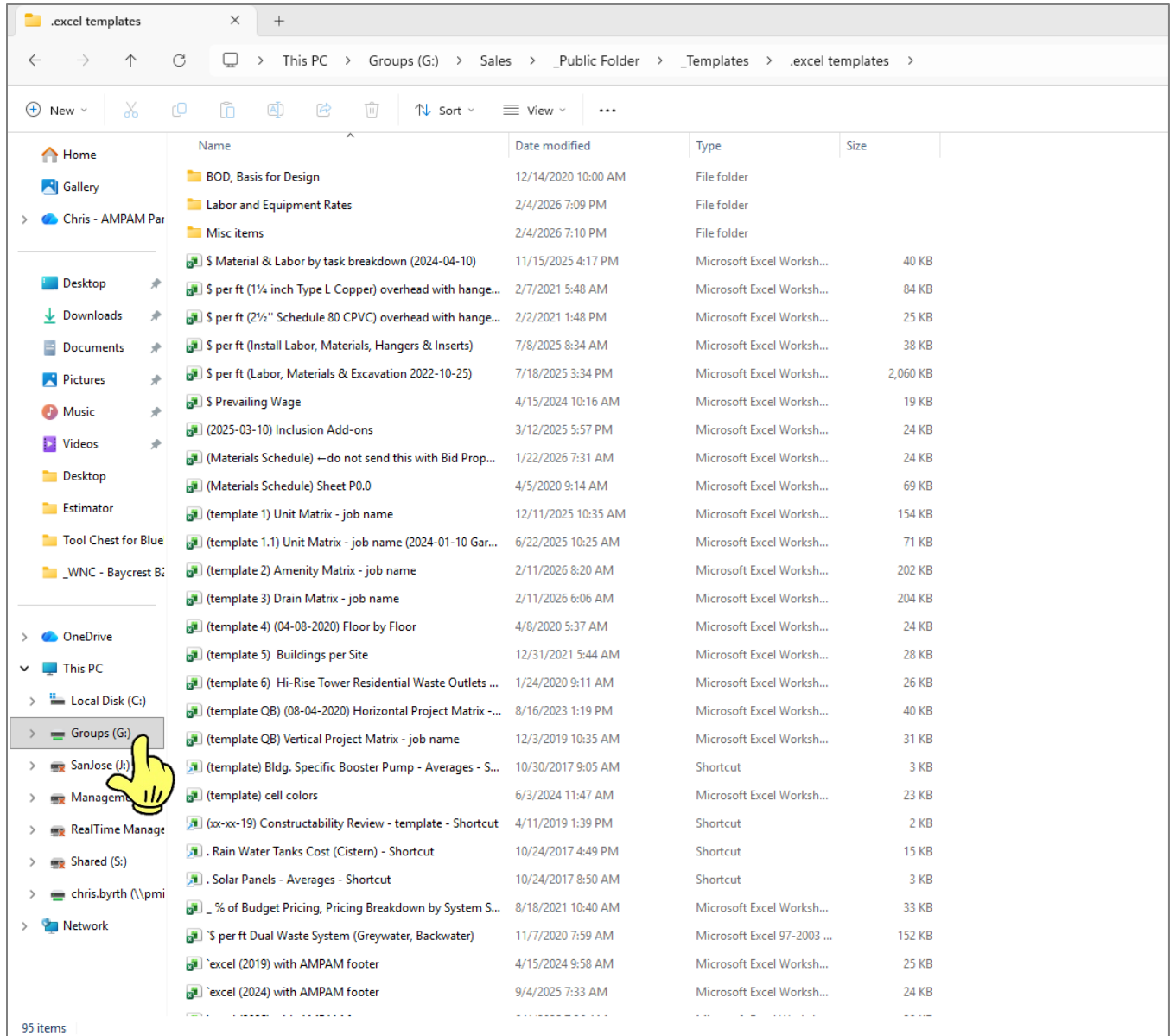


Estimator Training: Complete Floor by Floor Take-Off

Complete Floor by Floor Take-Off

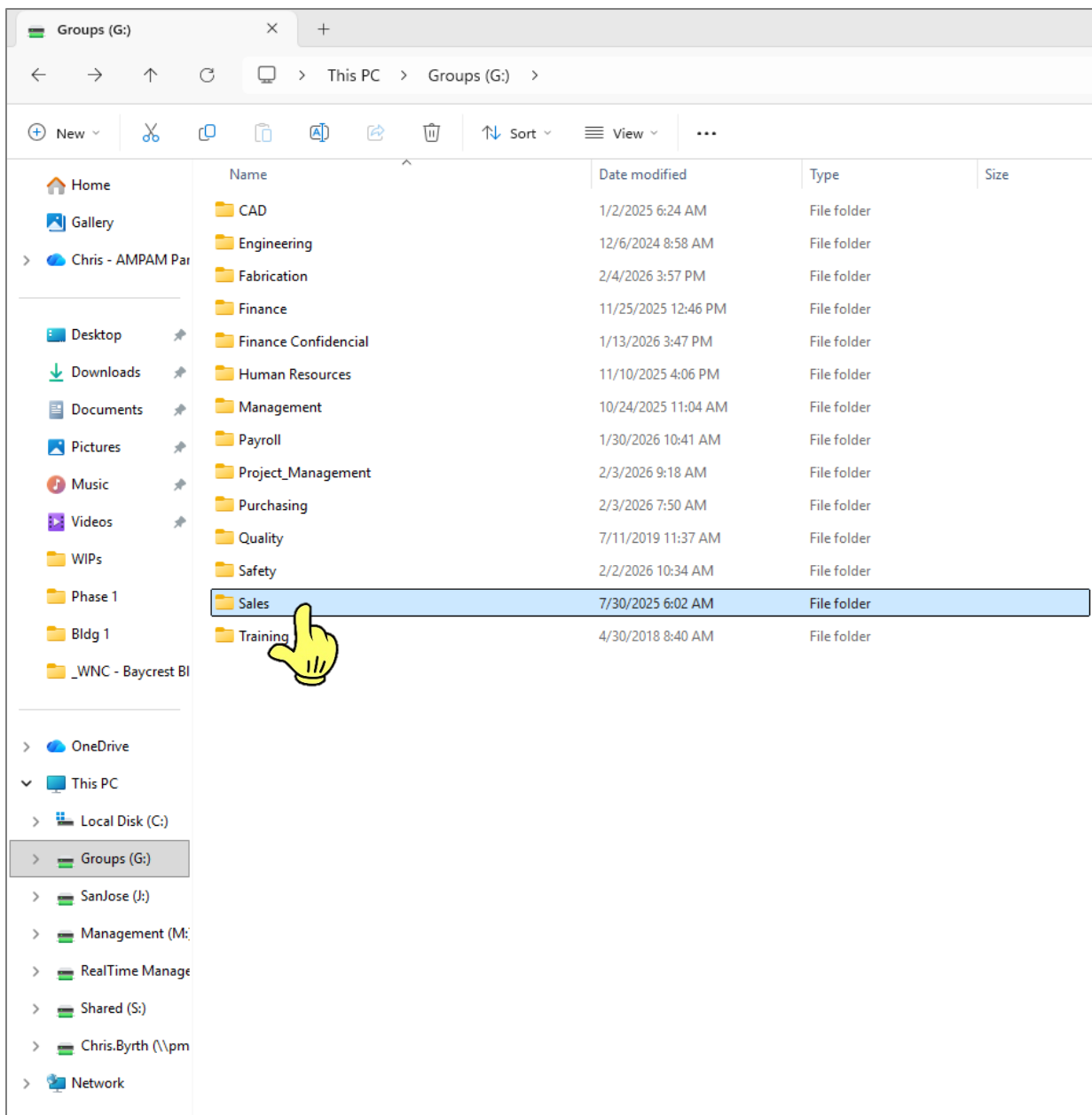
1. Select Groups (G:)drive



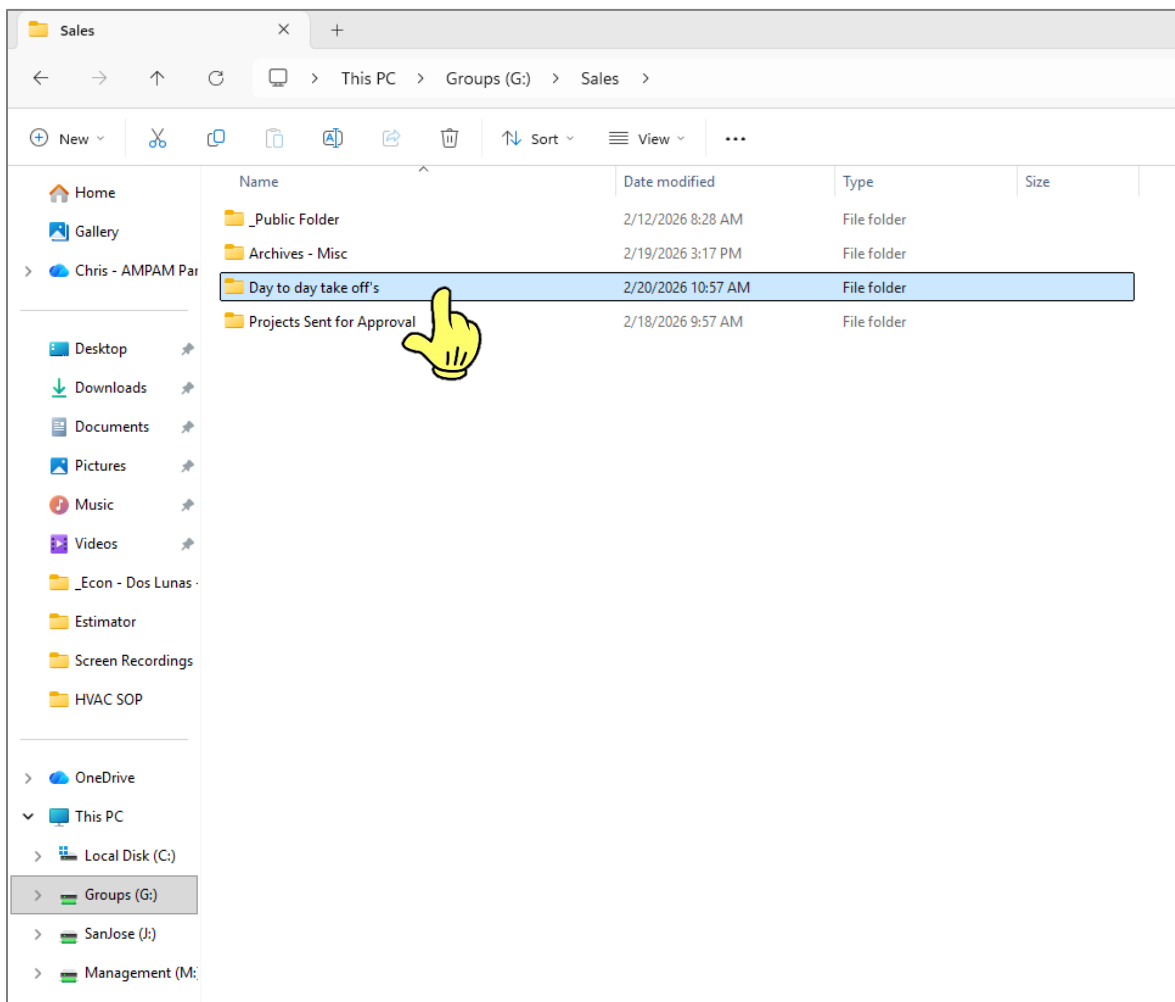
The screenshot shows a Windows File Explorer window with the address bar set to: This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates >. The left sidebar shows the navigation pane with 'Groups (G:)' selected and highlighted by a yellow hand icon. The main pane displays a list of files and folders with columns for 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 (Cistem) - 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

