

1. List the abbreviation of each room in a single column.
2. Draw lines connecting room names to depict spatial relationships. Solid lines represent direct access, dashed lines for “near” requirement.
3. The room that has visual control gets boxed. The rooms that have their entrances visually controlled get circled.
4. Rooms that require a view get a "V" to their left. Those that require a window get a "W." Those that explicitly shouldn't have a window get a W with a circle/line. A window in a room with a view is redundant, so I don't bother putting a "W," though you may want to.
5. Rooms that require egress get an "E." Rooms that require two egresses get “EE.”
6. Rooms that are on the 1st floor get a down arrow. Rooms on the second floor get an up arrow. Don't bother listing square footages because the software already does a really good job of this.
7. Everything in the program that doesn't fit in the above annotation gets diagrammed to the right, such as the location of the entrance, the view, etc.
8. Now read the code and diagram everything in it to the right, such as corridor widths. This is as much to calm nerves as anything. As an example of how to read the graphic, MR has a direct connection to S and is near CR (which is visually controlled by LD). MR is on the first floor (down arrow), has a view ("V") and two egresses (“EE”).
9. Next, repeat steps 1-8 until you can make a clean pass through the program and code without missing anything. This can take a surprising number of passes, as many as 5. But, based on the occasional horror stories on this forum, **time spent upfront error checking is time well spent.**
10. After translating everything onto paper, go through the diagram and deduce floor locations. For example, if SM must be near LM and LM is on the 2nd floor, place an up arrow next to SM. When you're done, you should find almost all the rooms have a floor designation. Those that don't, use common sense. E.g., don't put an elec/mech room on the 2nd floor or two custodial rooms on the same floor, even if the program doesn't explicitly prohibit it. Afterward, most if not all rooms will have a floor designation.
11. It usually takes a half hour, at least, to get to this point. Now, have at it. Draw the rooms to scale using decent proportions (2:1 ratio). Place them roughly where they belong relative to the view, floor level, entrance, etc. **Every time you create a room or stretch it, verify that its S.F. is within requirements before clicking the second click.** Move the rooms around but don't align walls just yet. At this point you're only finding locations and rough proportions. Move back and forth between the floors. You don't want to become married to a layout on one floor that hoses you on the other. This is by far the toughest part of the exam. Understand that it will take a while, maybe a couple hours. This is what you've been trained to do. This is what you are good at. Settle in and do it.
12. The rest is pretty self explanatory. Avoid the temptation to clean things up (align walls, insert doors, draw corridors, etc.) until the design is nailed down. At every milestone, triple check the diagram and/or the program and code. Avoid "What ifs...". **The exam is graded by software, not architects**, so it's not going to appreciate the architecture behind what you've created. **Just meet all the requirements.**

### Legend

ST

Room name abbreviation



Direct access



"Near" requirement



Visual control



Entrance visually controlled



Room requiring a view



Room requiring a window



Room requiring no windows



Room requiring egress



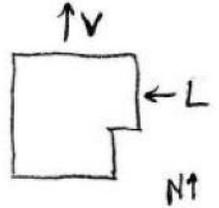
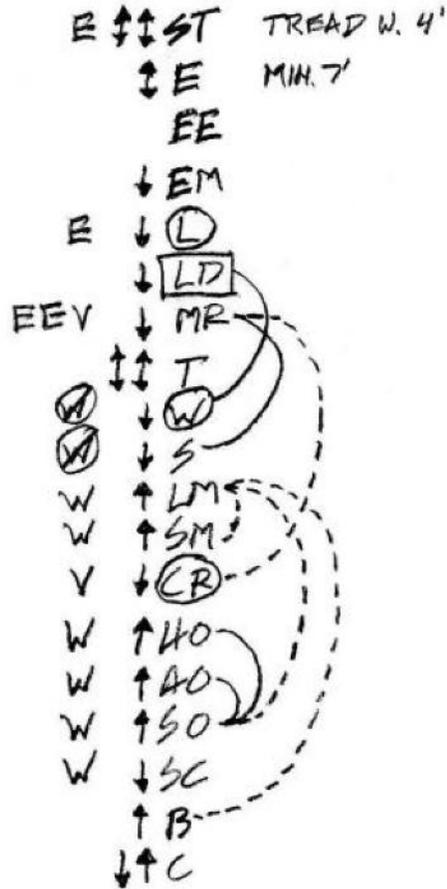
Room requiring 2 egresses



Room on First Floor



Room on Second Floor



TOTAL: 9,900  
CO: 2,475

