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CONSTRUCTION MANAGEMENT | CM-060

# Quantity Take-Off and Bill of Quantities Preparation


## Contact

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## Address

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# Course content

## Why Attend

Accurate measurement of quantities is the foundation of construction cost estimating, tendering, cost control and payment. Errors in take-off lead to underpriced tenders, overpayments, disputes over variations and unreliable budgets. Bills of quantities, when prepared well, give all tenderers a common basis for pricing and make valuation of changes far easier.

This Quantity Take-Off and Bill of Quantities Preparation training course teaches participants how to measure construction work systematically and prepare clear, well-structured bills. Participants learn about measurement principles and standard methods, reading drawings and specifications, measuring substructure, frame, envelope, finishes and services, using digital take-off tools and building information models, and writing item descriptions and preambles.

## Course Methodology

• The course is hands-on. Participants measure from drawings for a sample building, starting with substructure and working through to finishes and services, using both manual and digital techniques. They then compile and check a bill of quantities, receiving feedback on accuracy and presentation.

## Course Objectives

• Explain the purpose of quantity take-off and bills of quantities

• Apply standard measurement principles and rules

• Read and interpret construction drawings and specifications

• Measure substructure, frame and envelope elements accurately

• Measure finishes, fittings and building services

• Use digital take-off tools and model-based quantities

## Target Audience

• Quantity surveyors and trainee quantity surveyors

• Cost estimators

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# Course content

- Contractors' tendering staff
- Cost consultants

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# Course outline

## Detailed course outline

Day-by-day outline for Quantity Take-Off and Bill of Quantities Preparation.

### Day 1 - Measurement Principles

- 09:00-09:34 | Role of quantities in estimating, tendering and cost control
- 09:34-10:08 | Bills of quantities and alternative pricing documents
- 10:08-10:42 | Standard methods of measurement in overview
- 10:42-11:00 | Units of measurement, rounding and conventions
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Units of measurement, rounding and conventions (continued)
- 11:46-12:20 | Reading drawings, scales and specifications
- 12:20-12:53 | Organising take-off with dimension sheets and spreadsheets
- 12:53-14:00 | Exercise: interpreting drawings for a sample project

### Day 2 - Substructure and Frame

- 09:00-09:34 | Measuring excavation, disposal and earthworks
- 09:34-10:08 | Measuring foundations and ground slabs
- 10:08-10:42 | Measuring concrete, formwork and reinforcement
- 10:42-11:00 | Measuring structural steelwork and connections
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Measuring structural steelwork and connections (continued)
- 11:46-12:20 | Measuring masonry walls and openings
- 12:20-12:53 | Dealing with incomplete or unclear information
- 12:53-14:00 | Workshop: measuring substructure and frame

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### Day 3 - Envelope, Finishes and Fittings

- 09:00-09:34 | Measuring roofs and roof coverings
- 09:34-10:08 | Measuring windows, doors and cladding
- 10:08-10:42 | Measuring internal partitions and ceilings
- 10:42-11:00 | Measuring floor, wall and ceiling finishes
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Measuring floor, wall and ceiling finishes (continued)
- 11:46-12:20 | Measuring fittings, furnishings and equipment
- 12:20-12:53 | Measuring external works and landscaping
- 12:53-14:00 | Exercise: measuring envelope and finishes

### Day 4 - Services and Digital Take-Off

- 09:00-09:30 | Measuring mechanical services installations
- 09:30-10:00 | Measuring electrical services installations
- 10:00-10:30 | Provisional sums, prime cost and contingencies
- 10:30-11:00 | Digital take-off software and on-screen measurement
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Extracting quantities from building information models
- 12:30-13:00 | Validating model quantities against drawings
- 13:00-14:00 | Workshop: digital take-off of a floor plan

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Day-by-day outline for Quantity Take-Off and Bill of Quantities Preparation.