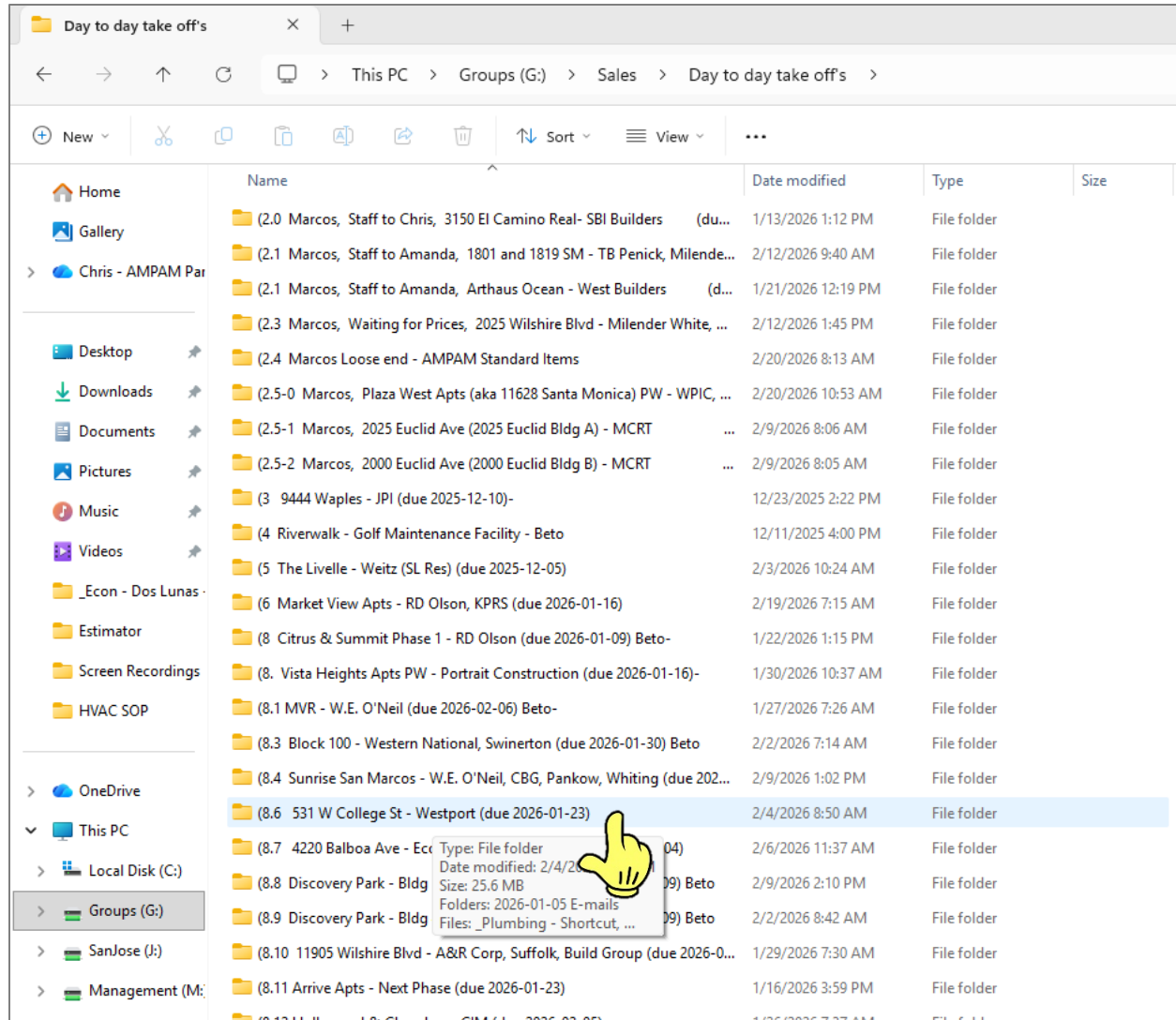
2. Select Sales folder



3. Select Day to day take off's folder



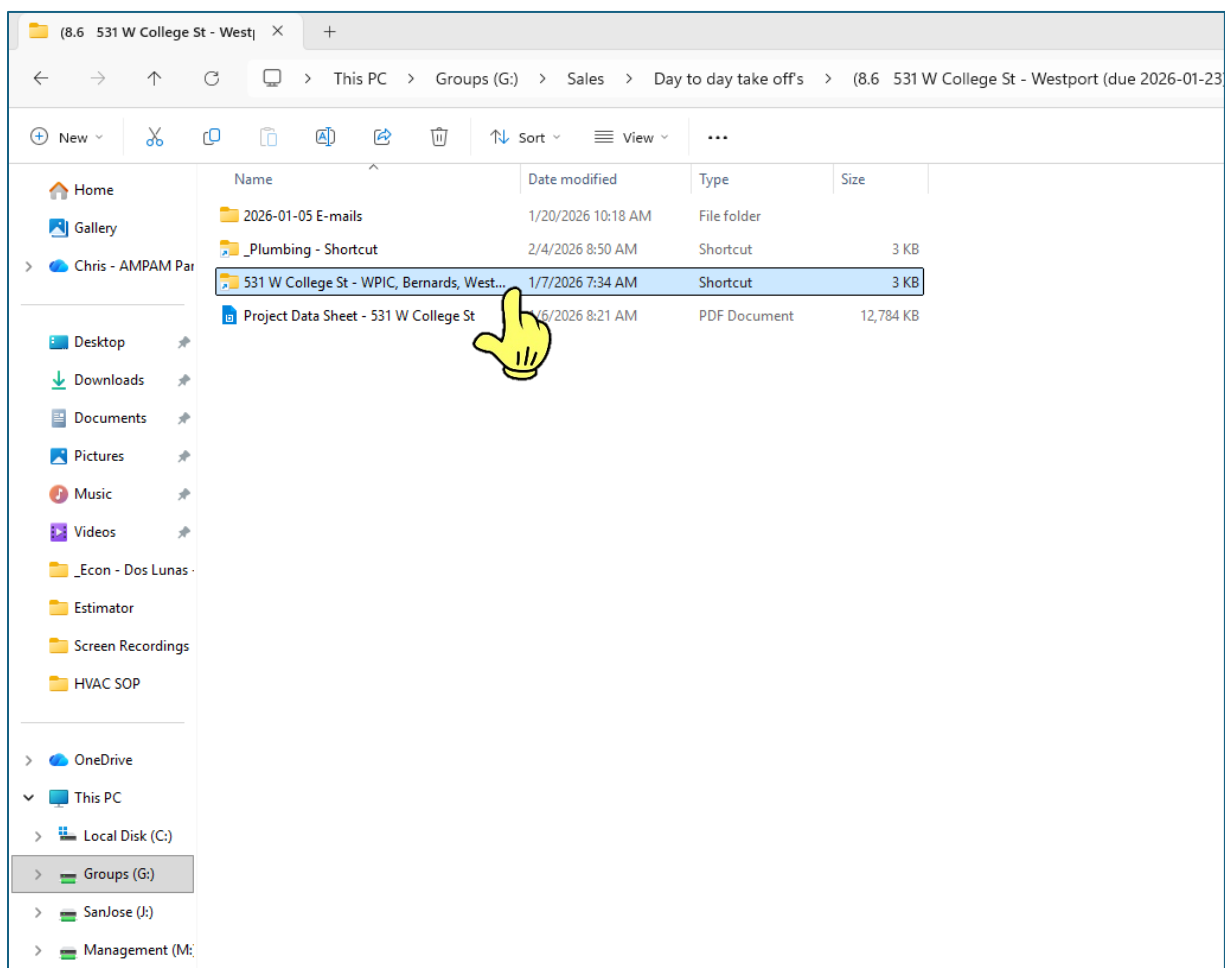
4. Select Project folder



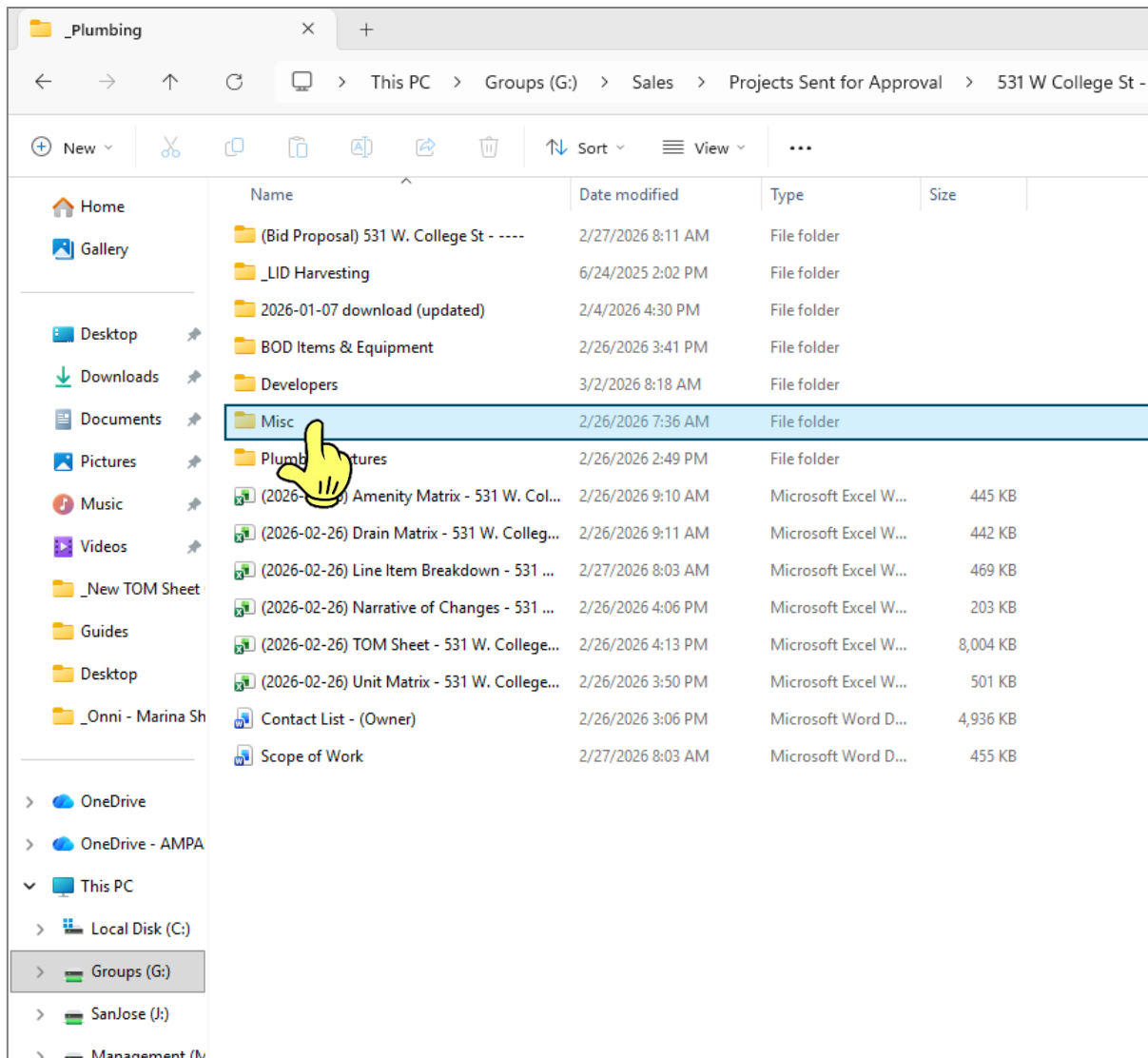
The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar indicates the path: "This PC > Groups (G:) > Sales > Day to day take off's". The left sidebar shows the "Groups (G:)" folder selected. The main pane displays a list of folders with columns for Name, Date 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 the folder name, and a tooltip is visible over it, showing details: "Type: File folder", "Date modified: 2/4/2026 8:50 AM", "Size: 25.6 MB", "Folders: 2026-01-05 E-mails", and "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	2/6/2026 11:37 AM	File folder	
(8.8 Discovery Park - Bldg	2/9/2026 2:10 PM	File folder	
(8.9 Discovery Park - Bldg	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 & Cheeser...	1/26/2026 7:37 AM	File folder	

