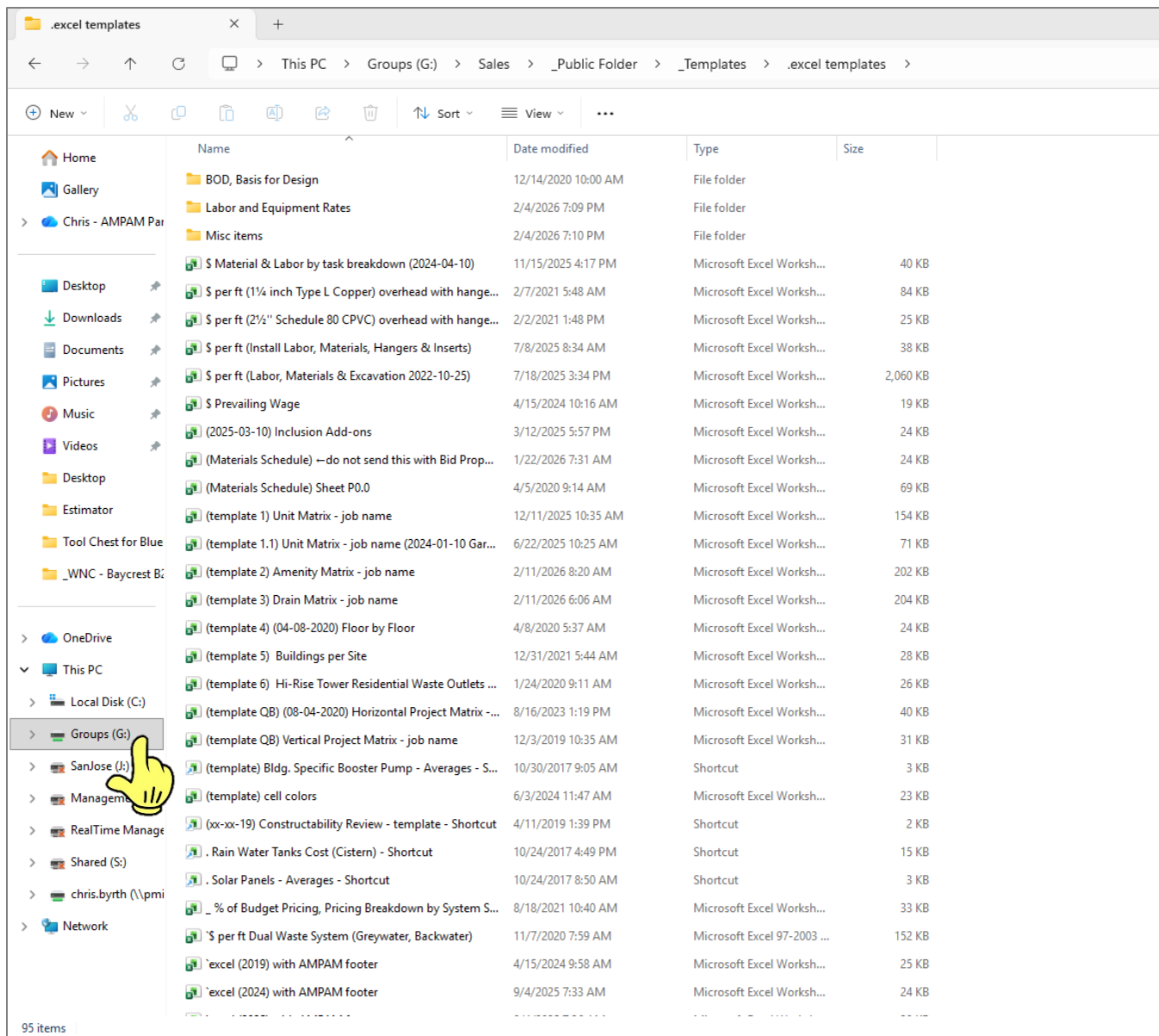


Estimator Training: Complete Public (Amenity) Area Take-Off

Complete Public (Amenity) Area Take-Off

1. Select Groups (G:)drive

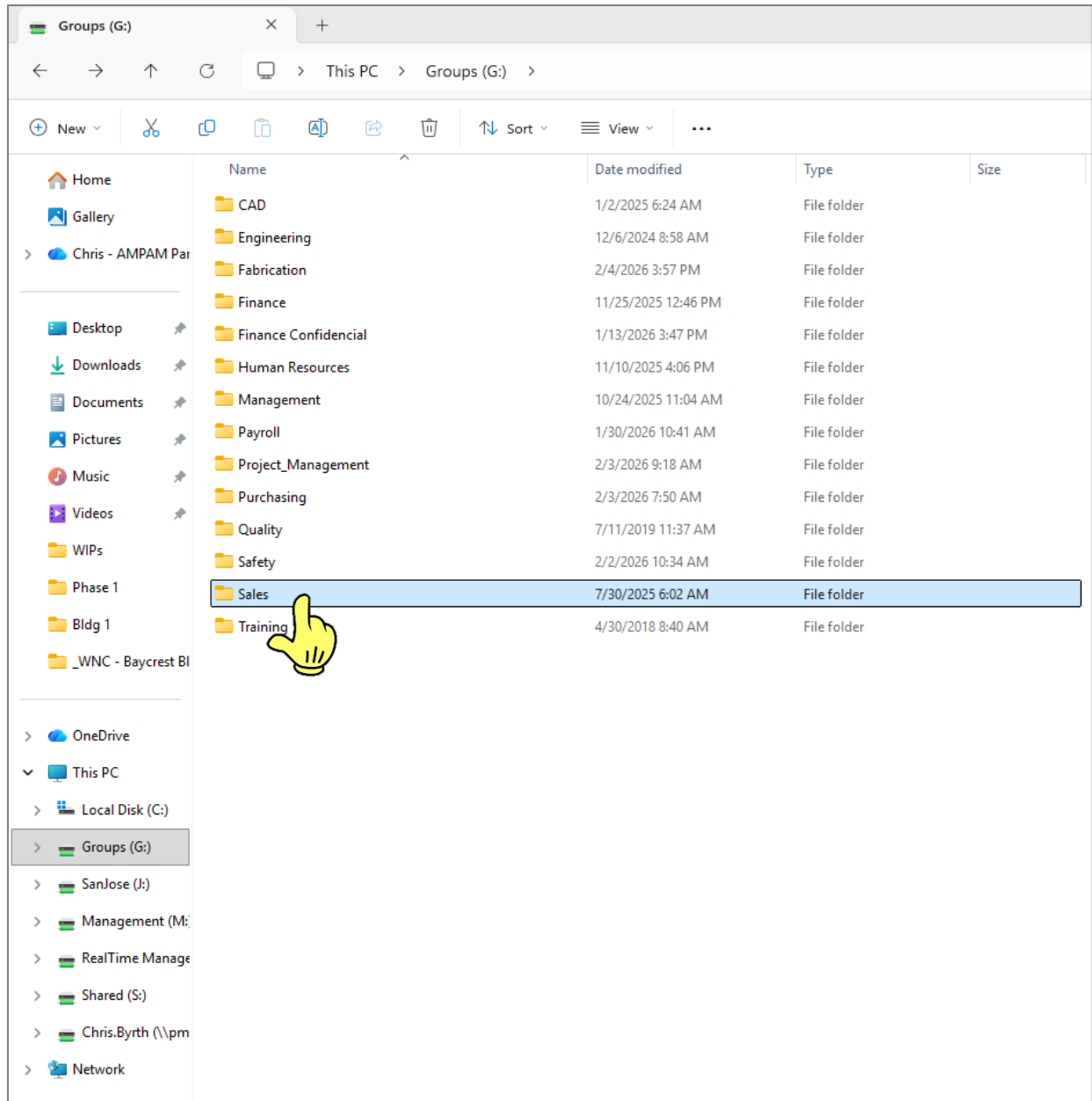


The screenshot shows a Windows File Explorer window with the following details:

- Address Bar:** This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates
- Left Sidebar:** Shows navigation options including Home, Desktop, Downloads, Documents, Pictures, Music, Videos, Desktop, Estimator, Tool Chest for Blue, _WNC - Baycrest B..., OneDrive, This PC, Local Disk (C:), **Groups (G:)** (highlighted with a yellow hand cursor), SanJose (J:), Managem..., RealTime Manage..., Shared (S:), chris.byrrh (\lpmi), and Network.
- Main Content Area:** A table listing 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 (1 1/4 inch Type L Copper) overhead with hange...	2/7/2021 5:48 AM	Microsoft Excel Worksh...	84 KB
\$ per ft (2 1/4" 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

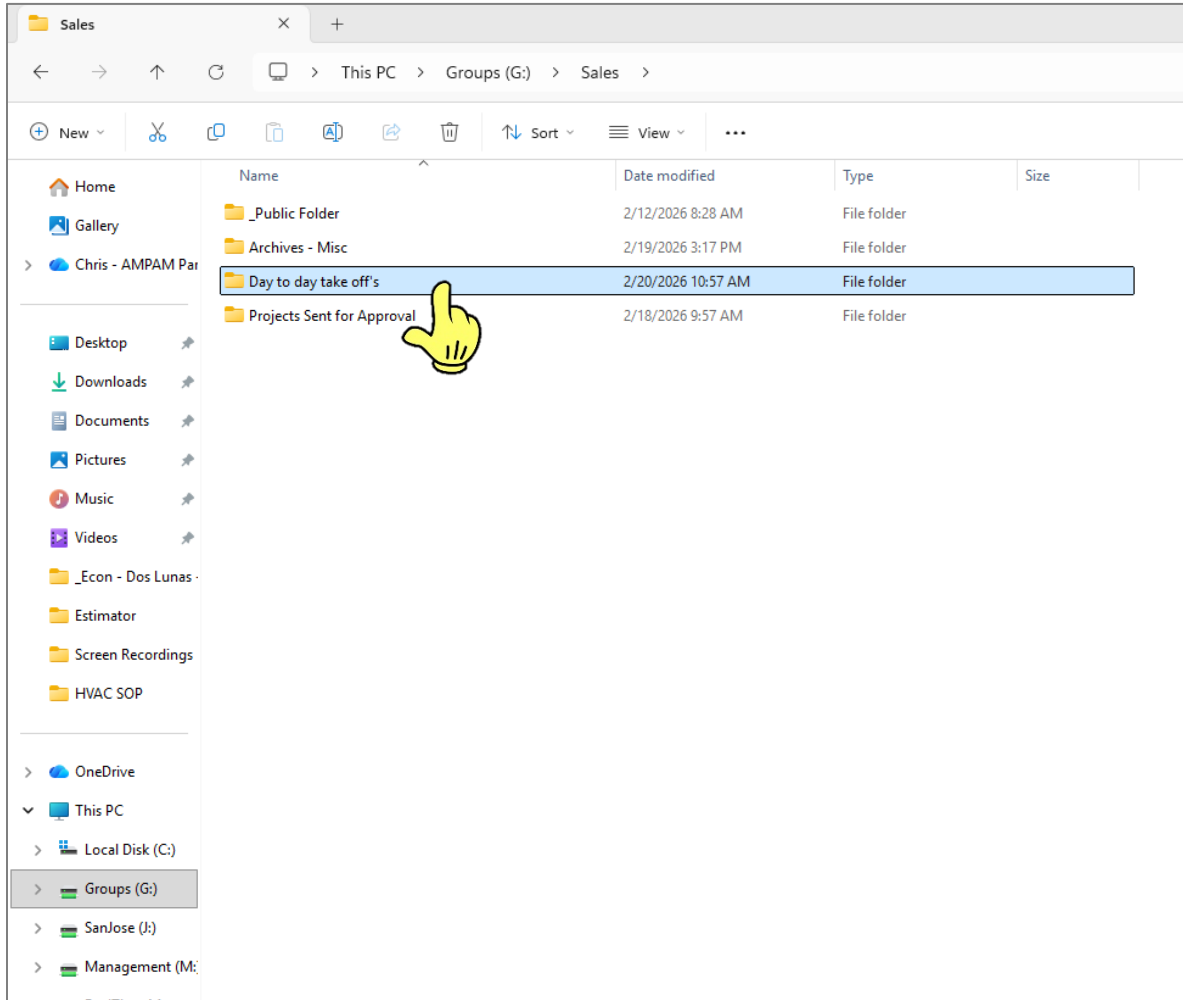
2. Select Sales folder



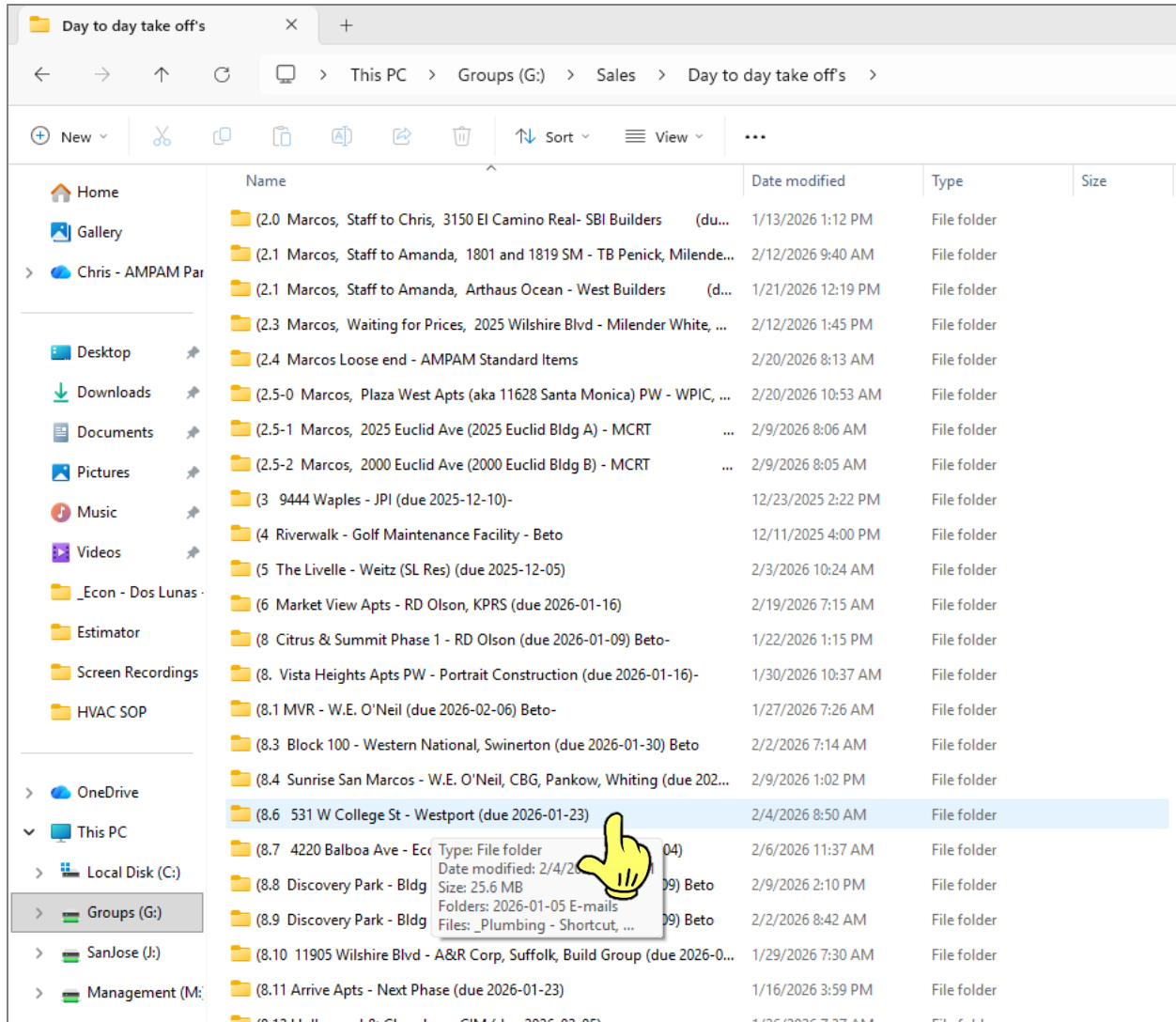
The screenshot shows a Windows File Explorer window titled 'Groups (G:)'. The address bar indicates the current location is 'This PC > Groups (G:)'. The left sidebar shows the navigation pane with 'Groups (G:)' selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. The 'Sales' folder is highlighted in blue, 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 Day to day take off's folder



