



Task Title: Draw a Floor Plan to Figure out Where to Place Furniture or Equipment

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Draw a floor plan to figure out where to place office furniture.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Use measures/C3.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Graph Paper

Learner Information

When moving offices, staff need to plan the layout for each new office space to see if the furniture will fit properly.

Review the "**New Office Measurements and Furniture**" information.

New Office Measurements and Furniture

The new office measures 12' L x 12' W.

The furniture to be used includes the following items:

- 1 Executive desk (72" L x 36" W)
- 1 Computer desks (48" L x 36" W)
- 2 File cabinets (24" D x 18" W)

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Work Sheet

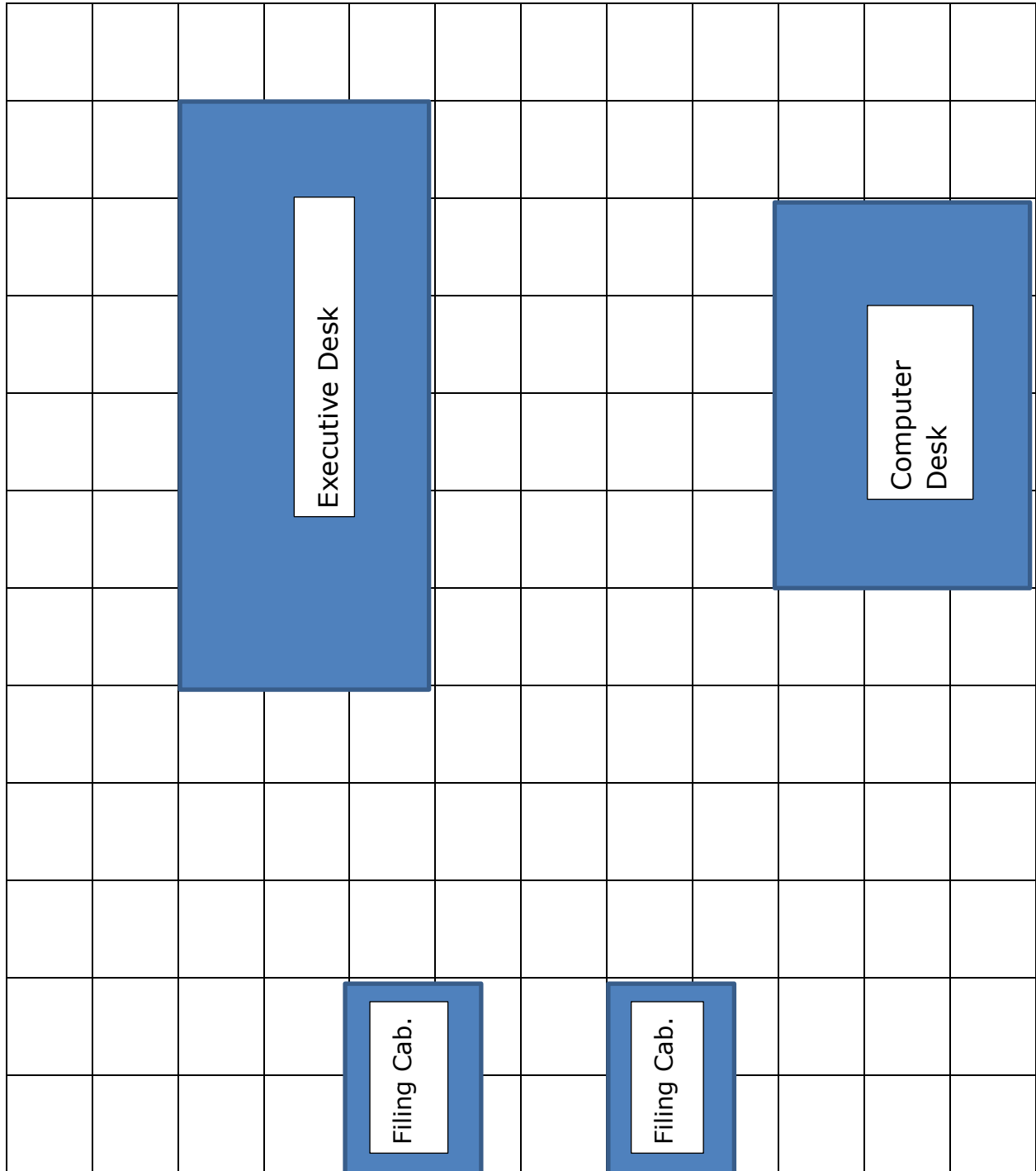
Task 1: Using the measurements of the office furniture, create a floor plan for the new office on graph paper.

Answer: No written response required here.

Task completed: Yes: No:

Answers

A sample answer is here. Ensure that the learner has properly converted furniture sizes to match the room dimensions.



Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	follows instructions on documents			
C3.2	understands and uses ratio and proportion			
	converts units of measurement within the same system and between systems			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			
	selects appropriate steps to solutions			
	interprets, represents and converts measures using whole numbers, decimals, percentages, ratios			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

Skill Building Activities

Links to Online Resources:

Khan Academy – Interpreting a Scale Drawing:

<https://www.khanacademy.org/math/cc-seventh-grade-math/x6b17ba59:scale-drawings/cc-7th-scale-drawings/v/scale-drawings-example>

EHow – How to Draw a Room to Scale:

<https://www.hunker.com/12000799/how-to-draw-a-room-to-scale/>

LearningHUB Math Courses including Geometry 1 and

2:https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380783

LearningHUB Course Catalogue:

<https://www.learninghub.ca/apps/pages/coursecatalogue>