suite 1012
Los Angeles, CA 90010

Previous Plan Sets:

Search the menus

- Cut
- Copy**
- Paste Options
- Change Picture
- Group
- Bring to Front
- Send to Back
- Link
- Save as Picture...
- Insert Caption...
- Wrap Text
- View Alt Text...
- Size and Position...
- Format Picture...

RIGHT-Click "Copy"

On Accessibility: Good to go

17. Copy project information from the Contact List and paste it in the unit matrix on ALL tabs (example: Job Name, Address, Engineer, Plan set Name and Date, etc.)

The screenshot shows an Excel spreadsheet titled "(template 1) Unit Matrix - job name". The spreadsheet contains project information and a unit matrix. A right-click context menu is open over a cell in the unit matrix, showing options like Cut, Copy, Paste Options, and Paste. A yellow callout box highlights the "Paste" option with the text "RIGHT-Click 'Paste'".

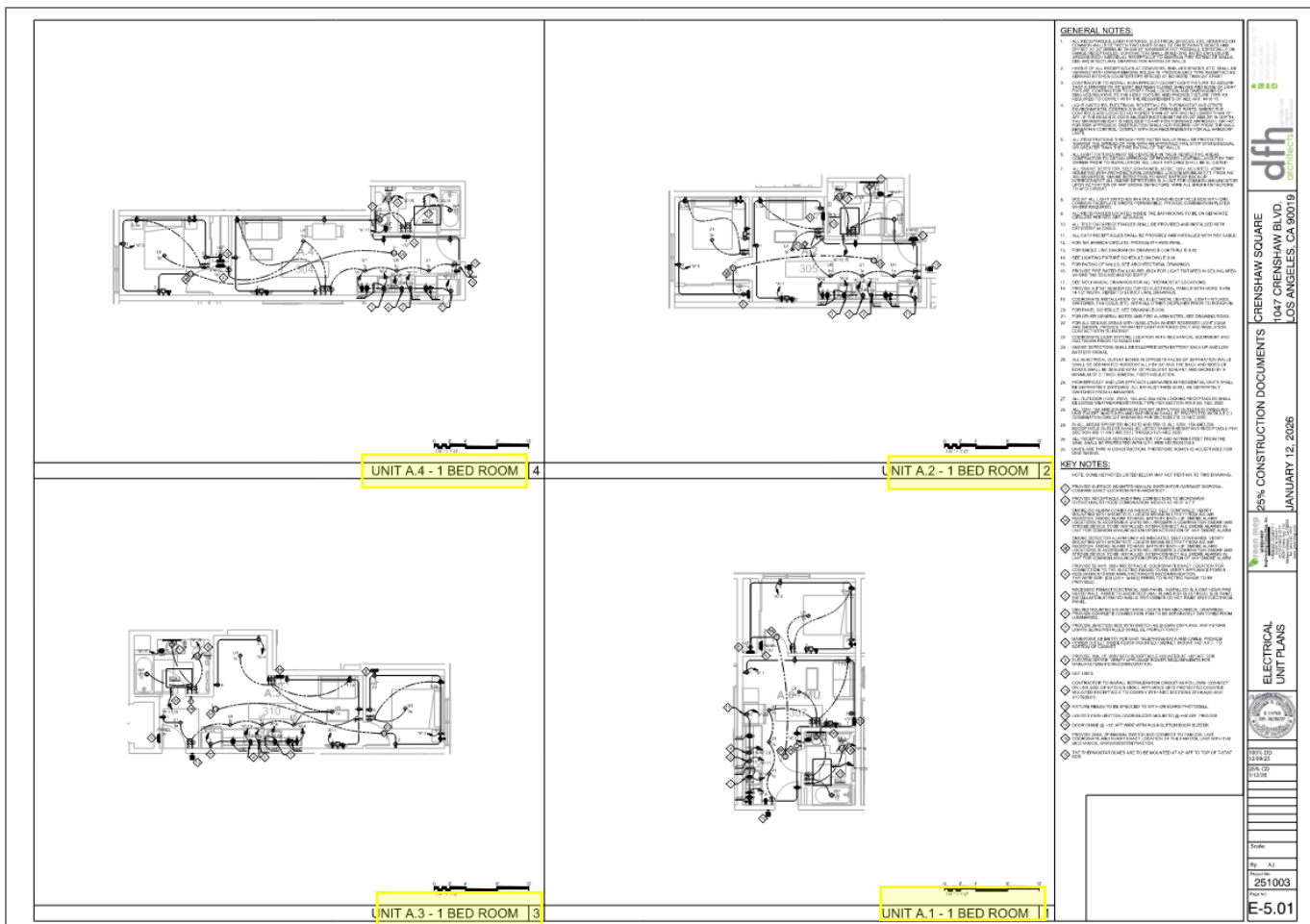
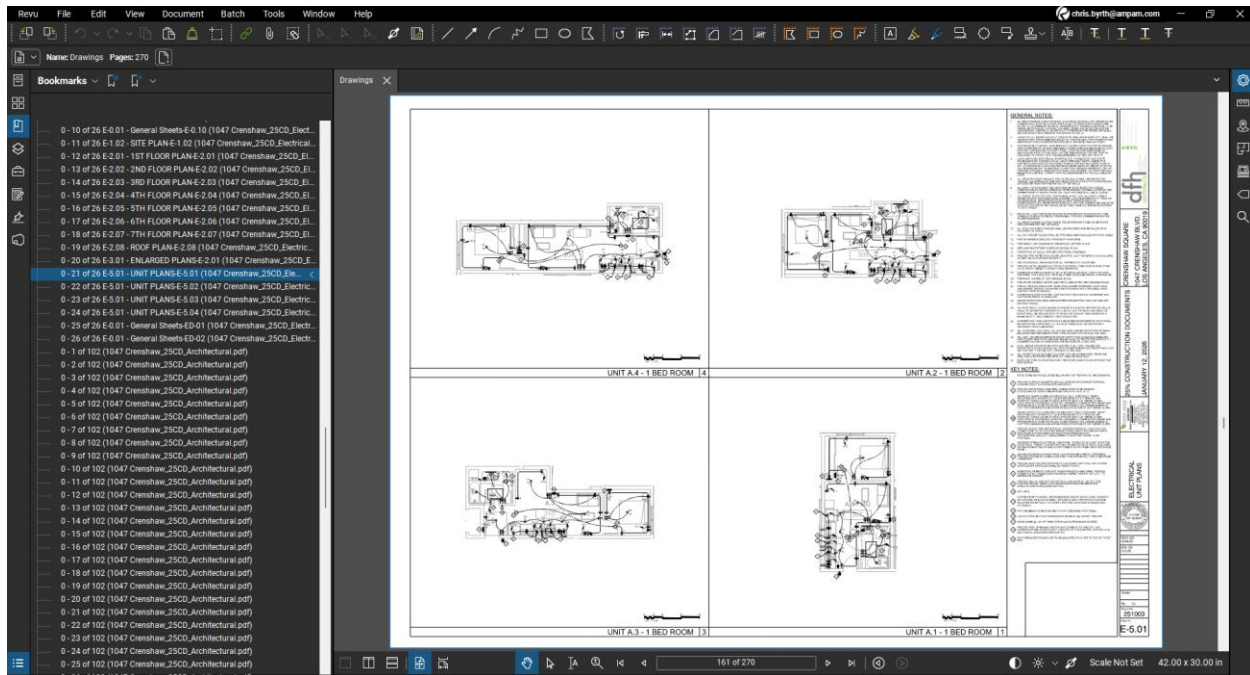
Project Information:

- Company:** AMPAM Parks Mechanical
- Client:** GC Management, LLC
- Address:** Crenshaw Square, 1047 Crenshaw Blvd, Los Angeles, CA 90019
- Architect:** DFH Architects, 01-12-2026, 25% Construction Documents
- Engineer:** Green MEP Engineering, 01-12-2026, 25% Construction Documents
- Construction Type:** (5) Levels of Type III-A over (2) Levels of Type I-A - Podium
- Building:** 7 Story Mixed-Use Age Building
- Code Cycle:** 2022 Code Cycle: LA Building Code, CA Plumbing Code, CA Mechanical Code and CA Energy Code
- Program:** 100% Affordable Housing (AHIP) Publicly Funded Incentive Program
- Date:** February 3rd, 2026

Unit Matrix:

Fistures per Unit	Fistures per Unit Type		
	UNIT 1 1Bed & 1Bath	UNIT 2 2 Bed & 2 Bath	UNIT 3 3 Bed & 3 Bath
Units per site ----->	24		
- Bath 1			
Water Closet	3	1	1
Lavatory	0	0	0
32" Tub / Shower (60"W X 32" deep X 72" high)	0	0	0
36" Tub / Shower (60"W X 36" deep X 72" high)	0	0	0
42" Tub / Shower (60"W X 42" deep X 72" high)	0	0	0
36" Tub Only (60"W X 36" deep X 20" high)	0	0	0
42" Tub Only (60"W X 42" deep X 20" high)	0	0	0
Shower Enclosure (60"W X 34" deep X 72" high)	0	0	0
Shower Enclosure Barrier Free (62"W X 36" deep X 78" high)	0	0	0
Shower Pan FBO (60"W X 34" deep)	0	0	0
- Bath 2			
Water Closet	2	1	2
Lavatory	0	0	0

18. Go to Architectural Plans and note the unit type names (example: Unit A.1, Unit A.2, etc.)



19. Go to Floor-by-Floor tab in the Unit Matrix and label the far-left column with the unit type names found in the plans (example: Unit A.1, Unit A.2, etc.)