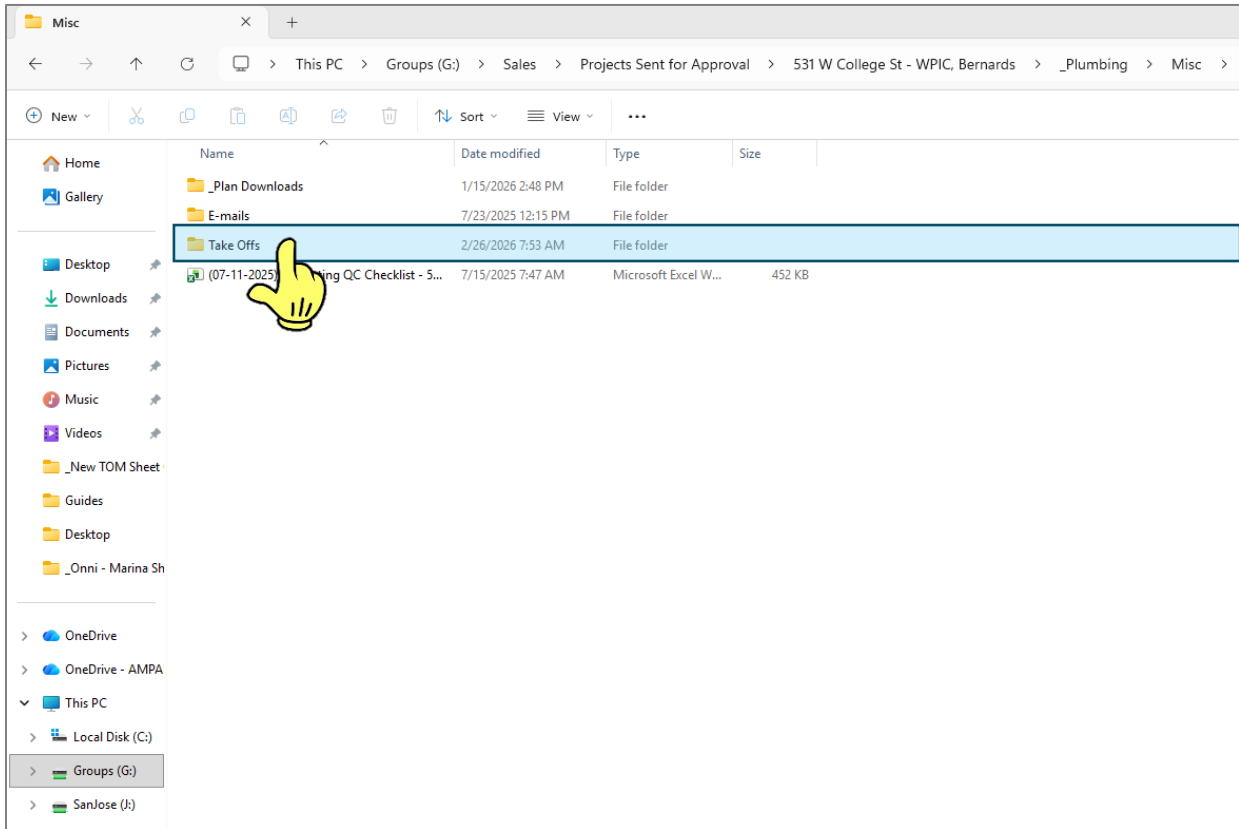
5. Select the Project Shortcut folder



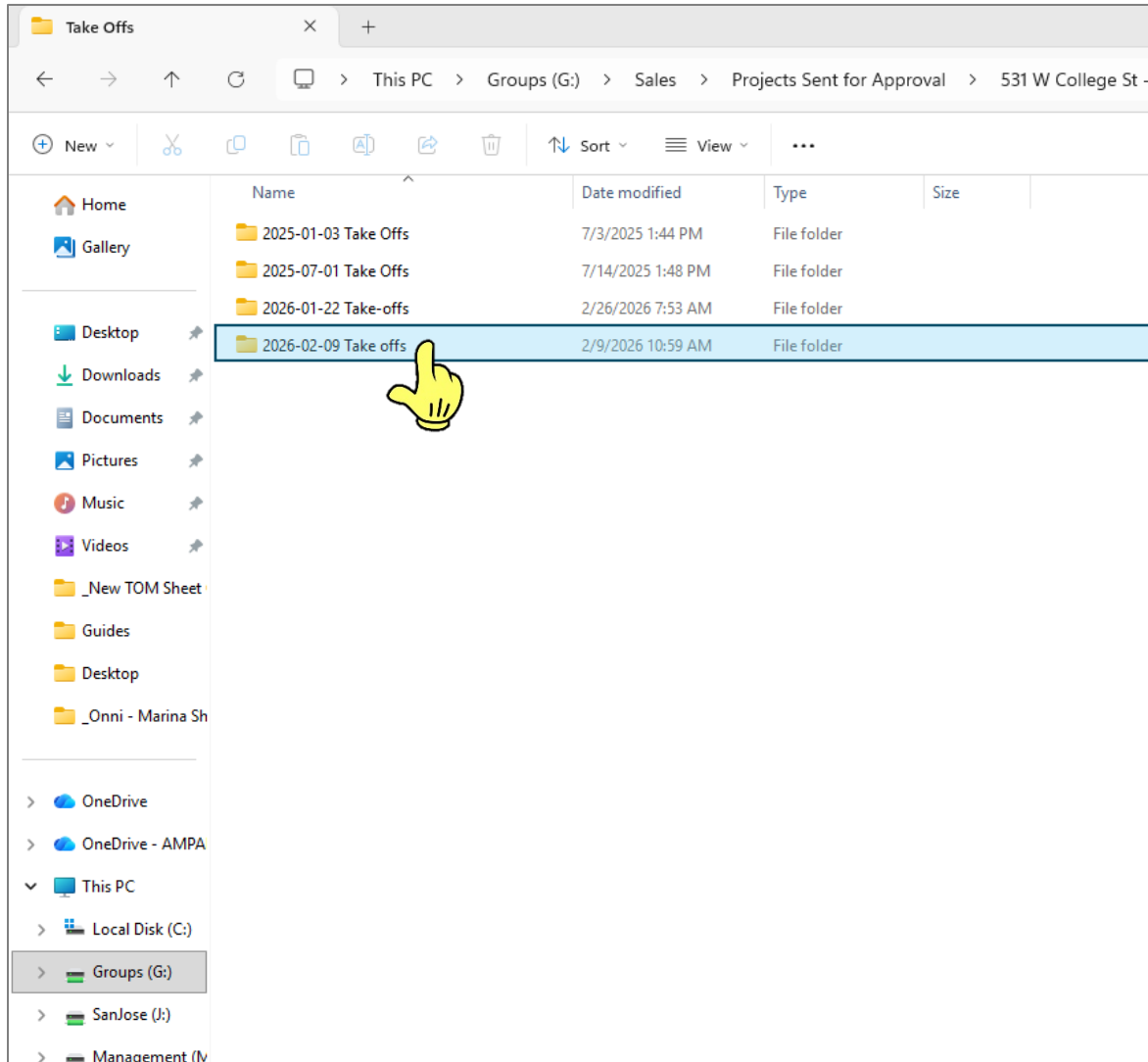
6. Select Misc folder



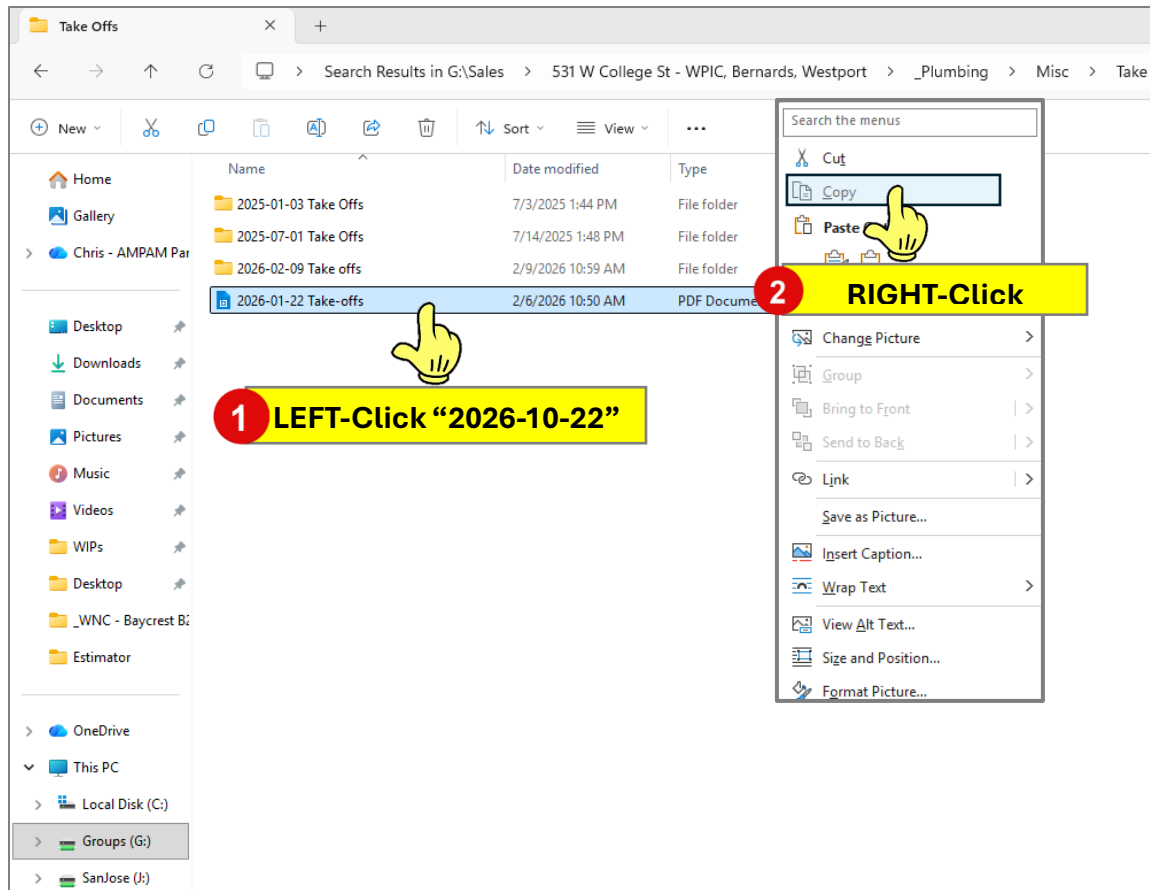
7. Select Take Offs folder



8. Select the most recent Take Offs folder (*example: 2026-02-09*)



9. Copy the *most recent* PDF (example: **2026-01-22 Take-offs**)



10. Name file with the “current date” and “Floor by Floor Take-offs” (example: **2026-01-22 Floor by Floor Take-Offs**)