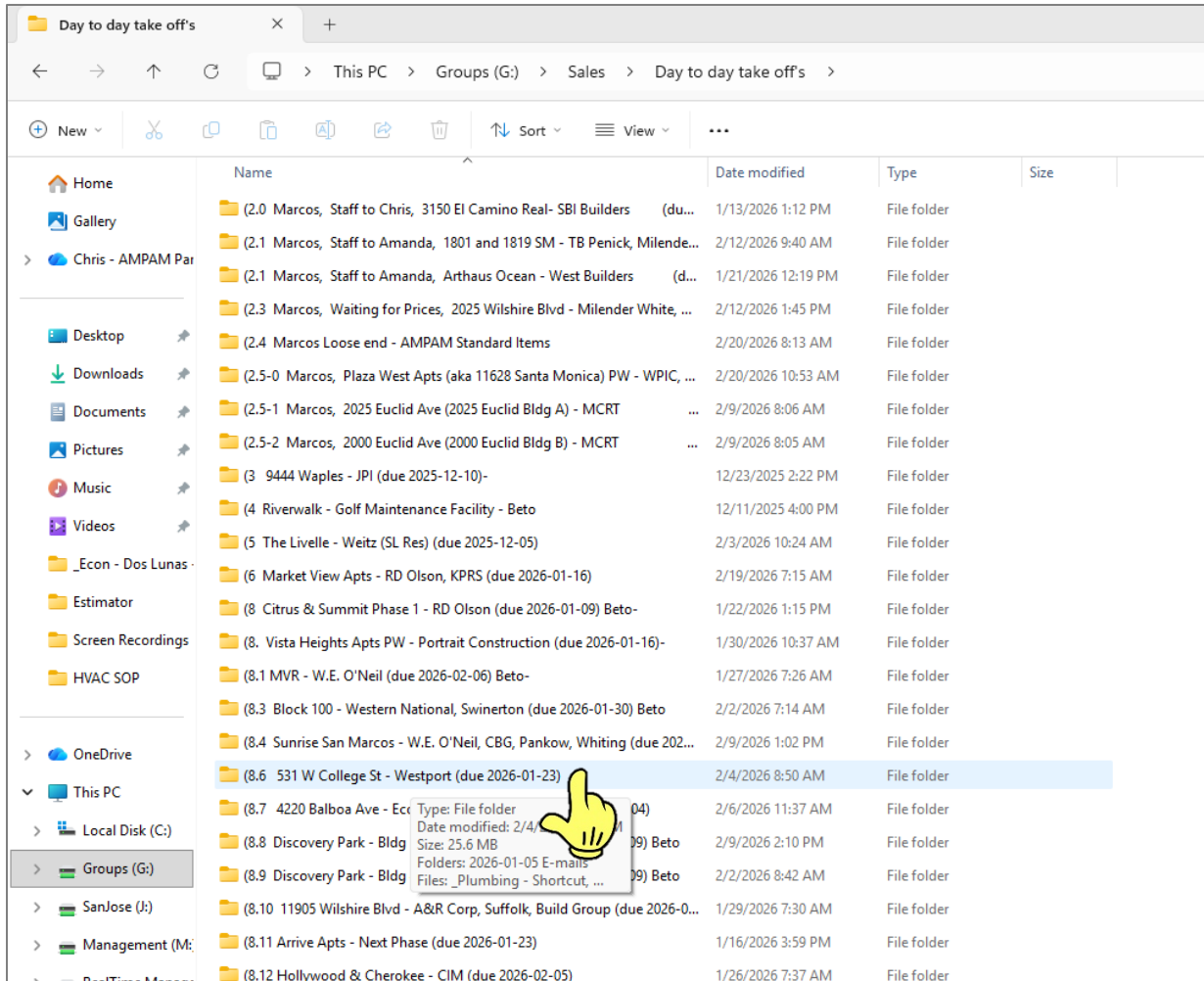
4. Select Project folder



The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar 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. A yellow hand cursor is pointing to the folder "(8.6 531 W College St - Westport (due 2026-01-23))". A tooltip is visible over the cursor, showing details for the folder.