### Day 5 - Bill Preparation and Checking

- 09:00-09:34 | Structuring a bill by element or work section
- 09:34-10:08 | Writing clear and consistent item descriptions
- 10:08-10:42 | Preliminaries, preambles and general conditions
- 10:42-11:00 | Checking quantities for errors and omissions
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Checking quantities for errors and omissions (continued)
- 11:46-12:20 | Using bills for valuing variations and payments
- 12:20-13:27 | Final bill compilation exercise with feedback
- 13:27-14:00 | Personal action plan for measurement skills

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# Seminar dates

## Available seminar dates

Live dates and pricing for Quantity Take-Off and Bill of Quantities Preparation generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 7 - 11 December 2026 | London | Classroom | **€2,915** |
| 14 - 18 December 2026 | Barcelona | Classroom | **€2,275** |
| 21 - 25 December 2026 | Frankfurt | Classroom | **€2,175** |
| 11 - 15 January 2027 | London | Classroom | **€2,915** |
| 18 - 22 January 2027 | Barcelona | Classroom | **€2,275** |
| 25 - 29 January 2027 | Frankfurt | Classroom | **€2,175** |
| 4 - 8 January 2027 | Cape Town | Classroom | **€1,825** |
| 15 - 19 February 2027 | London | Classroom | **€2,915** |
| 22 - 26 February 2027 | Barcelona | Classroom | **€2,275** |
| 1 - 5 February 2027 | Frankfurt | Classroom | **€2,175** |

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# Seminar dates

## Available seminar dates

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| Date | Location | Format | Fee |
|---|---|---|---|
| 8 - 12 February 2027 | Dubai | Classroom | **€2,845** |
| 22 - 26 March 2027 | London | Classroom | **€2,915** |
| 1 - 5 March 2027 | Barcelona | Classroom | **€2,275** |
| 8 - 12 March 2027 | Frankfurt | Classroom | **€2,175** |
| 15 - 19 March 2027 | Geneva | Classroom | **€3,315** |
| 5 - 9 April 2027 | London | Classroom | **€2,915** |
| 12 - 16 April 2027 | Barcelona | Classroom | **€2,275** |
| 19 - 23 April 2027 | Frankfurt | Classroom | **€2,175** |
| 26 - 30 April 2027 | Istanbul | Classroom | **€2,825** |
| 10 - 14 May 2027 | London | Classroom | **€2,915** |

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# Seminar dates

## Available seminar dates

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| Date | Location | Format | Fee |
|---|---|---|---|
| 17 - 21 May 2027 | Barcelona | Classroom | **€2,275** |
| 24 - 28 May 2027 | Frankfurt | Classroom | **€2,175** |
| 3 - 7 May 2027 | Kuala lumpur | Classroom | **€2,425** |
| 7 - 11 June 2027 | London | Classroom | **€2,915** |
| 14 - 18 June 2027 | Barcelona | Classroom | **€2,275** |
| 21 - 25 June 2027 | Frankfurt | Classroom | **€2,175** |
| 26 - 30 July 2027 | London | Classroom | **€2,915** |
| 5 - 9 July 2027 | Barcelona | Classroom | **€2,275** |
| 12 - 16 July 2027 | Frankfurt | Classroom | **€2,175** |
| 19 - 23 July 2027 | Munich | Classroom | **€2,425** |