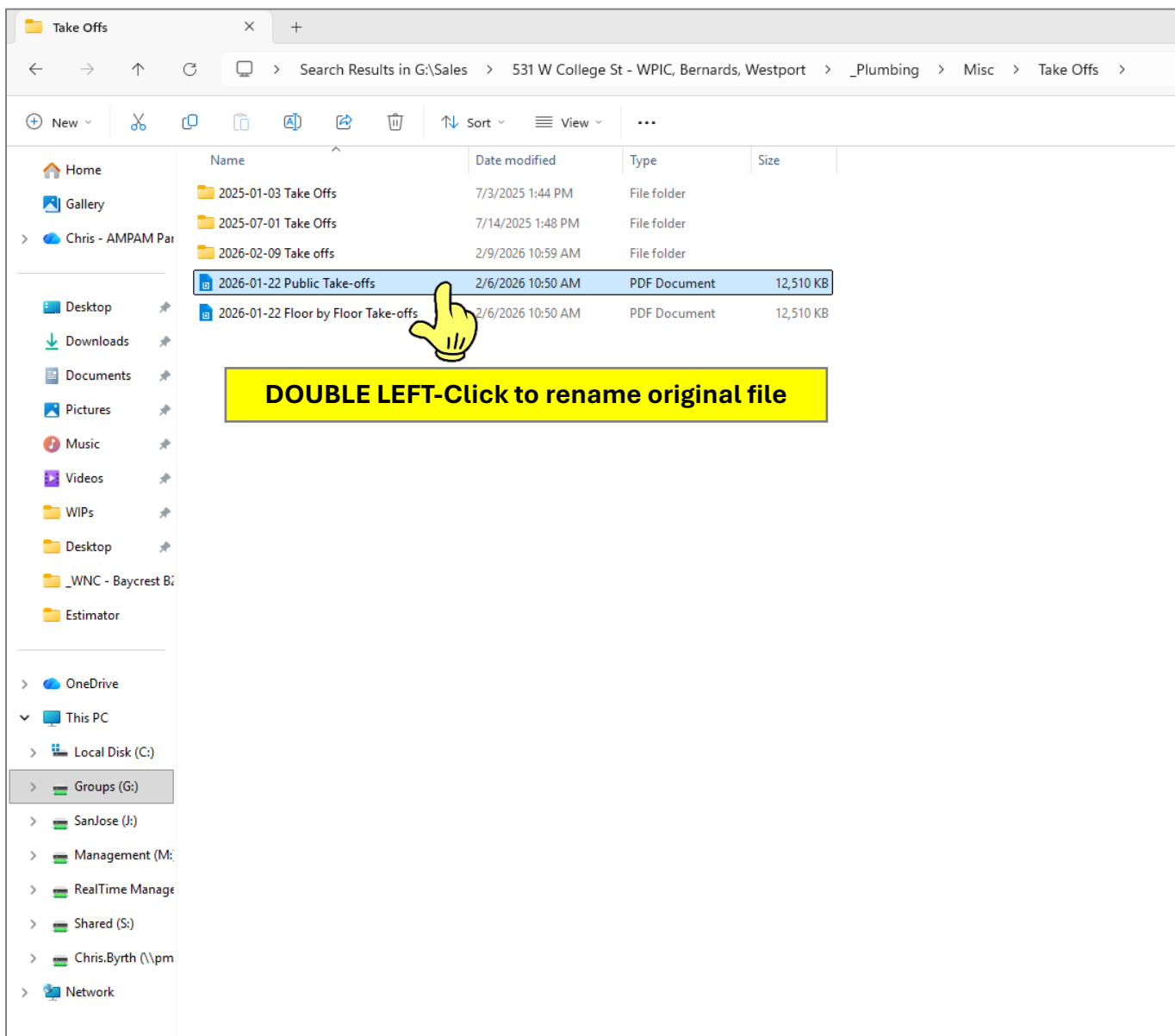
The screenshot shows a Windows File Explorer window titled "Take Offs" with the following table of contents:

Name	Date modified	Type	Size
2025-01-03 Take Offs	7/3/2025 1:44 PM	File folder	
2025-07-01 Take Offs	7/14/2025 1:48 PM	File folder	
2026-02-09 Take offs	2/9/2026 10:59 AM	File folder	
2026-01-22 Take-offs	2/6/2026 10:50 AM	PDF Document	12,510 K
2026-01-22 Floor by Floor Take-offs	2/6/2026 10:50 AM	PDF Document	12,510 K