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	

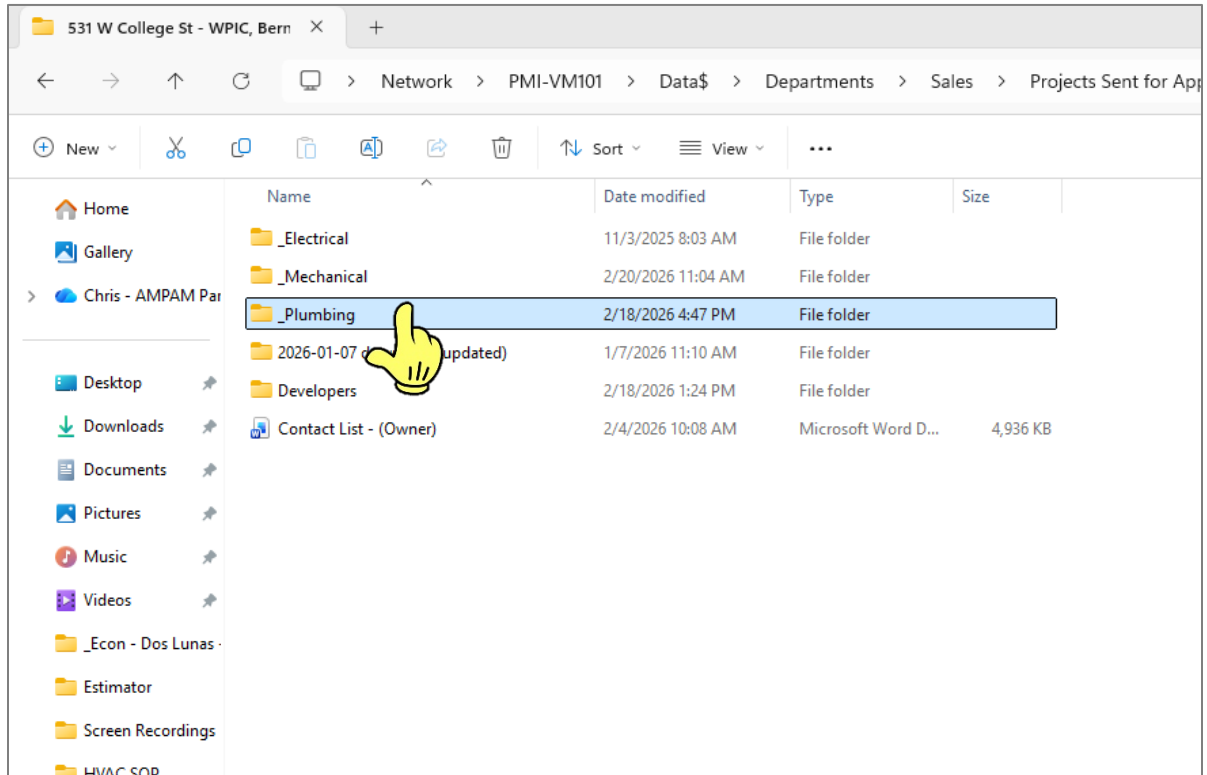
5. Select the Project Shortcut folder



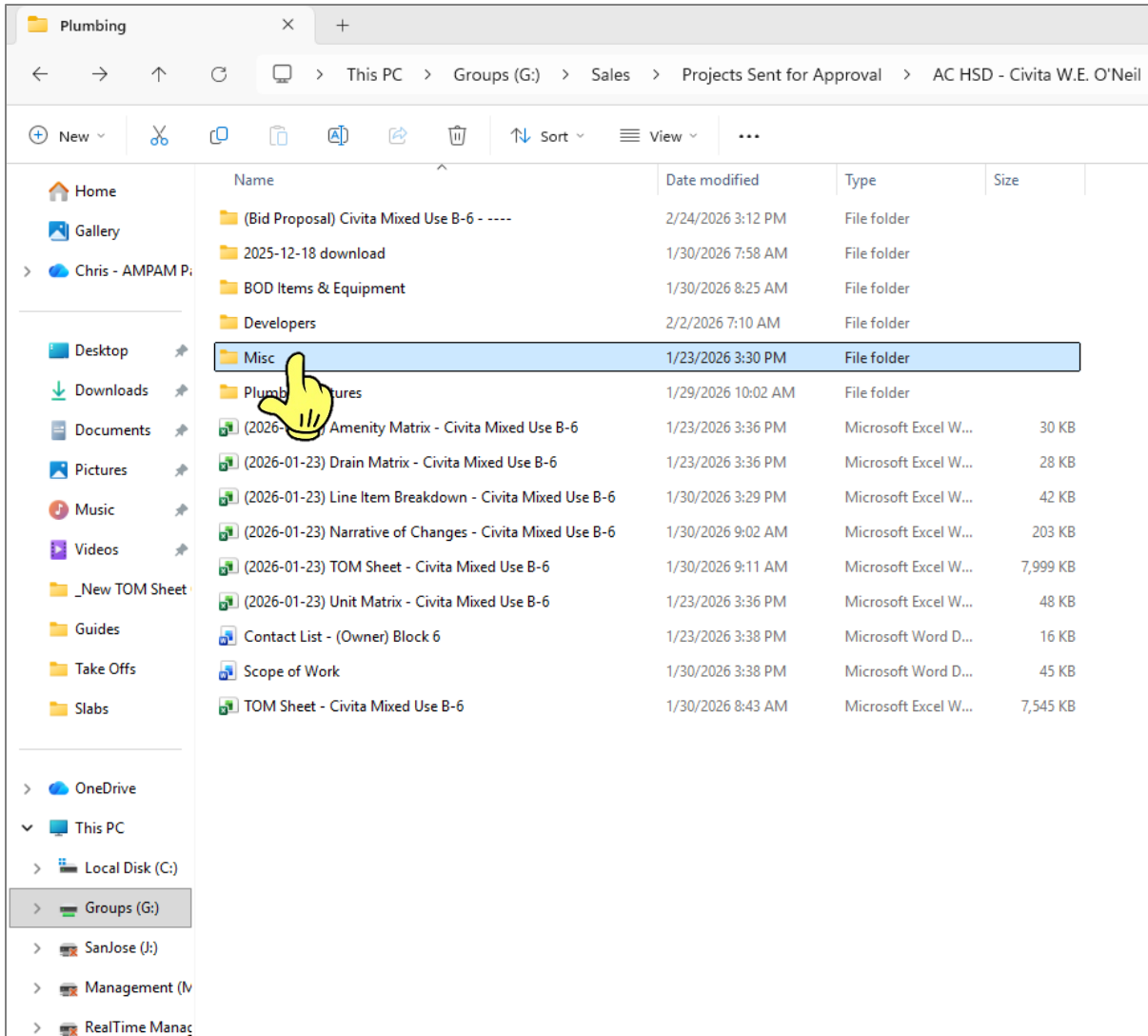
The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar indicates the path: This PC > Groups (G:) > Sales > Day to day take off's. The left sidebar shows the navigation pane with "Groups (G:)" selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. A yellow hand cursor is pointing to the folder "(8.6 531 W College St - Westport (due 2026-01-23))".

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 - Ec...	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 & Cherokee - CIM (due 2026-02-05)	1/26/2026 7:37 AM	File folder	