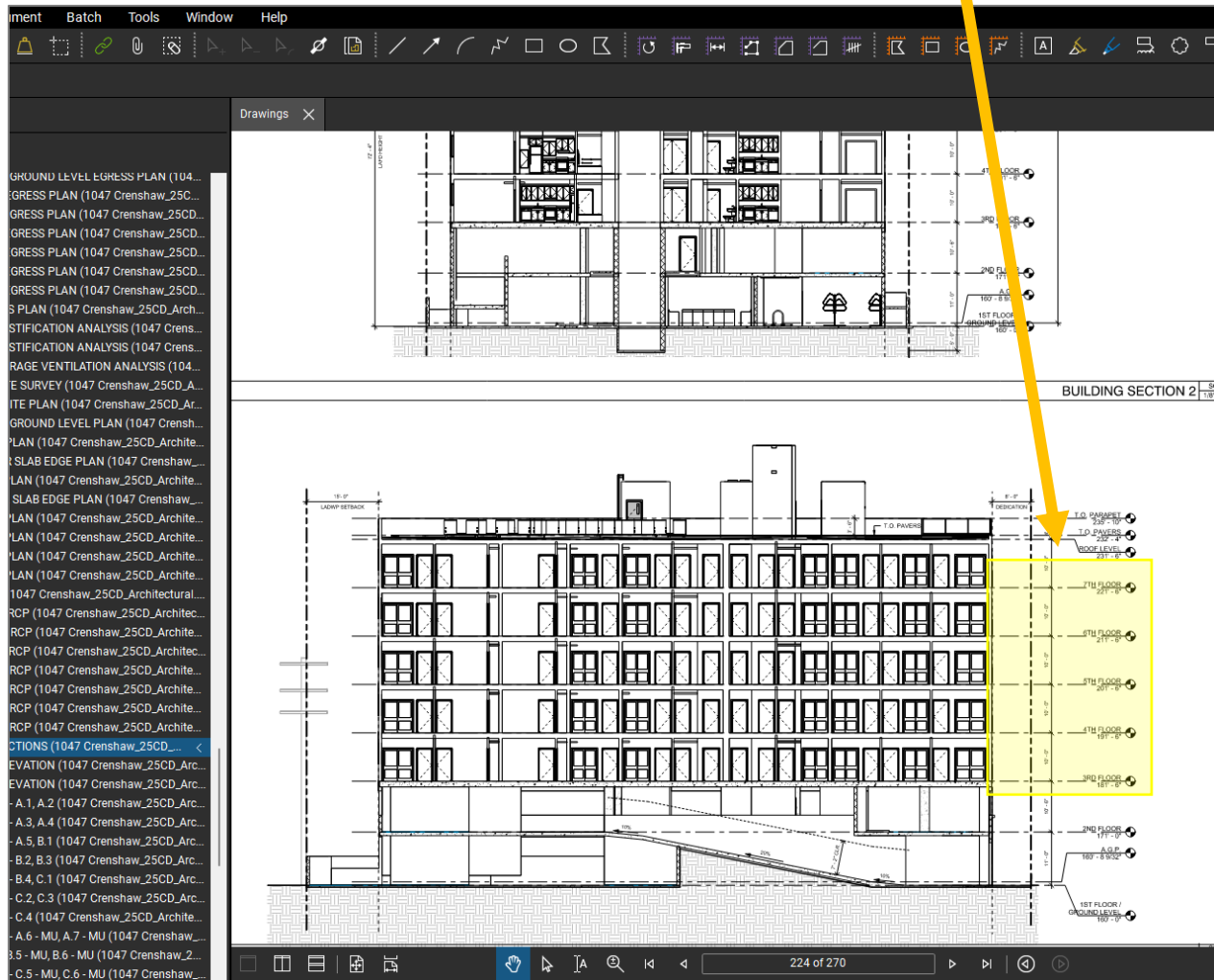
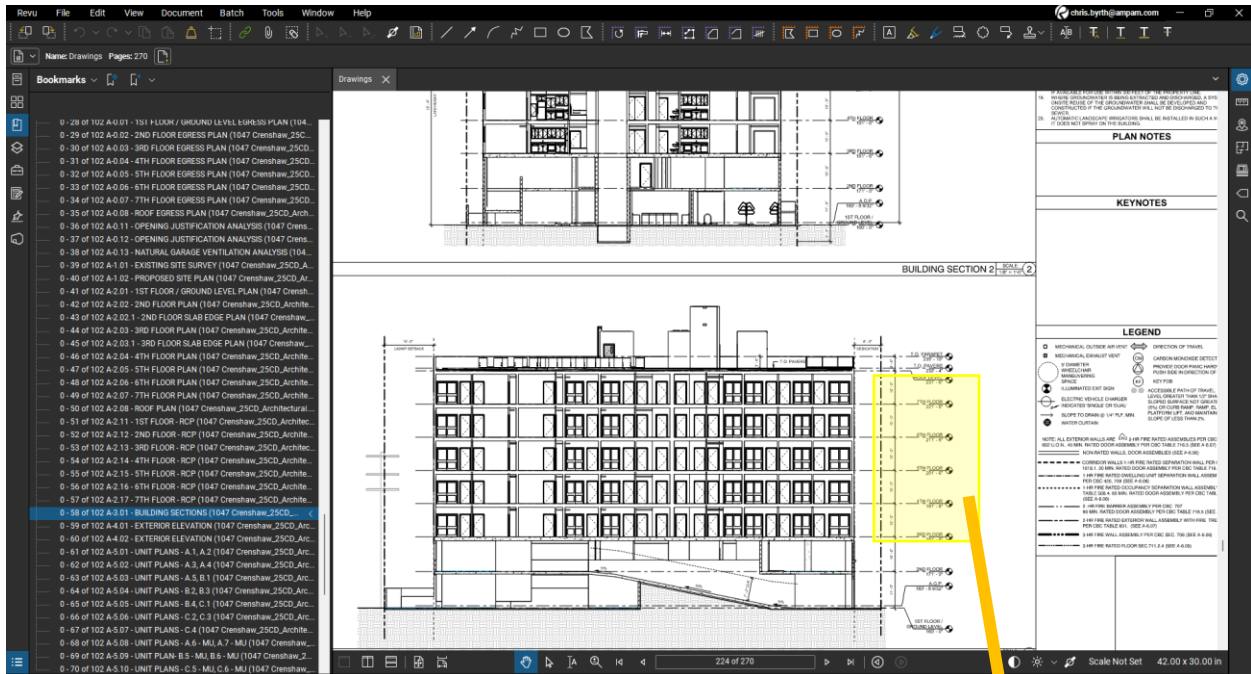
The screenshot shows an Excel spreadsheet with the following data tables:

UNITS BY FLOOR						
Bsmt Level	Level 1	Level 2	Level 3	Level 4	Level 5	Roof Level
Parking	Ground	Podium	Podium			
TOTALS						
Unit A.1	1					
Unit A.2	2					
Unit A.3	3					
Unit A.4	4					
Unit A.6	5					
Unit A.7	6					
Unit B.4	7					
Unit B.5	8					
Unit B.6	9					
Unit C.1	10					
Unit C.2	11					
Unit C.3	12					
Unit C.4	13					

The close-up screenshot shows the following data table:

UNITS BY FLOOR						
Bsmt Level	Level 1	Level 2	Level 3	Level 4	Level 5	Roof Level
Parking	Ground	Podium	Podium			
TOTALS						
Unit A.1	1					
Unit A.2	2					
Unit A.3	3					
Unit A.4	4					
Unit A.6	5					
Unit A.7	6					
Unit B.4	7					
Unit B.5	8					
Unit B.6	9					
Unit C.1	10					
Unit C.2	11					
Unit C.3	12					
Unit C.4	13					

20. Go to Architectural Plans and note the number of floors/levels on the plans



21. Adjust and name the columns in the Unit Matrix to the correct number of floors/levels on the plans

Green MEP Engineering, 01-12-2026, 25% Construction Documents
 Construction Type: (5) Levels of Type III-A over (2) Levels of Type I-A – Podium
 7 Story Mixed-Use Apt Building
 70 Units
 Date: February 3rd, 2026