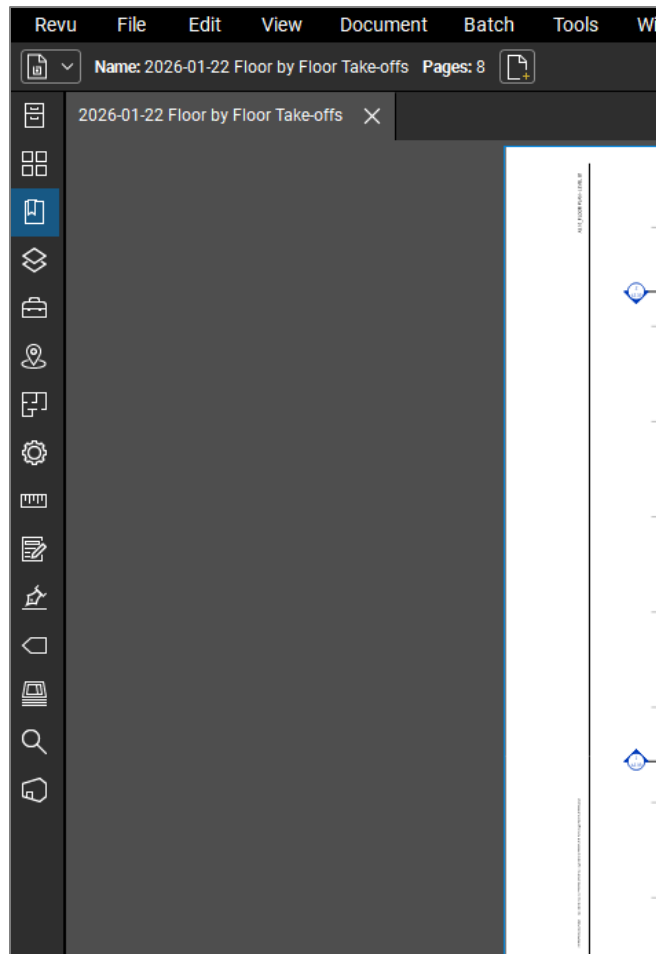
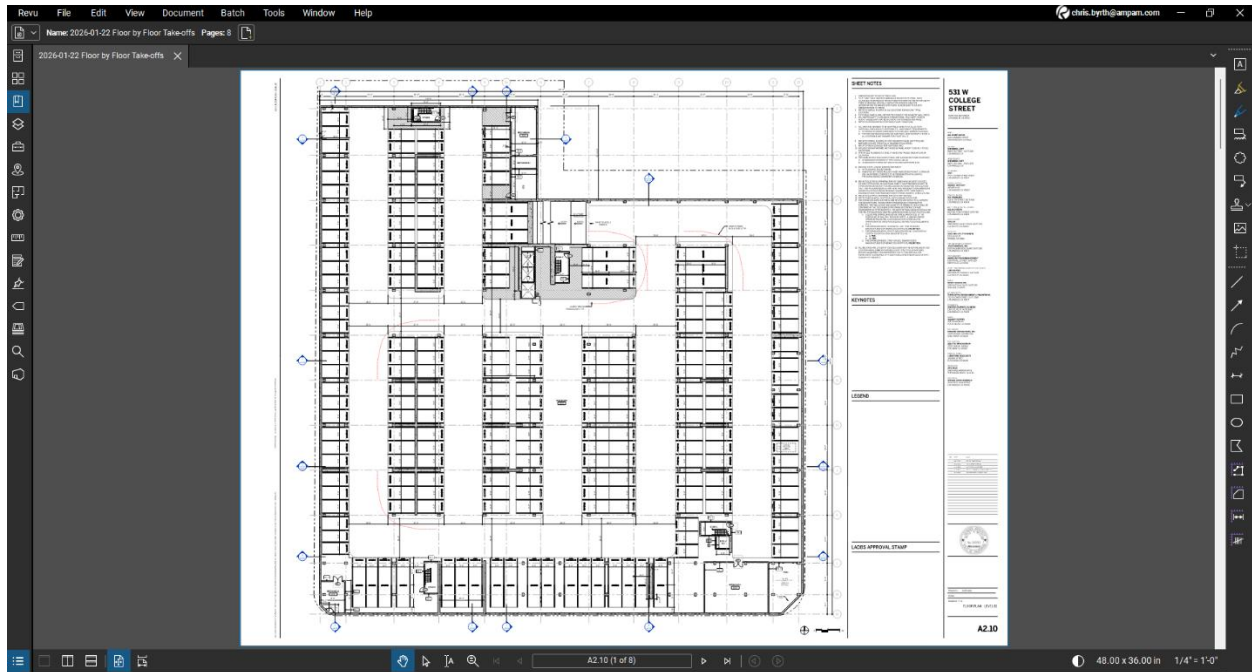
Annotations in the image:

- 1 RIGHT-Click "Paste"**: A yellow callout box with a hand icon pointing to the "Paste" option in the context menu.
- 2 DOUBLE LEFT-Click to rename file**: A yellow callout box with a hand icon pointing to the file "2026-01-22 Floor by Floor Take-offs".

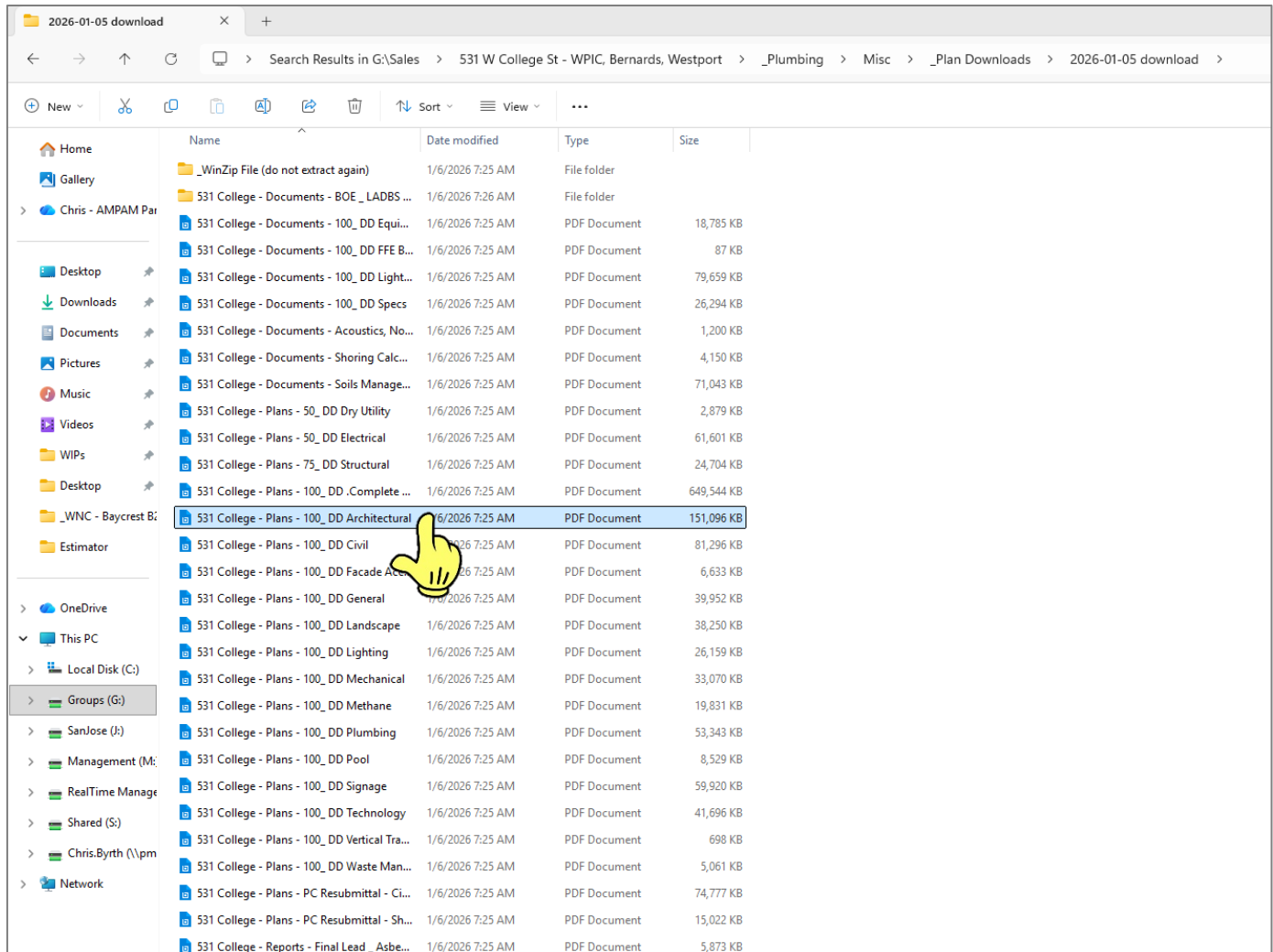
11. Rename the original PDF with current date and Public Take-offs (example: **2026-01-22 Public Take-offs**)