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



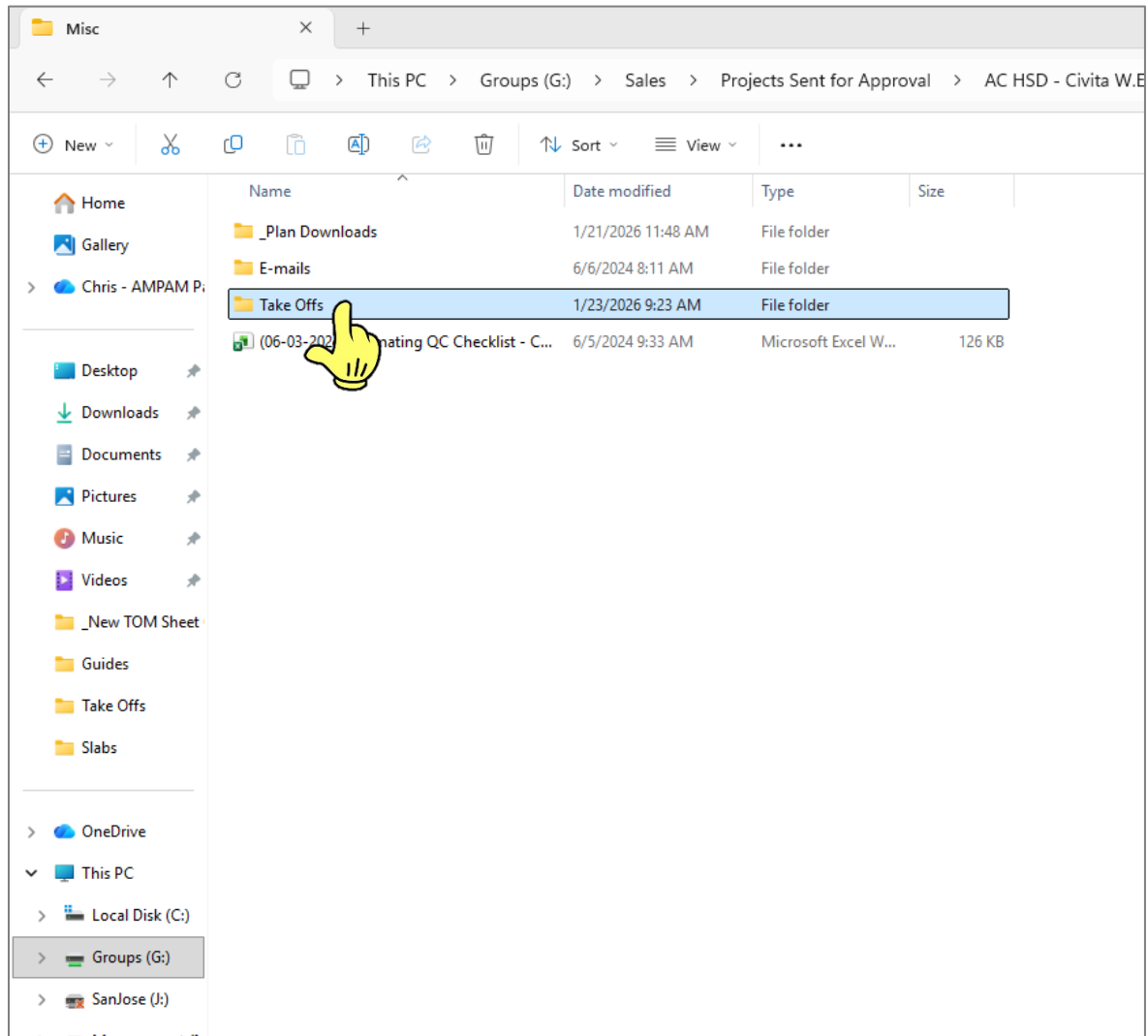
7. Select Misc folder



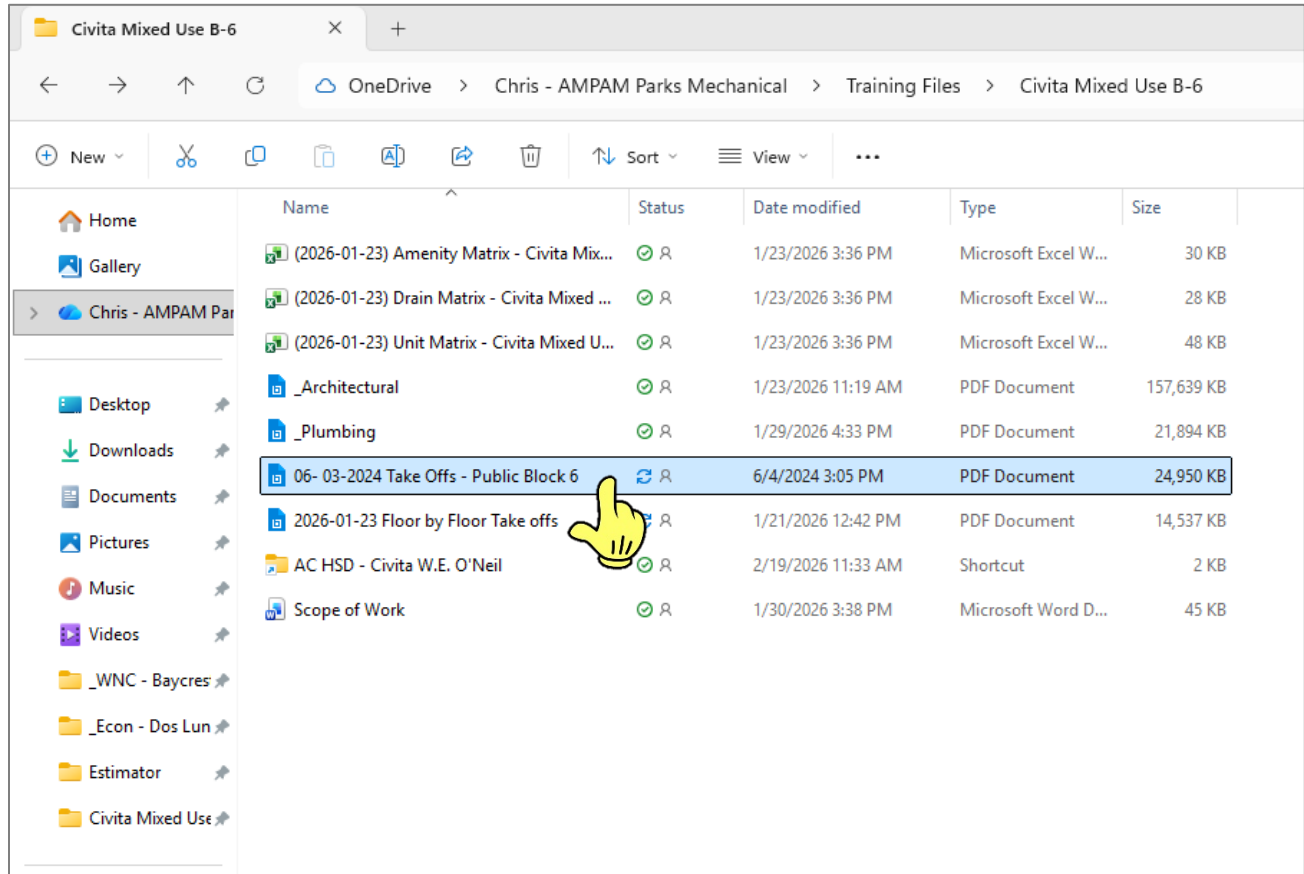
The screenshot shows a Windows File Explorer window titled 'Plumbing'. The address bar indicates the path: This PC > Groups (G:) > Sales > Projects Sent for Approval > AC HSD - Civita W.E. O'Neil. The left sidebar shows the navigation pane with 'Groups (G:)' expanded to 'Sales'. The main pane displays a list of files and folders. The 'Misc' folder is highlighted with a blue selection bar and a yellow hand cursor pointing to it.

Name	Date modified	Type	Size
(Bid Proposal) Civita Mixed Use B-6 - ----	2/24/2026 3:12 PM	File folder	
2025-12-18 download	1/30/2026 7:58 AM	File folder	
BOD Items & Equipment	1/30/2026 8:25 AM	File folder	
Developers	2/2/2026 7:10 AM	File folder	
Misc	1/23/2026 3:30 PM	File folder	
Plumb...tures	1/29/2026 10:02 AM	File folder	
(2026-01-23) Amenity Matrix - Civita Mixed Use B-6	1/23/2026 3:36 PM	Microsoft Excel W...	30 KB
(2026-01-23) Drain Matrix - Civita Mixed Use B-6	1/23/2026 3:36 PM	Microsoft Excel W...	28 KB
(2026-01-23) Line Item Breakdown - Civita Mixed Use B-6	1/30/2026 3:29 PM	Microsoft Excel W...	42 KB
(2026-01-23) Narrative of Changes - Civita Mixed Use B-6	1/30/2026 9:02 AM	Microsoft Excel W...	203 KB
(2026-01-23) TOM Sheet - Civita Mixed Use B-6	1/30/2026 9:11 AM	Microsoft Excel W...	7,999 KB
(2026-01-23) Unit Matrix - Civita Mixed Use B-6	1/23/2026 3:36 PM	Microsoft Excel W...	48 KB
Contact List - (Owner) Block 6	1/23/2026 3:38 PM	Microsoft Word D...	16 KB
Scope of Work	1/30/2026 3:38 PM	Microsoft Word D...	45 KB
TOM Sheet - Civita Mixed Use B-6	1/30/2026 8:43 AM	Microsoft Excel W...	7,545 KB

8. Select Take Offs folder



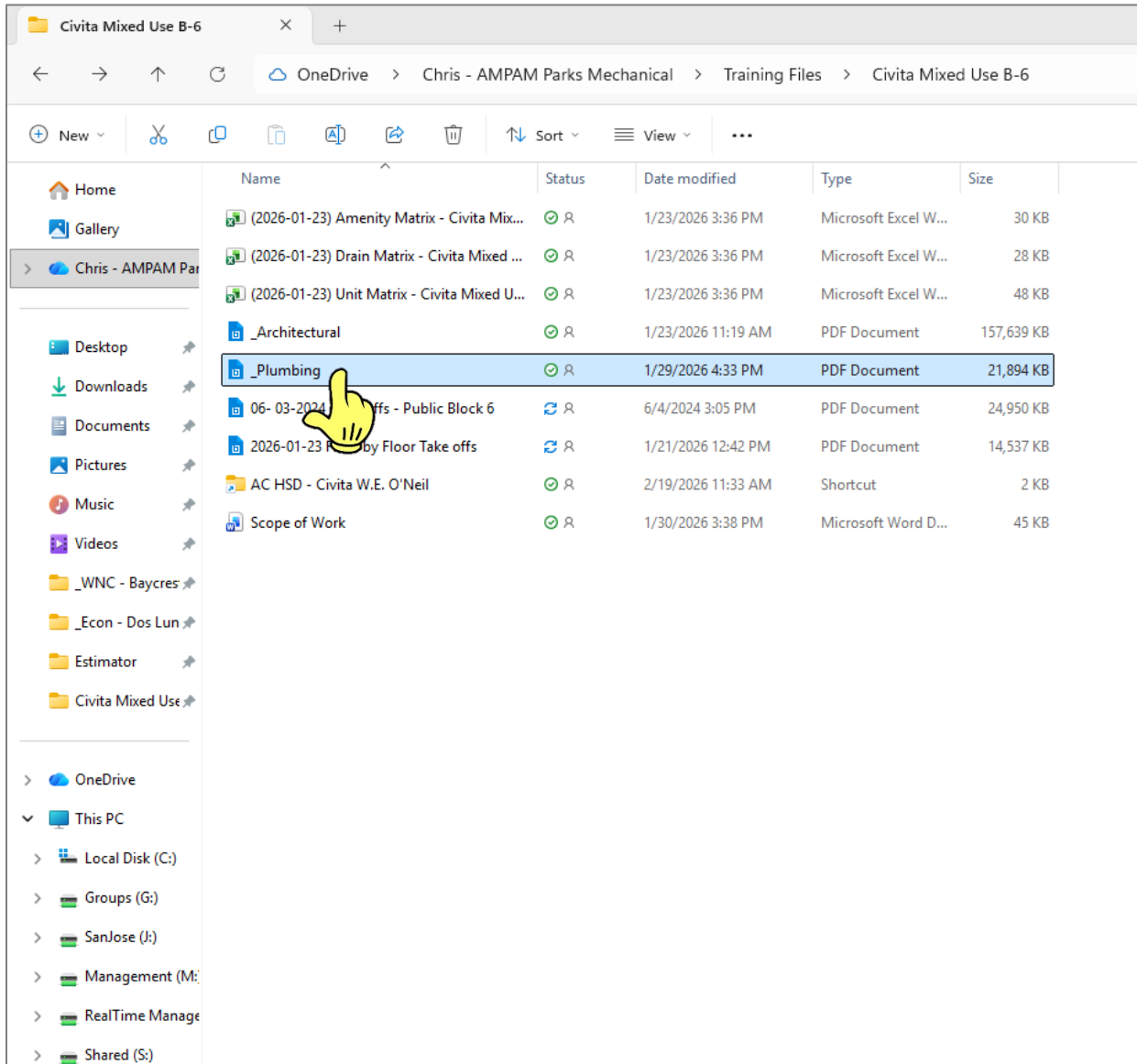
9. Open Public Take-Offs PDF that you created (example: **2026-01-22 Public Take-Offs**)



