

PROMPT SHEET FOR FIELD DRAWINGS

LINE CONVENTIONS

- Solid Line: Use for the edges of features or deposits
- · - · - · - · - Dash-dot: Edge of excavation, edge of baulks, sections and sondages
- · · · - · · - Dash-dot-dot: Use for truncated features (such as where a deposit has been truncated by modern disturbance)
- - - - - Dashed Line: use for ephemeral edges, suggested continuation, removed features, unclear relationships and diffuse boundaries (use sparingly, use a solid line where relationships are clear, always annotate dashed lines if necessary to communicate their meaning)
- **Bold Line**: Use for Solid Structures and Pipe Trenches and annotate such features clearly

SYMBOL CONVENTIONS

Cut	01	Skeletal Remains	(SK: 06)	Levels	↗
Deposit	(02)	Master	MR: 07	Section marker arrows	> - - - <
Masonry/Structure	03	Samples	◇ 08	Relationship arrows	→
Surface/Floor	04	Recorded Finds	△ RF: 09	Hachures	▶
Timber	05	TST/Planning points	⊕	Hachures for undercuts	▷

LEVEL CALCULATIONS

TBM (Temporary Bench Mark)
 BS (Backsight)
 FS (Foresight)
 IH (Instrument Height = TBM + BS)

$$RL \text{ (Reduced Level)} = [TBM + BS] - FS$$

ESSENTIAL INFORMATION

Title + Scale, Name, Date.	e.g. Trench 4 'North Facing Section of Cess Pit [105]' @ 1:10 GE 4.3.09
Drawing Number	Clearly label each drawing e.g. 'Section No. 4' or 'Plan No.2'.
Site Code	The correct Site Code and any site subdivision must appear on all drawing sheets.
Context Numbers	All contexts should be clearly labelled using the correct symbol conventions.
Levels	Include level information and calculations on every drawing.
TST/Planning points	Use the 'Target Symbol' and annotate e.g. TST Point A.
Coordinates	Always label Easting/Northing for known points, such as Grid Points.
Annotation	Label drawings to describe features and concepts more clearly to avoid producing abstract drawings e.g. 'Subsoil', 'Natural', 'Flint Wall', 'Ditch', 'Cess Pit', etc.
Key to Symbols + Patterns	Include a key to explain the meaning of any symbols/patterns used.
Continuations	When dividing a drawing into parts always mark and label matching points on each division to demonstrate continuations.
Borders to drawings	Where more than one drawing shares the same sheet ensure that the drawings are evenly spaced and clearly separated by a bold ruled line.
Divide plans from sections	Plans and Sections must never share the same sheet (as they must be physically divided up in the record).

SECTIONS

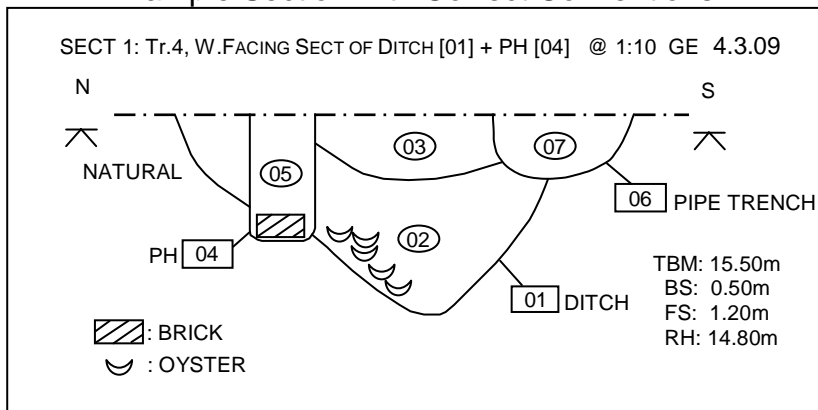
Orientation	Mark cardinal points on the upper left and right side of the drawing as well as describing which direction the section faces towards in the drawing title.
Datum Levels	Always mark the datum level on your section drawing at the correct height where it was measured using the Datum Level Symbol: ↗
Limit of Excavation	Label arbitrary section bases with 'L.O.Ex.' or 'Current L.O.Ex.' if further reductions are likely to take place.

SCALE GUIDE

Consult with your supervisor before making your final decision.