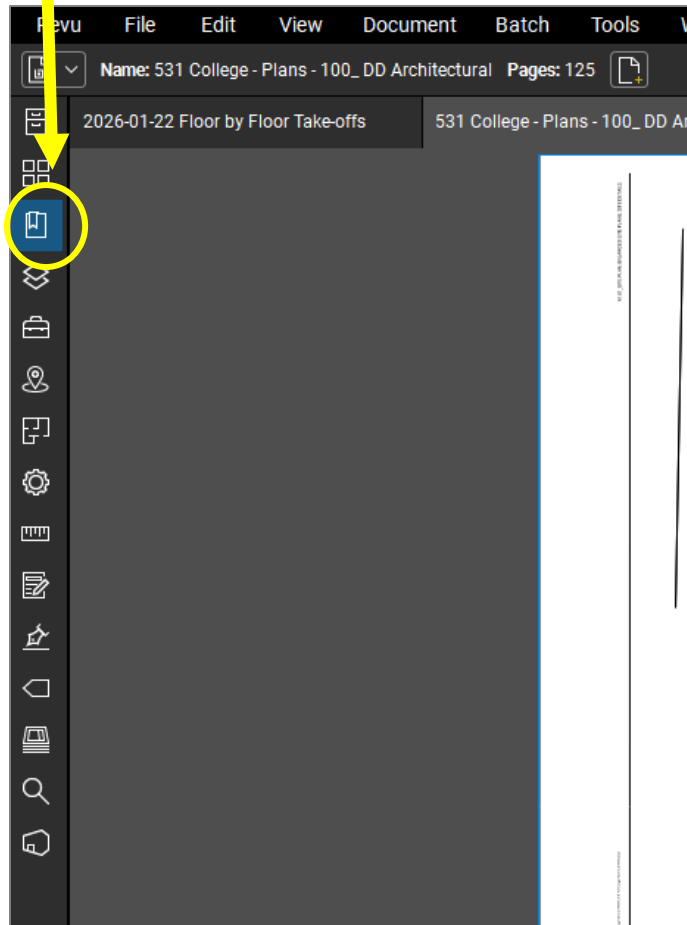
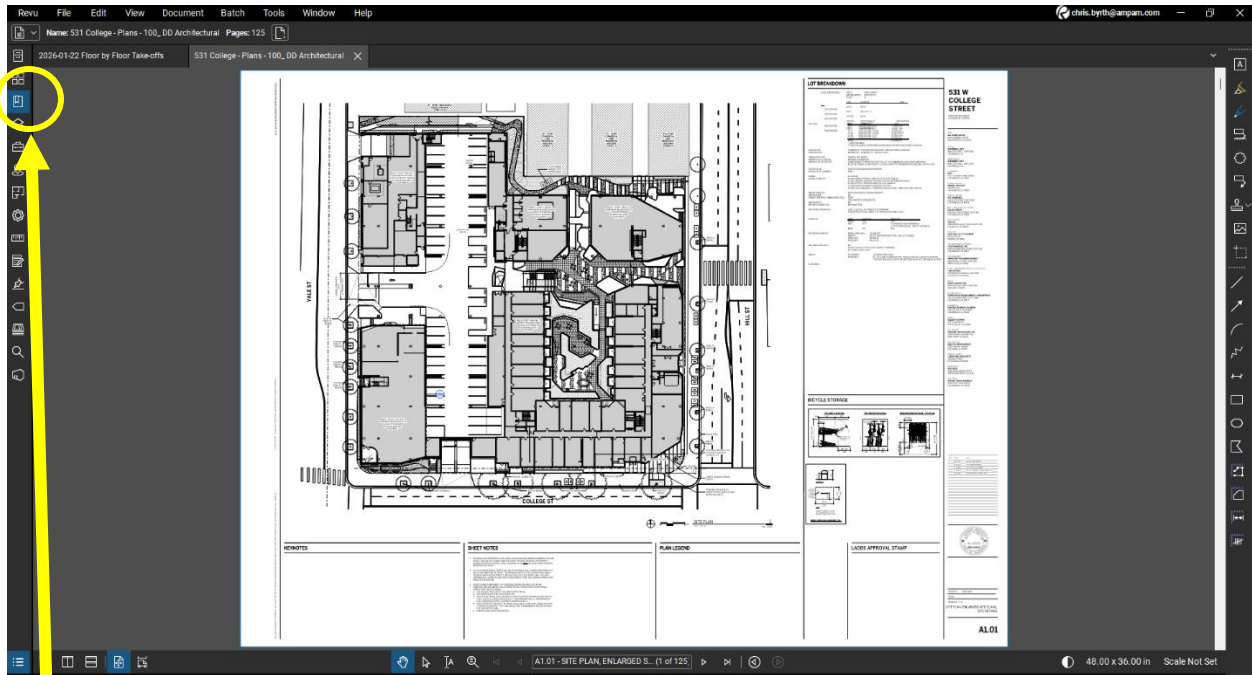
12. Open Floor by Floor Take-offs



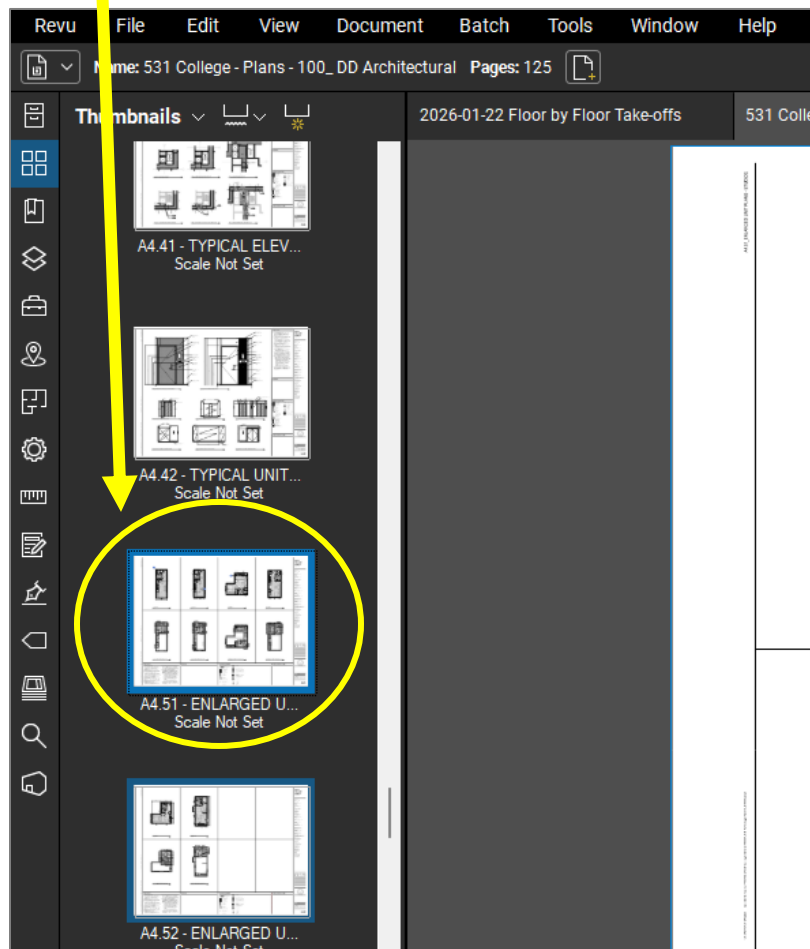
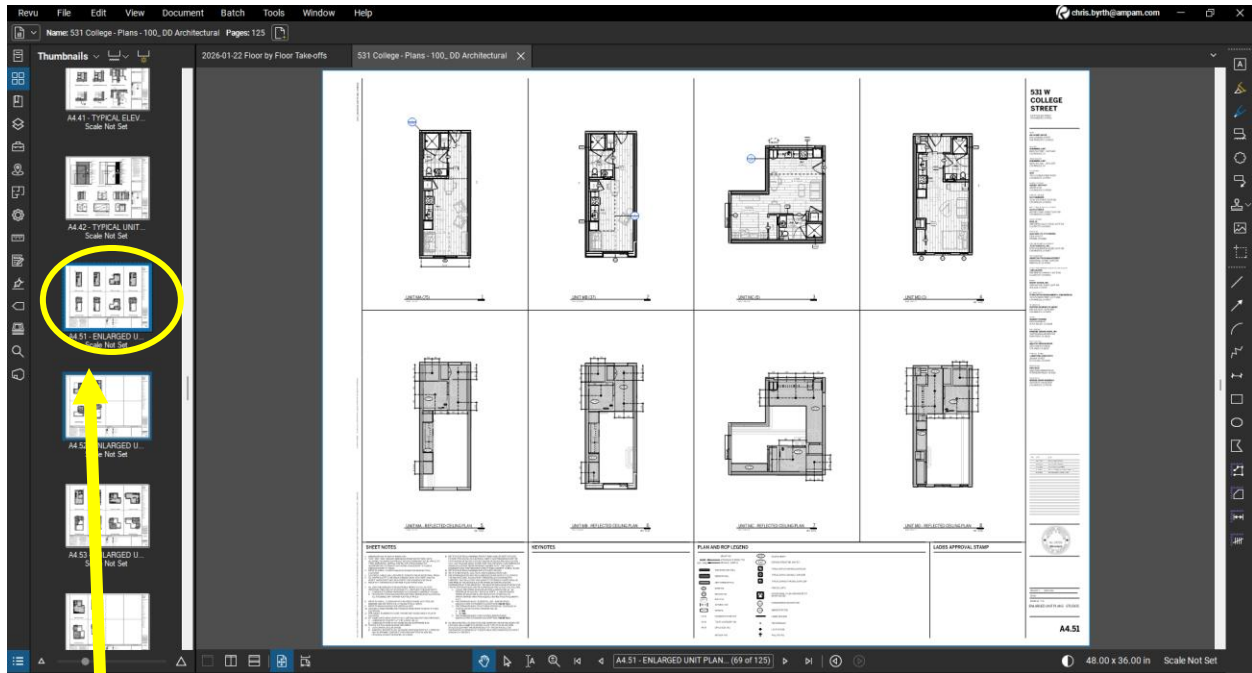
13. Go to Architectural Plans (Plumbing > Misc > Plan Downloads _ latest plan set date > Project Name – Architectural (example: *531 College – Plans – 100_DD Architectural*)