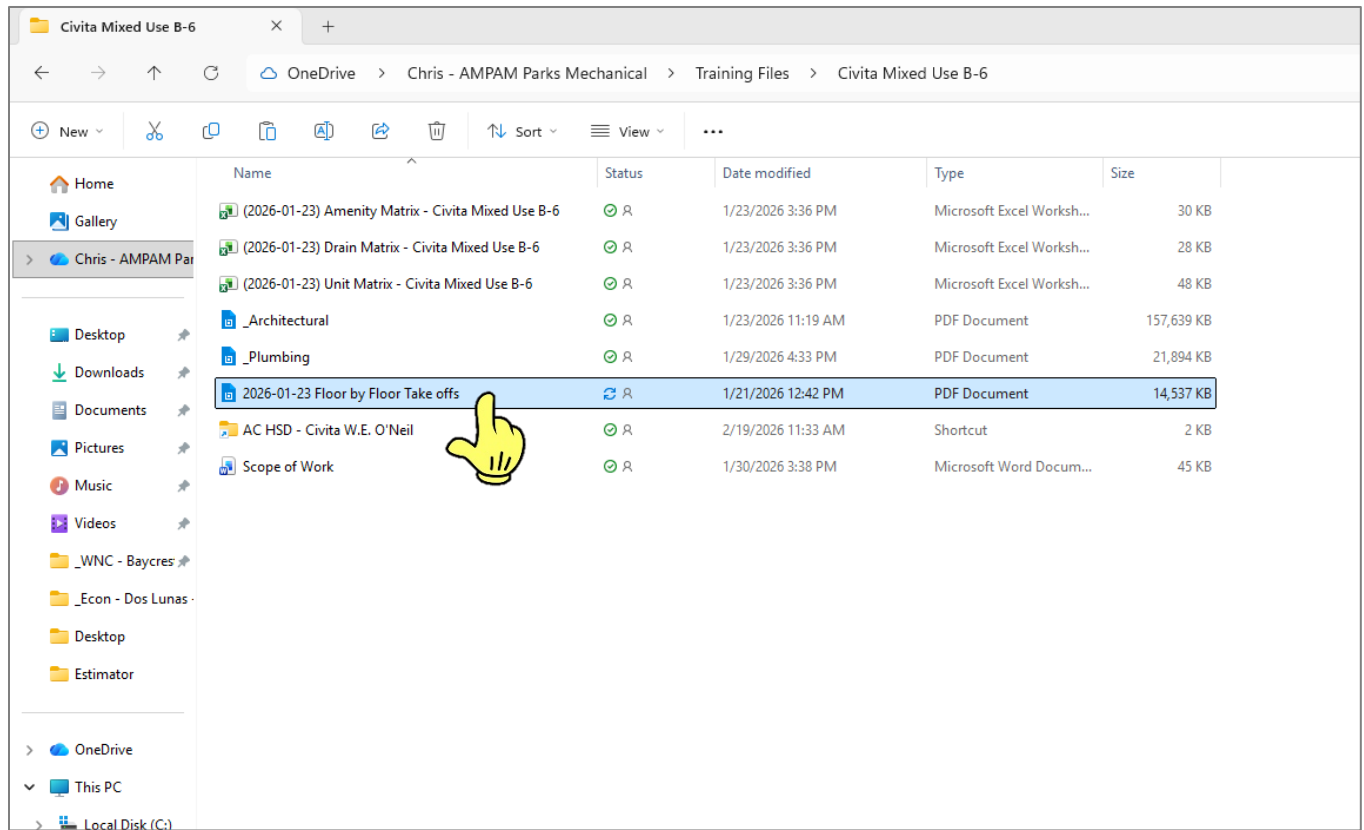
		UNITS BY FLOOR							
		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Roof Level
TOTALS		1	2	3	4	5	6	7	
Unit A.1	1	1							
Unit A.2	2	2							
Unit A.3	3	3							
Unit A.4	4	4							
Unit A.6	5	5							
Unit A.7	6	6							
Unit B.4	7	7							
Unit B.5	8	8							
Unit B.6	9	9							
Unit C.1	10	10							
Unit C.2	11	11							

		WASTE OUTLETS			
		Bsmt Level Parking	Level 1 Ground	Level 2 Podium	Level 3 Podium
TOTALS					
Unit A.1	1	1	0	0	0
Unit A.2	4	4	0	0	0
Unit A.3	0	0	0	0	0
Unit A.4	0	0	0	0	0
Unit A.6	0	0	0	0	0
Unit A.7	0	0	0	0	0
Unit B.4	0	0	0	0	0
Unit B.5	0	0	0	0	0
Unit B.6	0	0	0	0	0
Unit C.1	0	0	0	0	0
Unit C.2	0	0	0	0	0

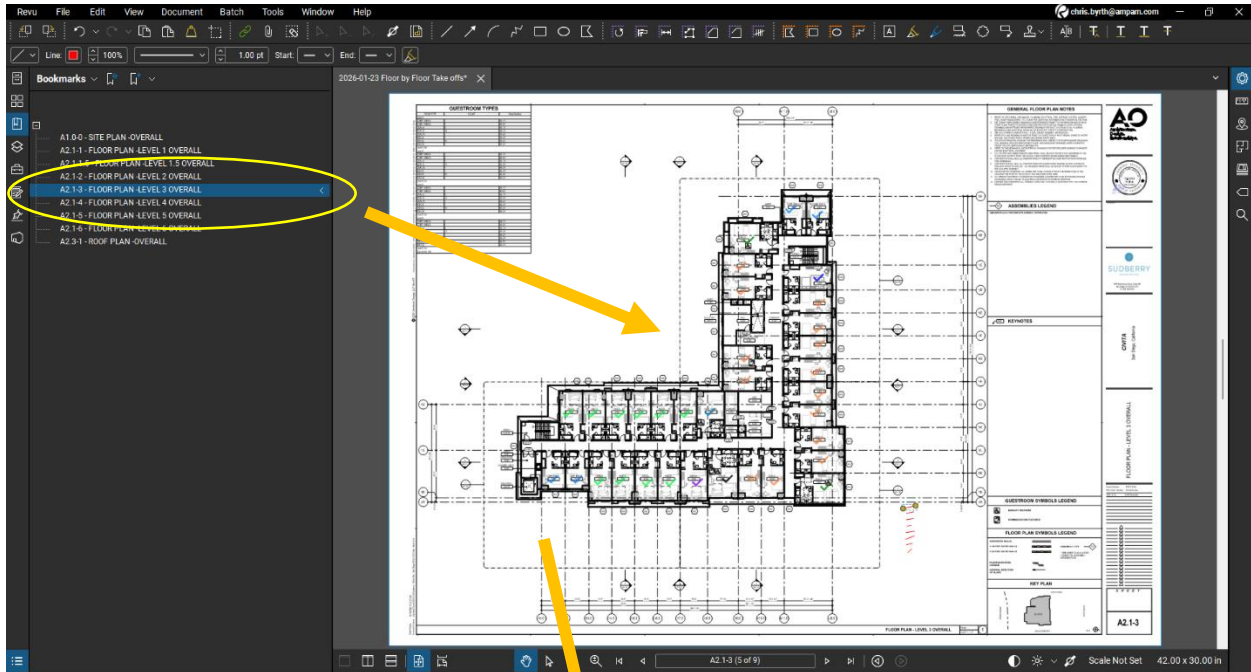
Green MEP Engineering, 01-12-2026, 25% Construction Documents
 Construction Type: (5) Levels of Type III-A over (2) Levels of Type I-A – Podium
 7 Story Mixed-Use Apt Building
 70 Units
 Date: February 3rd, 2026