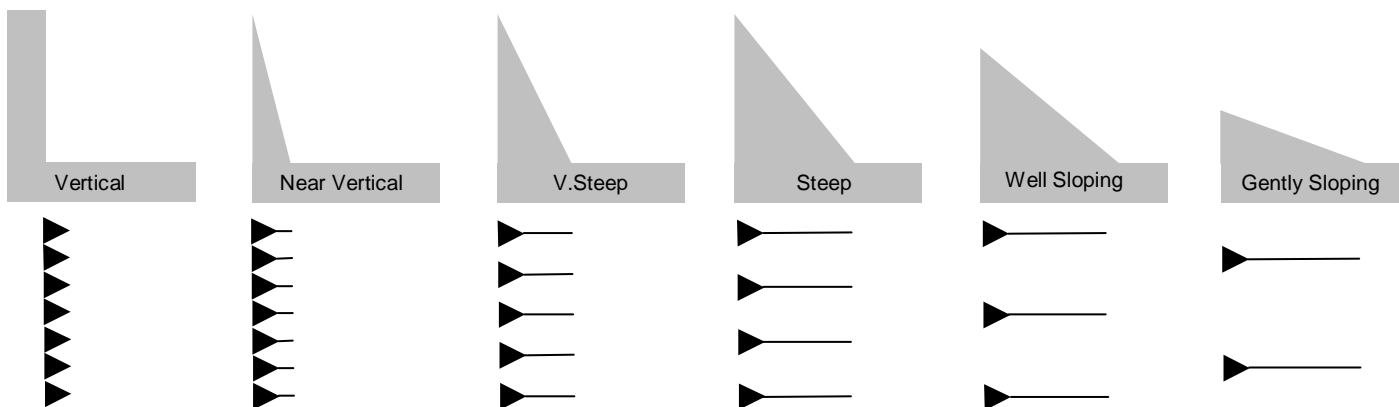
1:10	Small features such as postholes and small pits and short or complex baulk sections.
1:20	Sections of large features/long baulk sections and most plans.
1:50	Plans of large areas and simple trenches.
1:100	Often useful for Site location plans for marking trenches, survey points or similar but not utilised for context information.

Example Section with Correct Conventions

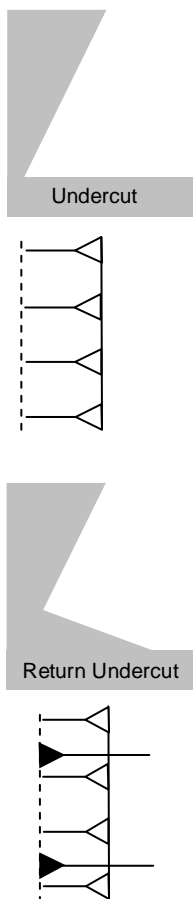


PLANS	
North Arrow	A North Arrow must appear on all plans, marked clearly and labelled with an 'N' <i>NB: Try to align plans of the same area the same way up on the drawing sheet.</i>
Section Lines	Annotate with the Section Number and add Section Marker Arrows at each end.
Adjacent Plans Grid	Mark the central square with the Plan no. and add the Plan nos. of any plans made of adjacent areas in the appropriate squares. Areas outside of the limits of excavation can be marked with a cross.
Overlays and Plan Matrices	Always copy through matching points on each Overlay Sheet and always fill in and update the Plan Matrix for each drawing sheet in a sequence of overlays. <i>NB: Annotate the first drawing in a long sequence of Overlays with a complete Plan Matrix.</i>
Levels	Each plan should have its own set beginning at 1. Fully annotate the list on the plan in a suitable area of the drawing sheet. Include the TBM, BS and IH.
Planning Points	Mark and label planning points on every drawing they appear (when using a Site Grid mark and label every appropriate Grid Point).
Hachures	Hachures are used to demonstrate the character of slopes and changes in gradient. The more closely spaced, the steeper the slope. The length of the tail reflects the length of the slope. Dashed lines may be used to mark clear breaks in slope between hachures.
Relationship arrows	These are generally used to annotate the edges of features on multi-context plans and help to communicate and define direct physical relationships.

TRENCHES	
Orientation	Clearly label the orientation of long trenches with cardinal points e.g. 'NE end'
Separate Sheets	Ideally every trench should be drawn on its own drawing sheet - if more than one trench shares the same sheet separate the drawings with a bold ruled line.
Trench location	Clearly mark and annotate any TST/Planning Points or fixed points both inside and outside of the trench.
Datum points	Label each successive metre point along the planning datum from 0 onwards. This allows for the whole trench to be reconstructed even when only partial segments are drawn.



Example Multi-Context Plan with Appropriate Conventions



TRENCH 7. 'POST EX. PLAN' @1:20 GE

P: 14

TBM=25.05m OD
BS=1.20m
IH=26.25m

FS;

- 1 = 1.20
- 2 = 1.15
- 3 = 1.10
- 4 = 1.15
- 5 = 2.10
- 6 = 2.15
- 7 = 2.20
- 8 = 1.00
- 9 = 2.30
- 10 = 2.21
- 11 = 2.22
- 12 = 2.55
- 13 = 2.20
- 14 = 2.23
- 15 = 2.65

(Plan) Section No. 14 Drawn By: GE Checked By: SM Date: 12.3.09 Scale: 1:20	<table border="1"> <tr><td>X</td><td>X</td><td>X</td></tr> <tr><td>X</td><td>14</td><td>X</td></tr> <tr><td>X</td><td>X</td><td>X</td></tr> </table>	X	X	X	X	14	X	X	X	X	Notes: FINAL PLAN OF TRENCH 7
X	X	X									
X	14	X									
X	X	X									
St Oswald Street - Evaluation		Site: 4977800N									