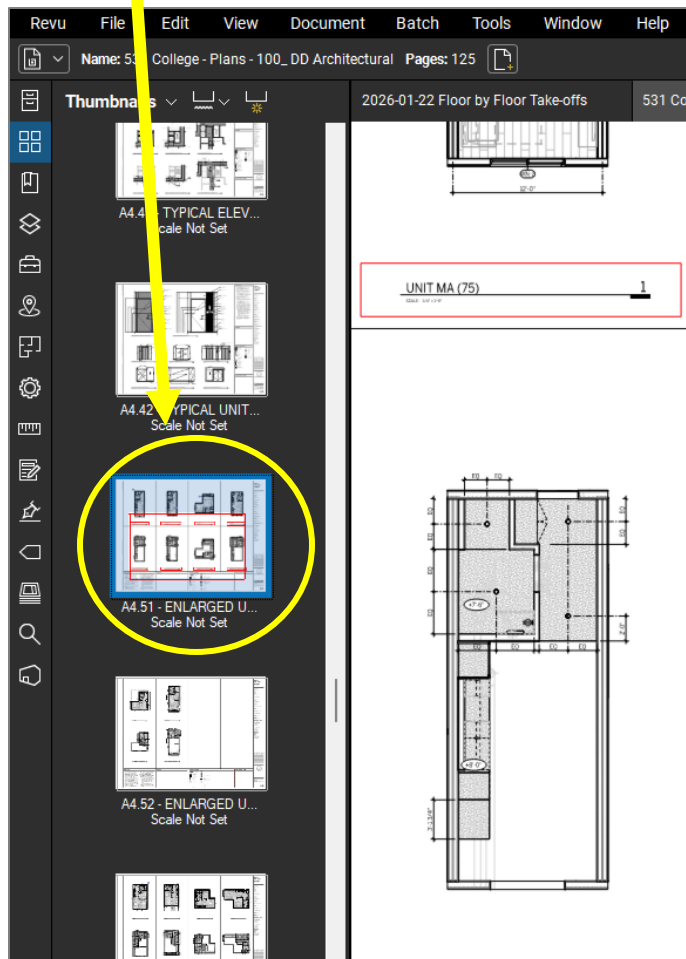
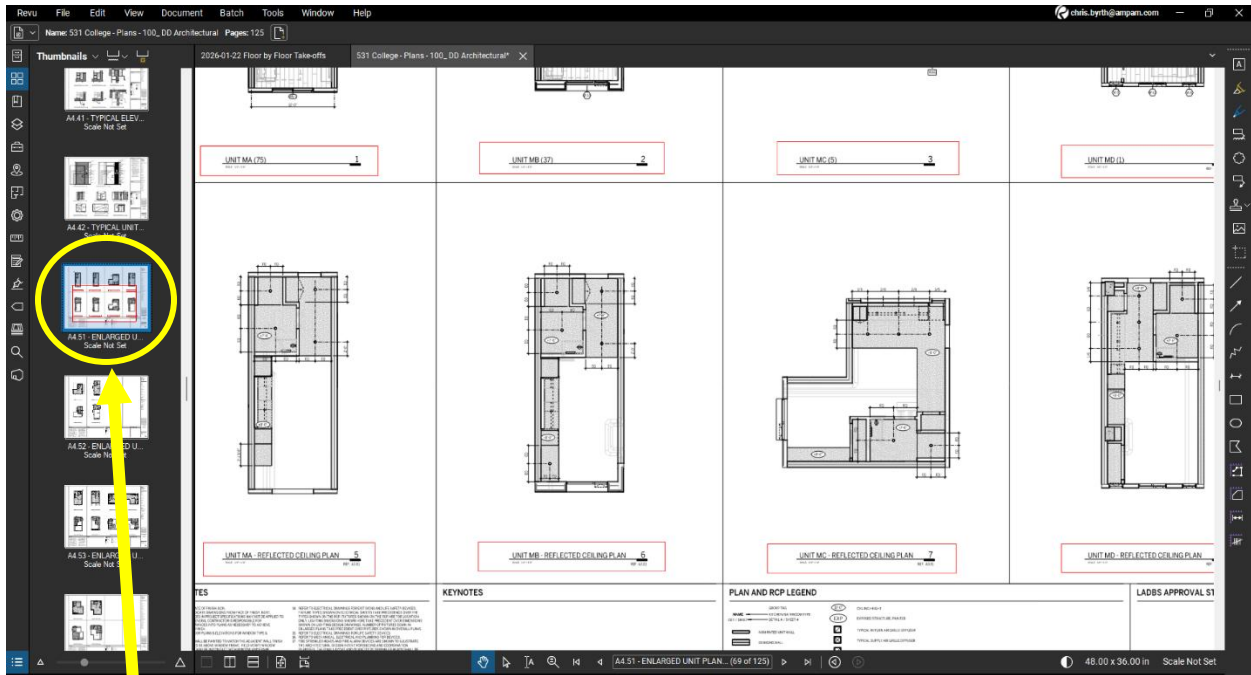
14. Select “Bookmark” icon (if available)



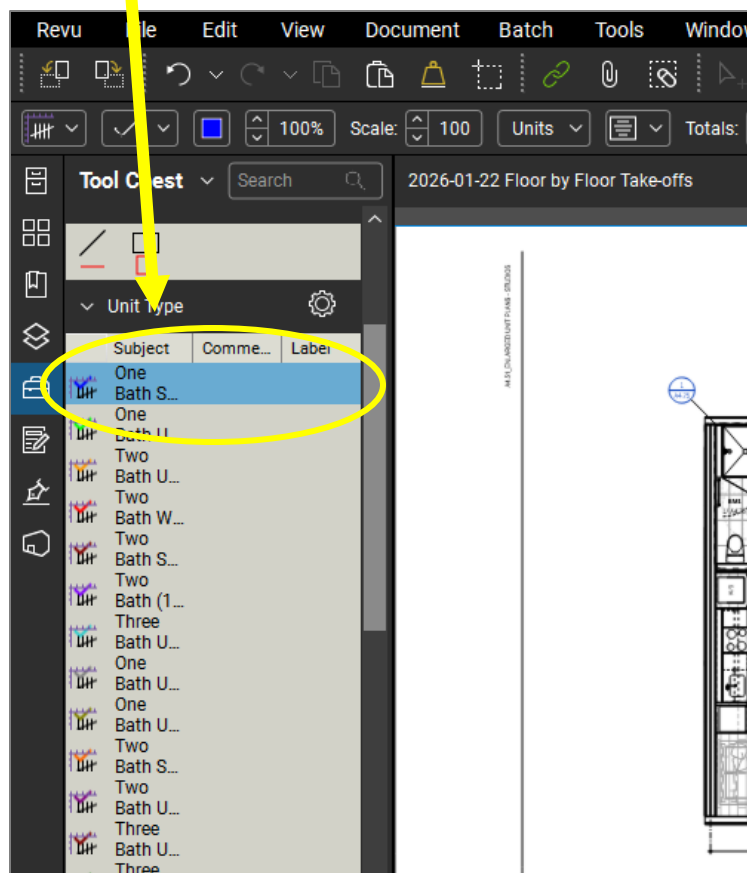
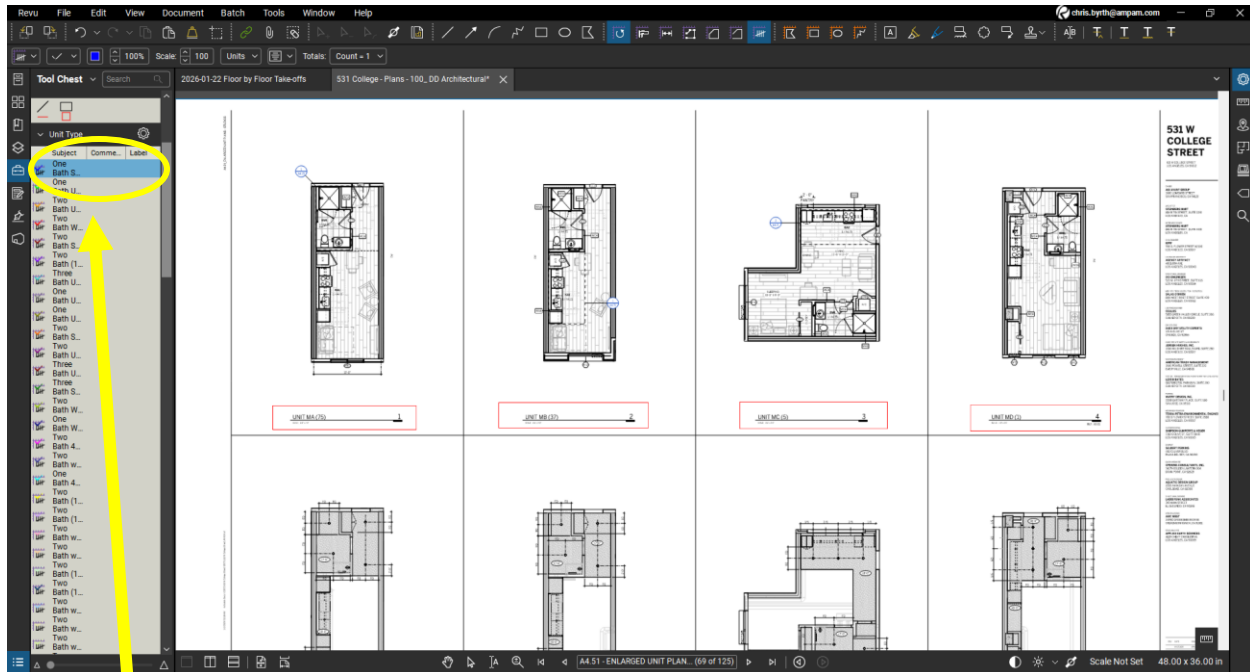
15. Select “Unit Plans” or Enlarged Plans”