The screenshot shows a OneDrive file explorer window for the folder 'Civita Mixed Use B-6'. The breadcrumb path is 'OneDrive > Chris - AMPAM Parks Mechanical > Training Files > Civita Mixed Use B-6'. The file list is as follows:

Name	Status	Date modified	Type	Size
(2026-01-23) Amenity Matrix - Civita Mix...	🟢 R	1/23/2026 3:36 PM	Microsoft Excel W...	30 KB
(2026-01-23) Drain Matrix - Civita Mixed ...	🟢 R	1/23/2026 3:36 PM	Microsoft Excel W...	28 KB
(2026-01-23) Unit Matrix - Civita Mixed U...	🟢 R	1/23/2026 3:36 PM	Microsoft Excel W...	48 KB
_Architectural	🟢 R	1/23/2026 11:19 AM	PDF Document	157,639 KB
_Plumbing	🟢 R	1/29/2026 4:33 PM	PDF Document	21,894 KB
06- 03-2024 Take Offs - Public Block 6	🟢 R	6/4/2024 3:05 PM	PDF Document	24,950 KB
2026-01-23 Floor by Floor Take offs	🟢 R	1/21/2026 12:42 PM	PDF Document	14,537 KB
AC HSD - Civita W.E. O'Neil	🟢 R	2/19/2026 11:33 AM	Shortcut	2 KB
Scope of Work	🟢 R	1/30/2026 3:38 PM	Microsoft Word D...	45 KB

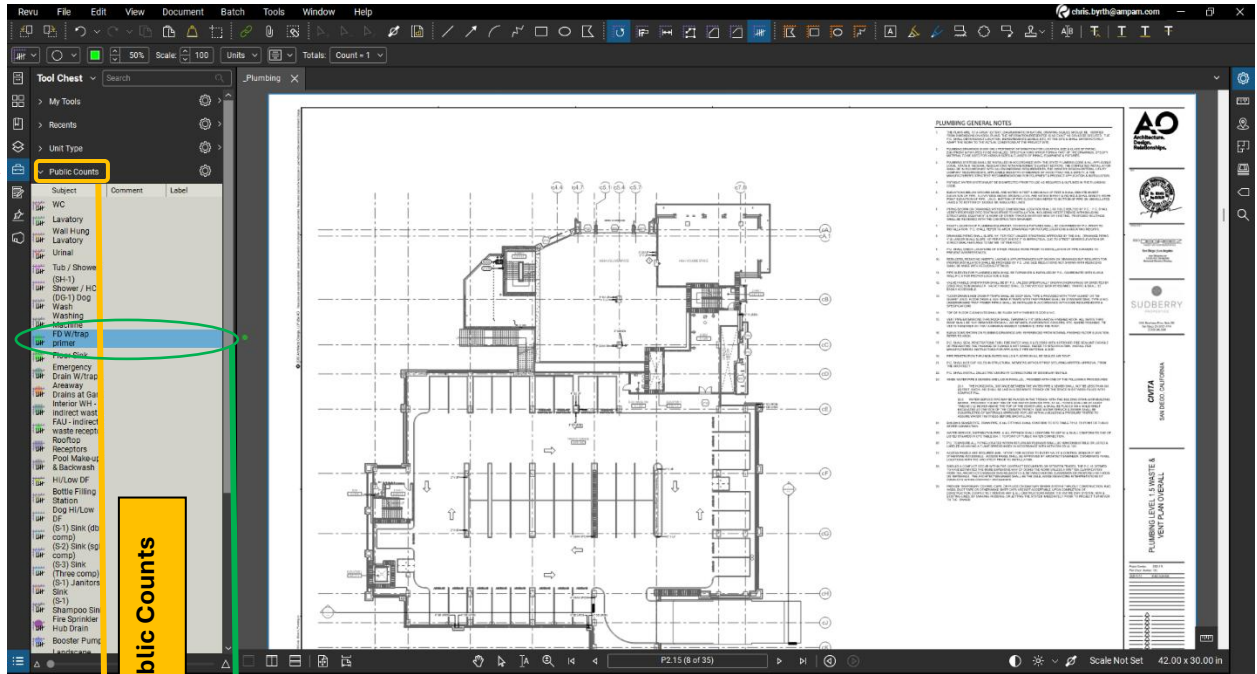
10. Open Plumbing Plans



The screenshot shows a OneDrive file explorer window for the folder 'Civita Mixed Use B-6'. The breadcrumb path is 'OneDrive > Chris - AMPAM Parks Mechanical > Training Files > Civita Mixed Use B-6'. The file list is as follows:

Name	Status	Date modified	Type	Size
(2026-01-23) Amenity Matrix - Civita Mix...	🟢 ⌂	1/23/2026 3:36 PM	Microsoft Excel W...	30 KB
(2026-01-23) Drain Matrix - Civita Mixed ...	🟢 ⌂	1/23/2026 3:36 PM	Microsoft Excel W...	28 KB
(2026-01-23) Unit Matrix - Civita Mixed U...	🟢 ⌂	1/23/2026 3:36 PM	Microsoft Excel W...	48 KB
_Architectural	🟢 ⌂	1/23/2026 11:19 AM	PDF Document	157,639 KB
_Plumbing	🟢 ⌂	1/29/2026 4:33 PM	PDF Document	21,894 KB
06-03-2024 Take offs - Public Block 6	🔄 ⌂	6/4/2024 3:05 PM	PDF Document	24,950 KB
2026-01-23 Take off by Floor Take offs	🔄 ⌂	1/21/2026 12:42 PM	PDF Document	14,537 KB
AC HSD - Civita W.E. O'Neil	🟢 ⌂	2/19/2026 11:33 AM	Shortcut	2 KB
Scope of Work	🟢 ⌂	1/30/2026 3:38 PM	Microsoft Word D...	45 KB

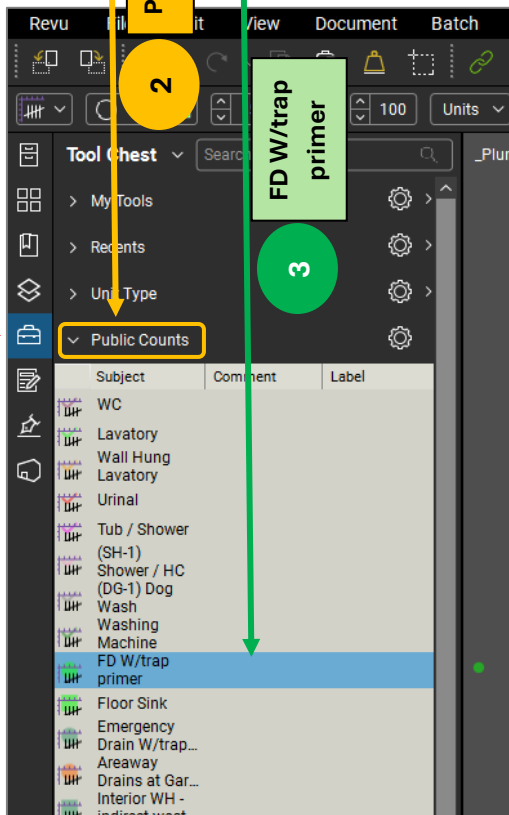
11. Go to “Tool Chest” icon > Public Counts > Select “Amenity” icon that matches the amenity on the plans (example: *FD W/trap primer*)