		UNITS BY FL			
		Level 1	Level 2	Level 3	Level 4
TOTALS		1	2	3	4
Unit A.1	1	1			
Unit A.2	2	2			
Unit A.3	3	3			
Unit A.4	4	4			
Unit A.6	5	5			
Unit A.7	6	6			
Unit B.4	7	7			
Unit B.5	8	8			
Unit B.6	9	9			
Unit C.1	10	10			
Unit C.2	11	11			

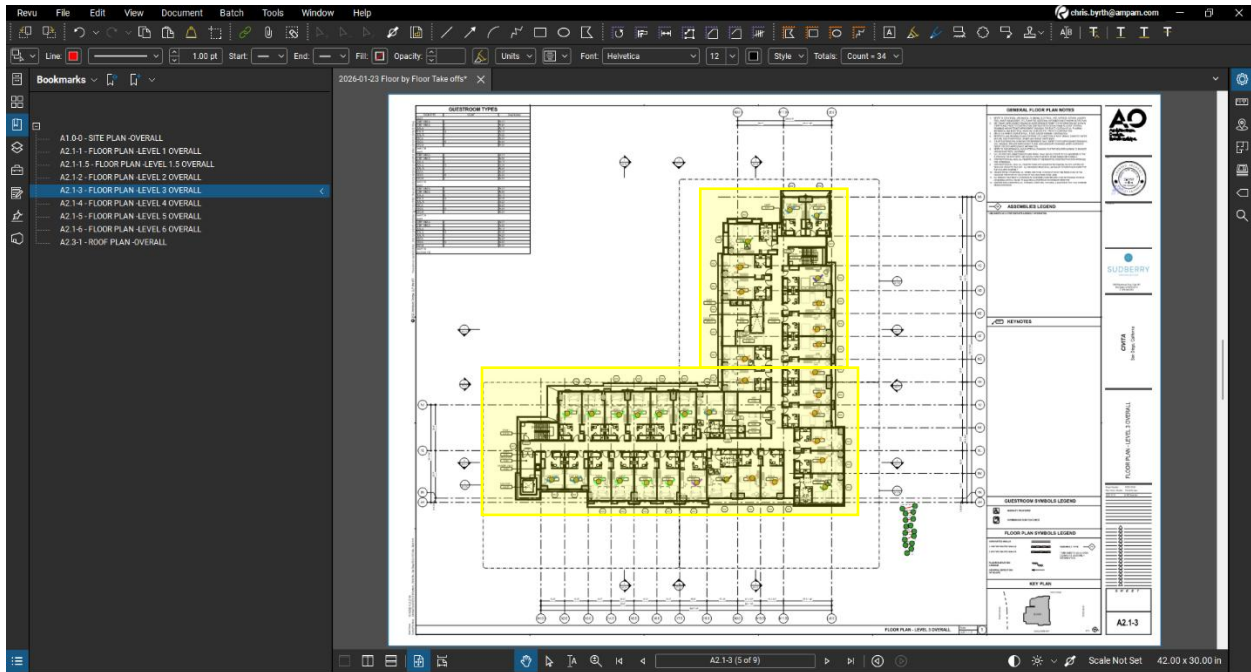
22. Open the Floor-by-Floor Takeoff PDF



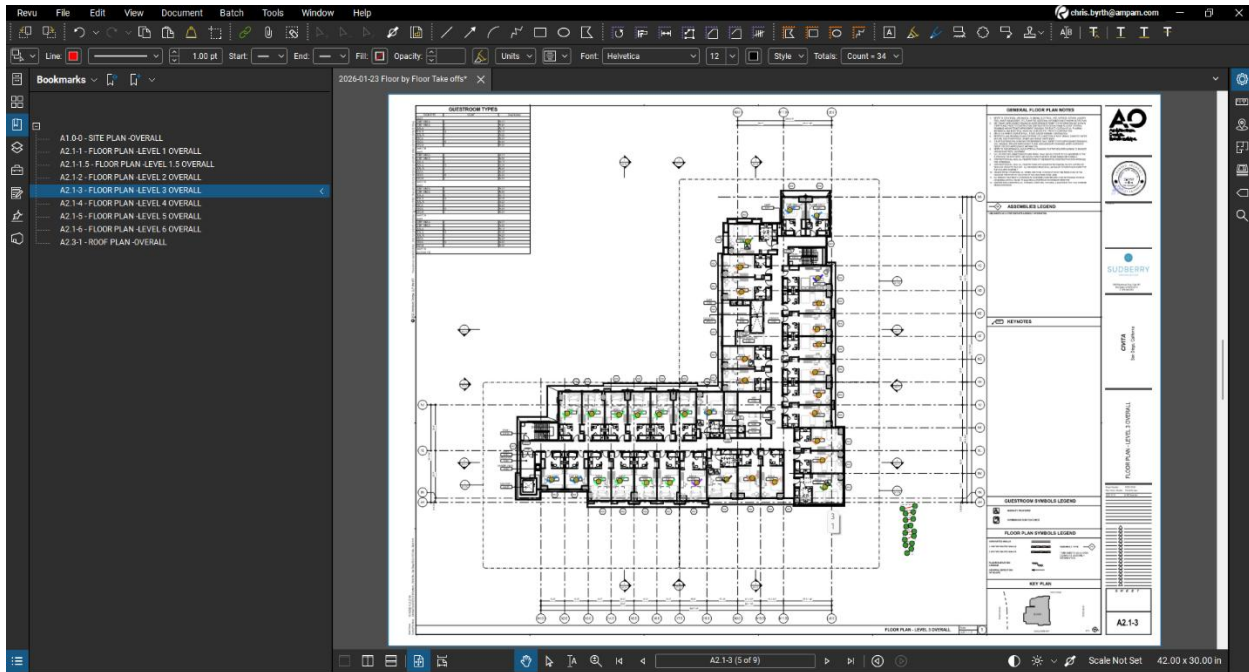
23. Go to the first level we did the take offs (first level of units)