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# Seminar dates

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| Date | Location | Format | Fee |
|---|---|---|---|
| 2 - 6 August 2027 | London | Classroom | **€2,915** |
| 9 - 13 August 2027 | Barcelona | Classroom | **€2,275** |
| 16 - 20 August 2027 | Frankfurt | Classroom | **€2,175** |
| 23 - 27 August 2027 | Paris | Classroom | **€2,810** |
| 6 - 10 September 2027 | London | Classroom | **€2,915** |
| 13 - 17 September 2027 | Barcelona | Classroom | **€2,275** |
| 20 - 24 September 2027 | Frankfurt | Classroom | **€2,175** |
| 18 - 22 October 2027 | London | Classroom | **€2,915** |
| 25 - 29 October 2027 | Barcelona | Classroom | **€2,275** |
| 4 - 8 October 2027 | Frankfurt | Classroom | **€2,175** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 11 - 15 October 2027 | Vienna | Classroom | **€3,425** |
| 22 - 26 November 2027 | London | Classroom | **€2,915** |
| 1 - 5 November 2027 | Barcelona | Classroom | **€2,275** |
| 8 - 12 November 2027 | Frankfurt | Classroom | **€2,175** |
| 15 - 19 November 2027 | Amsterdam | Classroom | **€3,215** |
| 6 - 10 December 2027 | London | Classroom | **€2,915** |
| 13 - 17 December 2027 | Barcelona | Classroom | **€2,275** |
| 20 - 24 December 2027 | Frankfurt | Classroom | **€2,175** |
| 27 - 31 December 2027 | Cape Town | Classroom | **€1,825** |
| 7 - 11 December 2026 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 14 - 18 December 2026 | Online / Live | Online / Live | **€1,625** |
| 21 - 25 December 2026 | Online / Live | Online / Live | **€1,625** |
| 11 - 15 January 2027 | Online / Live | Online / Live | **€1,625** |
| 18 - 22 January 2027 | Online / Live | Online / Live | **€1,625** |
| 25 - 29 January 2027 | Online / Live | Online / Live | **€1,625** |
| 4 - 8 January 2027 | Online / Live | Online / Live | **€1,625** |
| 15 - 19 February 2027 | Online / Live | Online / Live | **€1,625** |
| 22 - 26 February 2027 | Online / Live | Online / Live | **€1,625** |
| 1 - 5 February 2027 | Online / Live | Online / Live | **€1,625** |
| 8 - 12 February 2027 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 22 - 26 March 2027 | Online / Live | Online / Live | **€1,625** |
| 1 - 5 March 2027 | Online / Live | Online / Live | **€1,625** |
| 8 - 12 March 2027 | Online / Live | Online / Live | **€1,625** |
| 15 - 19 March 2027 | Online / Live | Online / Live | **€1,625** |
| 5 - 9 April 2027 | Online / Live | Online / Live | **€1,625** |
| 12 - 16 April 2027 | Online / Live | Online / Live | **€1,625** |
| 19 - 23 April 2027 | Online / Live | Online / Live | **€1,625** |
| 26 - 30 April 2027 | Online / Live | Online / Live | **€1,625** |
| 10 - 14 May 2027 | Online / Live | Online / Live | **€1,625** |
| 17 - 21 May 2027 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 24 - 28 May 2027 | Online / Live | Online / Live | **€1,625** |
| 3 - 7 May 2027 | Online / Live | Online / Live | **€1,625** |
| 7 - 11 June 2027 | Online / Live | Online / Live | **€1,625** |
| 14 - 18 June 2027 | Online / Live | Online / Live | **€1,625** |
| 21 - 25 June 2027 | Online / Live | Online / Live | **€1,625** |
| 26 - 30 July 2027 | Online / Live | Online / Live | **€1,625** |
| 5 - 9 July 2027 | Online / Live | Online / Live | **€1,625** |
| 12 - 16 July 2027 | Online / Live | Online / Live | **€1,625** |
| 19 - 23 July 2027 | Online / Live | Online / Live | **€1,625** |
| 2 - 6 August 2027 | Online / Live | Online / Live | **€1,625** |

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# Seminar dates

## Available seminar dates

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| Date | Location | Format | Fee |
|---|---|---|---|
| 9 - 13 August 2027 | Online / Live | Online / Live | **€1,625** |
| 16 - 20 August 2027 | Online / Live | Online / Live | **€1,625** |
| 23 - 27 August 2027 | Online / Live | Online / Live | **€1,625** |
| 6 - 10 September 2027 | Online / Live | Online / Live | **€1,625** |
| 13 - 17 September 2027 | Online / Live | Online / Live | **€1,625** |
| 20 - 24 September 2027 | Online / Live | Online / Live | **€1,625** |
| 18 - 22 October 2027 | Online / Live | Online / Live | **€1,625** |
| 25 - 29 October 2027 | Online / Live | Online / Live | **€1,625** |
| 4 - 8 October 2027 | Online / Live | Online / Live | **€1,625** |
| 11 - 15 October 2027 | Online / Live | Online / Live | **€1,625** |

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| Date | Location | Format | Fee |
|---|---|---|---|
| 22 - 26 November 2027 | Online / Live | Online / Live | **€1,625** |
| 1 - 5 November 2027 | Online / Live | Online / Live | **€1,625** |
| 8 - 12 November 2027 | Online / Live | Online / Live | **€1,625** |
| 15 - 19 November 2027 | Online / Live | Online / Live | **€1,625** |
| 6 - 10 December 2027 | Online / Live | Online / Live | **€1,625** |
| 13 - 17 December 2027 | Online / Live | Online / Live | **€1,625** |
| 20 - 24 December 2027 | Online / Live | Online / Live | **€1,625** |
| 27 - 31 December 2027 | Online / Live | Online / Live | **€1,625** |