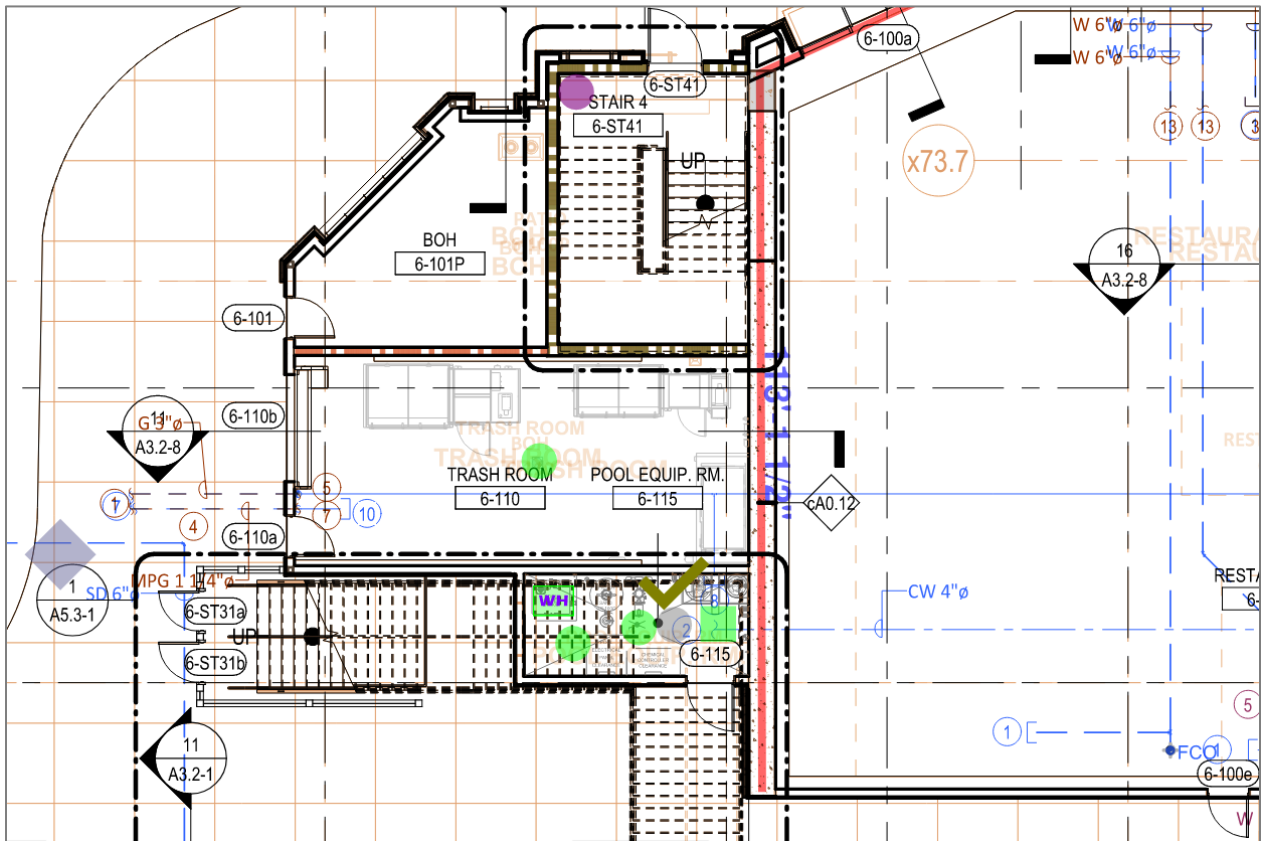
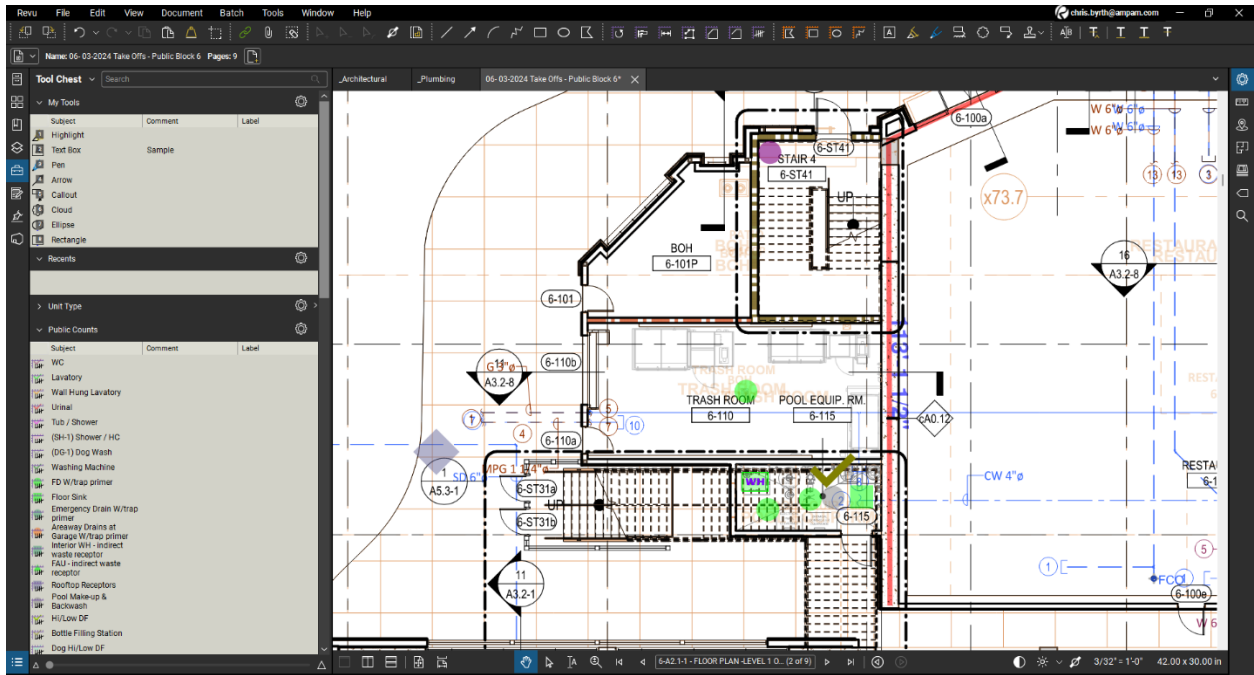
1
Tool Chest icon