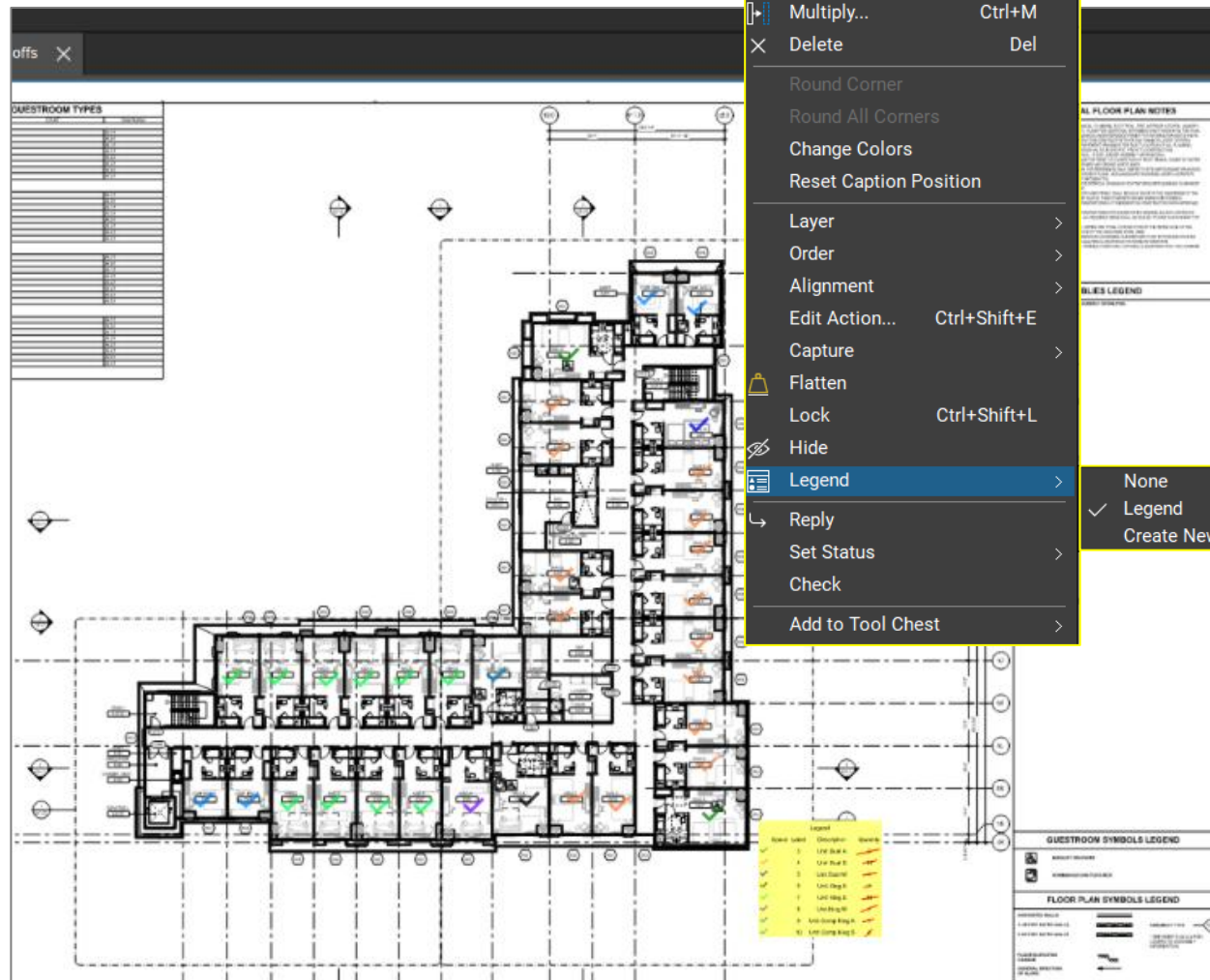
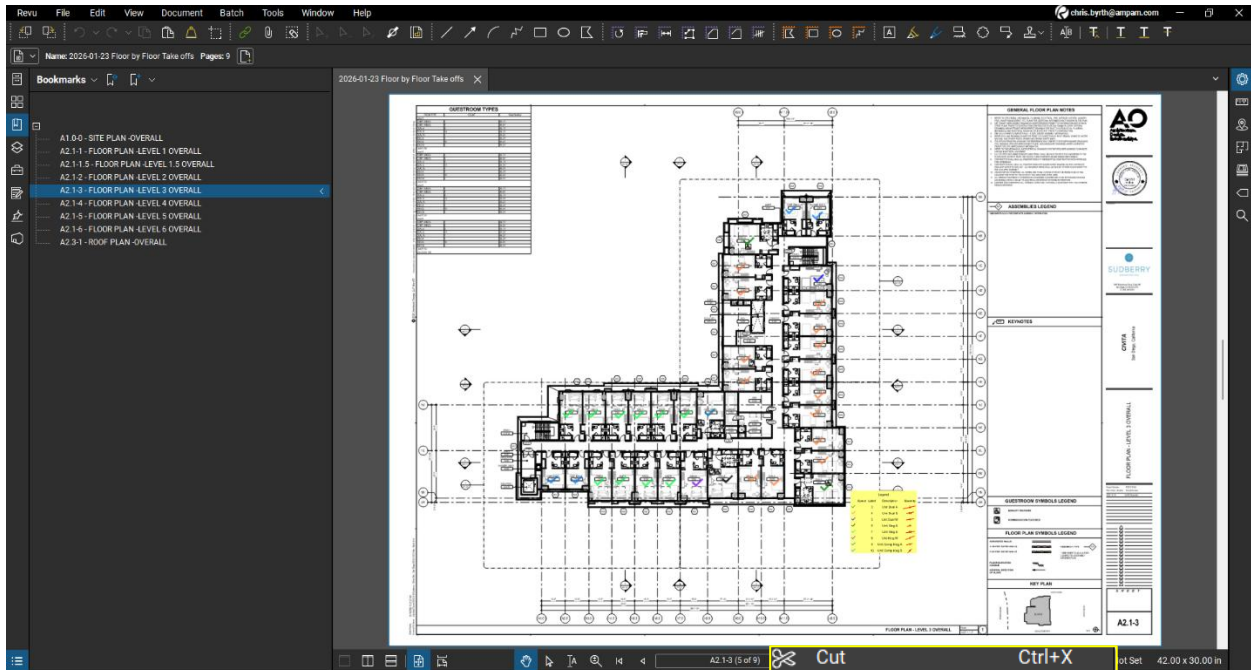
24. Select Ctrl + A (or go to Edit > Select All)