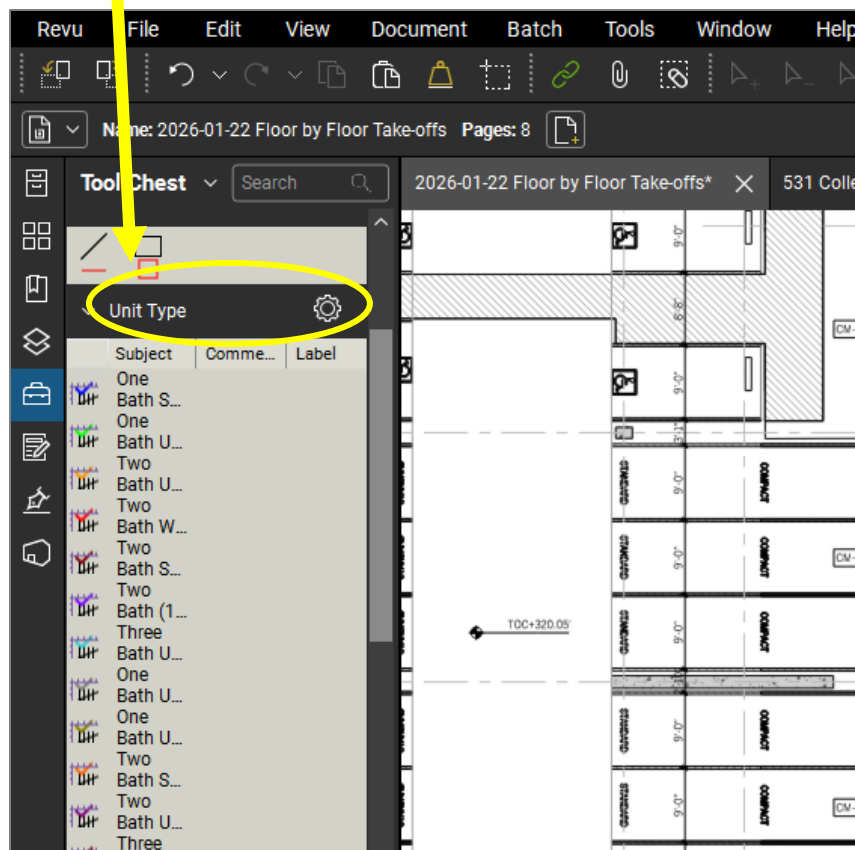
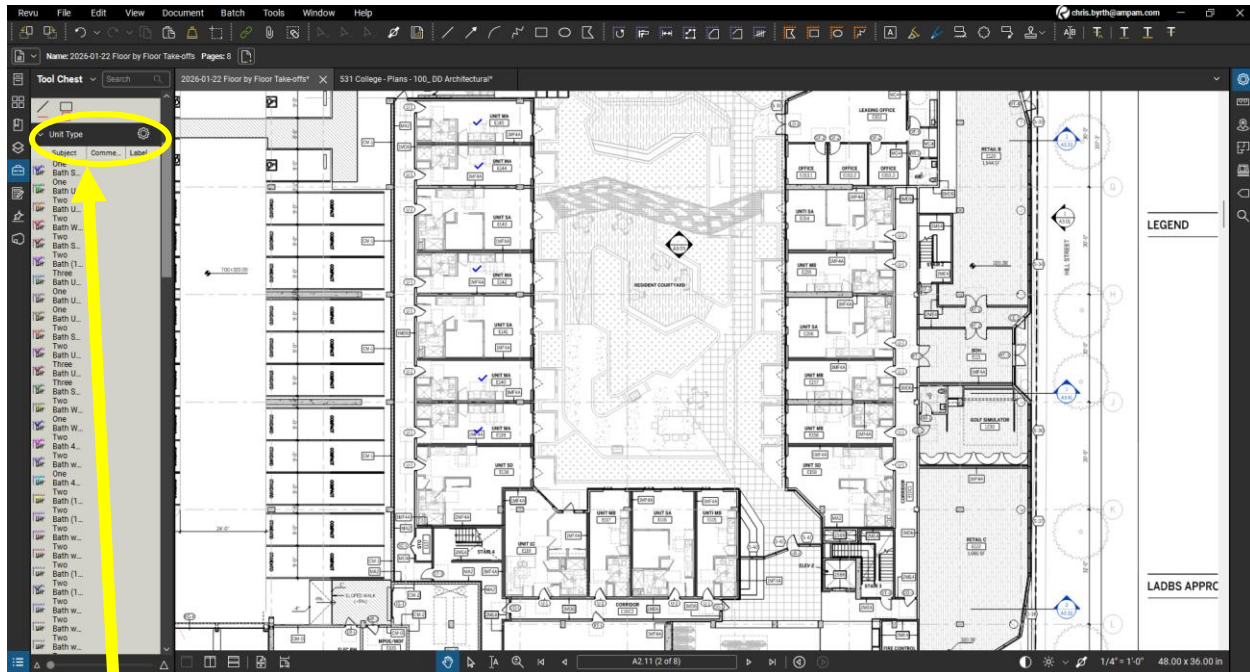
16. Identify the different types of units (example: *Unit MA, Unit MB, Unit MC*)



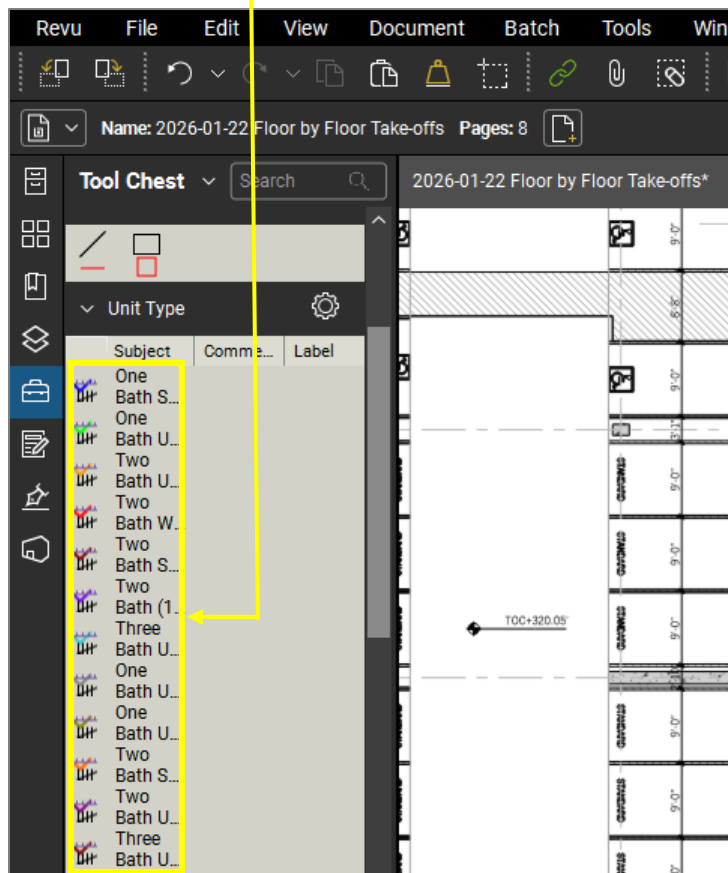
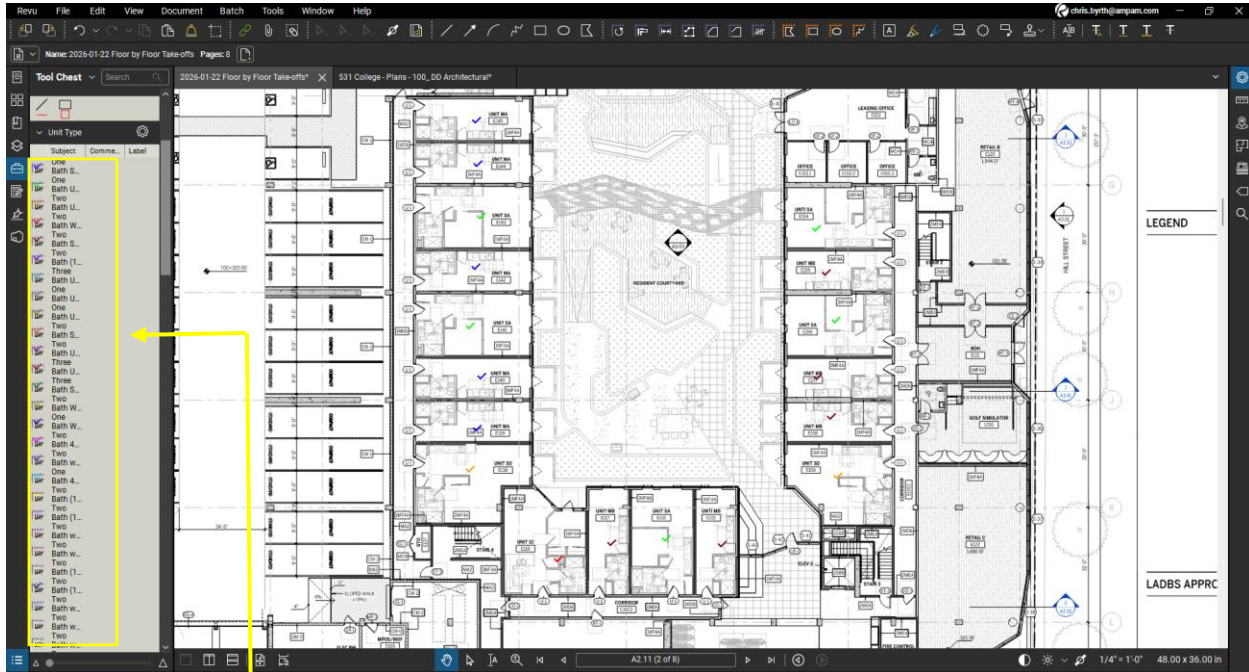
17. Go to Tool Chest icon > Unit Counts > Select unit type icon that matches the unite types plan



18. Using the unit type icon, label the floor-by-floor plans with the unit type selected



19. Then, do the same for the next unit type selected until all units on that floor have been labeled



20. Perform the same process for every floor