2
Public Counts

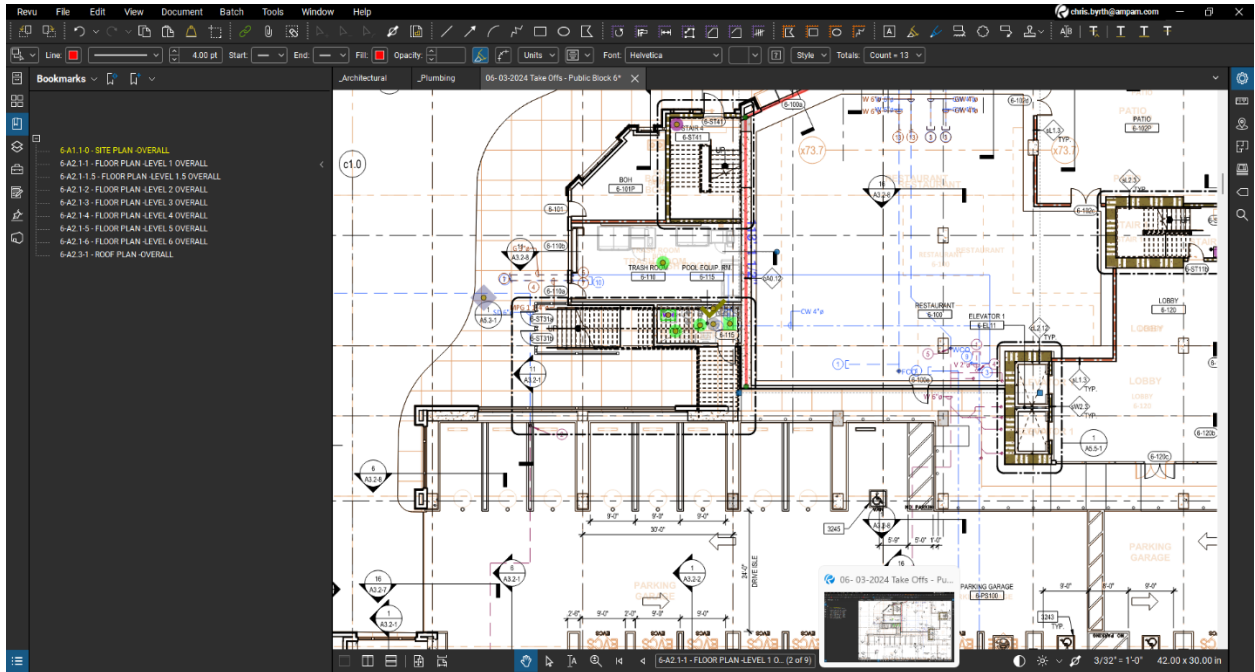
3
FD W/trap primer



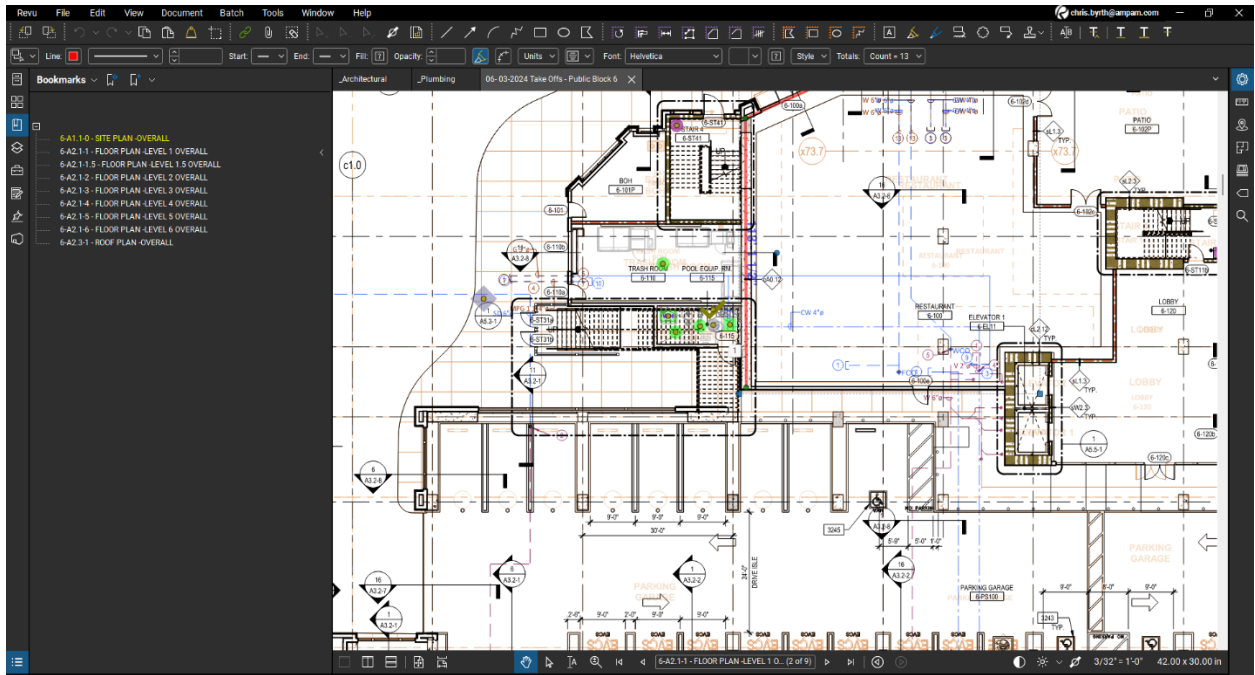
12. Using the Amenity icon, label the Public Take-Off PDF with the amenity selected



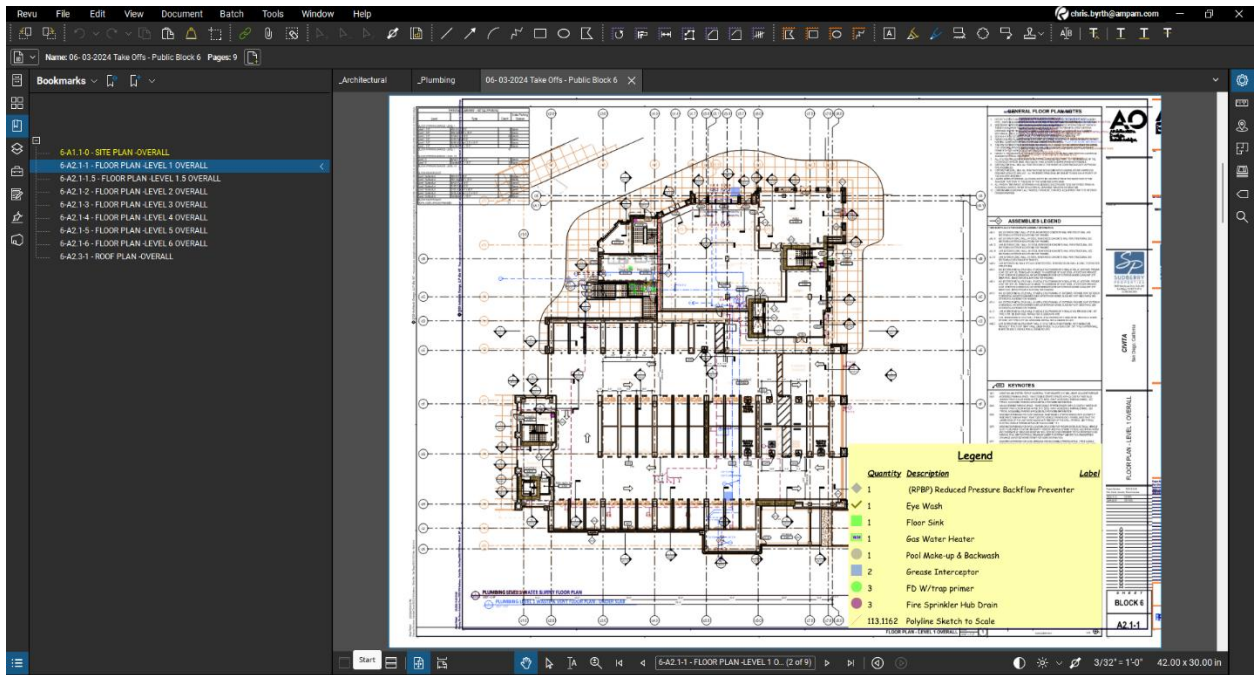
14. Select CTRL + A (or go to Edit > Select All)



15. Hover over one of the public area/drain labels we created and right click



16. Select Legends > Create Legend > Select Ok



The screenshot displays a CAD application window with a plumbing floor plan. A legend window is open in the bottom right corner, listing various plumbing fixtures and their quantities. The legend is titled "Legend" and has three columns: "Quantity", "Description", and "Label".

Quantity	Description	Label
1	(RPB) Reduced Pressure Backflow Preventer	
1	Eye Wash	
1	Floor Sink	
1	Gas Water Heater	
1	Pool Make-up & Backwash	
2	Grease Interceptor	
3	FD W/Trap primer	
3	Fine Sprinkler Hub Drain	
113.1162	Polyline Sketch to Scale	

The background shows a detailed plumbing floor plan with various fixtures, pipes, and annotations. The software interface includes a menu bar at the top, a toolbar, and a left-hand panel with a project tree. The status bar at the bottom indicates the current view and scale.

17. Review plumbing plans to verify if we missed any items in our take-offs (plumbing plans will often show more detail than architectural, but sometimes the plumbing plans are updated after the architectural).