25. Hover over one of the unit type labels we created and RIGHT click



26. Select Legends > Create New Legend > Select Ok



27. Copy information from Legend we created into the Unit Matrix > Floor by Floor tab

Project Information:
 Sudberry Development, Inc.
 Civita Mixed Use Development - Block 6
 Friars Road and Qualcomm Way
 San Diego, CA 92108
 AO Architects, 10-10-2025, 1st BD Submittal
 120 Degreez, 10-10-2025, 1st BD Submittal
 Construction Type: (4) Levels of Type III-A over (3) Levels of Type I-A, Podium
 7 Story Hotel Suite Mixed Use with Retail
 2022 Code Cycle: CA Plumbing Code and CA Energy Code
 136 Units
 Date: January 23rd, 2026

		Level 1	Level 1.5	Level 2	Level 3	Level 4	Level 5	Level 6	Roof Level
TOTALS		Ground Level			Podium Level				
Unit Dual A	8				2	2	2	2	
Unit Dual S	56				14	14	14	14	
Unit Dual W	4				1	1	1	1	
Unit King A	5				1	2	1	1	
Unit King S	40				10	10	10	10	
Unit King W	3				1	1		1	
Unit Comp King A	4				1		2	1	
Unit Comp King S	16				4	4	4	4	
TOTALS ----->	136	0	0	0	34	34	34	34	0

Project Information:
 Sudberry Development, Inc.
 Civita Mixed Use Development - Block 6
 Friars Road and Qualcomm Way
 San Diego, CA 92108
 AO Architects, 10-10-2025, 1st BD Submittal
 120 Degreez, 10-10-2025, 1st BD Submittal
 Construction Type: (4) Levels of Type III-A over (3) Levels of Type I-A, Podium
 7 Story Hotel Suite Mixed Use with Retail
 2022 Code Cycle: CA Plumbing Code and CA Energy Code
 136 Units
 Date: January 23rd, 2026

		Level 1	Level 1.5	Level 2	Level 3	Level 4	Level 5	Level 6	Roof Level
TOTALS		Ground Level			Podium Level				
Unit Dual A	8				2	2	2	2	
Unit Dual S	56				14	14	14	14	
Unit Dual W	4				1	1	1	1	
Unit King A	5				1	2	1	1	
Unit King S	40				10	10	10	10	
Unit King W	3				1	1		1	
Unit Comp King A	4				1		2	1	
Unit Comp King S	16				4	4	4	4	
TOTALS ----->	136	0	0	0	34	34	34	34	0

28. Do this for every level (Note: if there are multiple buildings per site, then do steps 12-20 (or copy information from Floor by Floor into Bldgs. Per Site))

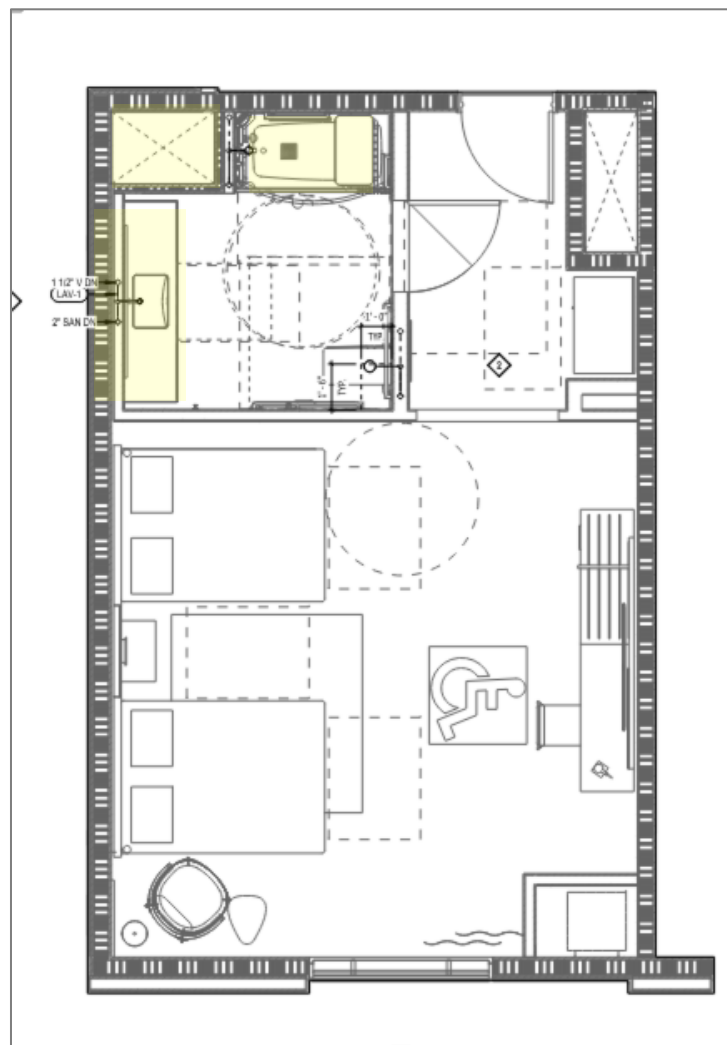
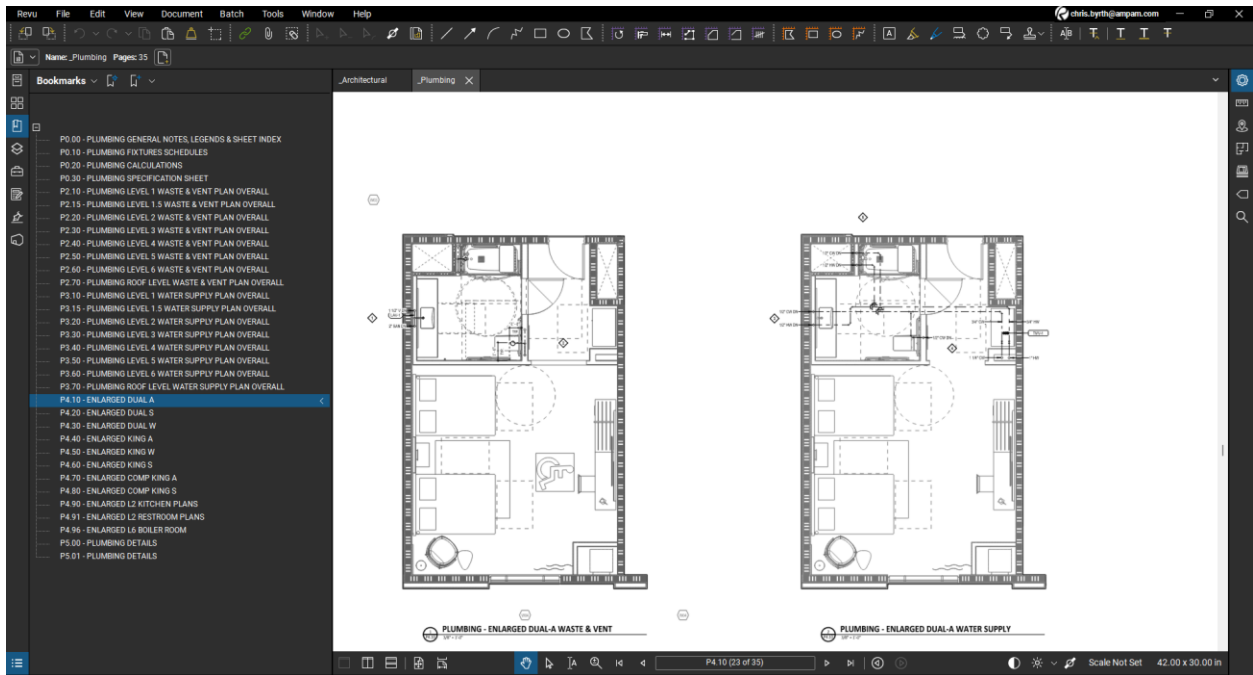
(CONTINUE ON NEXT PAGE)

29. Go to Unit Matrix tab and copy the unit type name and totals from Floor by Floor (far left column) to the unit matrix column on the top of the page

Parks Mechanical			Fixtures per Unit Type															
Totals			Unit Dual A		Unit Dual S		Unit Dual W		Unit King A		Unit King S		Unit King W		Unit Comp King A		Unit Comp King S	
			Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical
Units per site ----->			136															
• Bath 1																		
Water Closet			136	1 8	1 56	1 4	1 5	1 40	1 3	1 4	1 16							
Lavatory			136	1 8	1 56	1 4	1 5	1 40	1 3	1 4	1 16							
32" Tub / Shower (60"W X 30"deep)			8	1 8	0 0	0 0	0 0	0 0	0 0	0 0	0 0							
Shower Pan Barrier Free (60"W X 30"deep)			5	0 0	0 0	0 0	1 5	0 0	0 0	0 0	0 0							
Shower Pan Barrier Free (60"W X 34"deep)			119	0 0	1 56	1 4	0 0	1 40	1 3	0 0	1 16							
Shower Pan Barrier Free (62"W X 34"deep)			4	0 0	0 0	0 0	0 0	0 0	0 0	1 4	0 0							
			0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0							
• Kitchen																		
Sink (single comp)			0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	
Washing Machine			0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	
			0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	
• Gas / Appliances																		
Range (electric)			0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	
Dryer (electric)			0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	

Page 1

30. Go to the “Units” or “Enlarged Units” in the Plumbing Plans and count the waste outlets in each unit type



31. For each unit type, we document the number of each waste outlet type (example: *Water Closet, Lavatory, Tub, Shower*) in the Unit Matrix

AutoSave On (2026-01-23) Unit Matrix - Civita Mixed Use B-6 Last Modified: January 23

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Default Keep Exit New Options Normal Page Break Preview Page Layout Custom Views Navigation Ruler Gridlines Formula Bar Focus Cell Headings Data Type Icons Zoom 100% Zoom to Selection New Window

D7 : X ✓ fx Sudberry Development, Inc.

Parks Mechanical

Sudberry Development, Inc.
 Civita Mixed Use Development - Block 6
 Friars Road and Qualcomm Way
 San Diego, CA 92108
 AO Architects, 10-10-2025, 1st BD Submittal
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 Construction Type: (4) Levels of Type III-A over (3) Levels of Type I-A, Podium
 7 Story Hotel Suite Mixed Use with Retail
 2022 Code Cycle: CA Plumbing Code and CA Energy Code
 136 Units
 Date: January 23rd, 2026

		Fixtures per Unit Type																
		Unit Dual A		Unit Dual S		Unit Dual W		Unit King A		Unit King S		Unit King W		Unit Comp King A		Unit Comp King S		
		Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	Qty	typical	
Totals		Units per site -----> 136		Qty 8	typical 8	Qty 56	typical 56	Qty 4	typical 4	Qty 5	typical 5	Qty 40	typical 40	Qty 3	typical 3	Qty 4	typical 4	
• Bath 1																		
	Water Closet	136	1	8	1	56	1	4	1	5	1	40	1	3	1	4	1	16
	Lavatory	136	1	8	1	56	1	4	1	5	1	40	1	3	1	4	1	16
	32" Tub / Shower (60"W X 30"deep)	8	1	8	0	0	0	0	1	5	0	0	0	0	0	0	0	0
	Shower Pan Barrier Free (60"W X 30"deep)	5	0	0	0	0	0	0	1	5	0	0	0	0	0	0	0	0
	Shower Pan Barrier Free (60"W X 34"deep)	119	0	0	1	56	1	4	0	0	1	40	1	3	0	0	1	16
	Shower Pan Barrier Free (62"W X 34"deep)	4	0	0	0	0	0	0	0	0	0	0	0	0	1	4	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
• Kitchen																		
	Sink (single comp)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Washing Machine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
• Gas / Appliances																		
	Range (electric)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Dryer (electric)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unit Matrix Floor by Floor +

Ready Accessibility: Investigate

32. Do this for each unit type