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ILLUSTRATIVE DOCUMENT 02 / 04

MATERIAL TAKE-OFF

Sample extract

Four-bedroom residential extension

Midlands region - 220 m² floor area - February 2026 - Sample ref EXT-2026-001

This five-page document is an illustrative material take-off. It demonstrates measured quantities, specifications, waste allowances and adjusted quantities. It is not an instruction to order materials.

Purpose of this sample

The sample shows how drawing-led material quantities can be arranged by work section for checking and procurement planning. A real take-off would be prepared from the latest coordinated drawings, specification and agreed scope, and would normally be issued as an editable Excel workbook.

Document basis

Project	Four-bedroom residential extension
Location	Midlands region
Illustrative floor area	220 m²
Measurement basis	Illustrative quantities aligned with the sample BOQ
Waste	Example allowance applied by material line
Editable issue	Excel workbook available on request for real commissions

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Measured materials

Substructure and Superstructure

Ref	Material / specification	Use	Unit	Measured	Waste	Adjusted	Notes
SUBSTRUCTURE - FOUNDATIONS AND BELOW-GROUND WORK							
SUB-001	C25/30 ready-mix concrete	Strip foundations	m³	45.00	5%	47.25	Confirm pour sequence
SUB-002	100 mm dense concrete blocks	Foundation walls	m²	180.00	8%	194.40	Below DPC level
SUB-003	110 mm drainage pipe and fittings	Below-ground drainage	m	65.00	10%	71.50	Includes fittings allowance
SUB-004	Type 1 granular fill	Compacted hardcore sub-base	m³	120.00	8%	129.60	Compacted volume
SUB-005	1200 gauge polythene DPM	Ground-floor membrane	m²	220.00	10%	242.00	Includes laps and upstands
SUB-006	PIR floor insulation	Ground-floor insulation	m²	220.00	5%	231.00	Thickness to specification
SUB-007	A142 reinforcement mesh	Ground-bearing slab	m²	242.00	8%	261.36	Includes nominal laps
SUB-008	C25/30 ready-mix concrete	120 mm ground-bearing slab	m³	26.40	5%	27.72	Final depth to drawings
SUPERSTRUCTURE - ABOVE-GROUND STRUCTURE							
SUP-001	100 mm concrete blocks	Internal leaf blockwork	m²	290.00	8%	313.20	Openings deducted
SUP-002	Facing bricks	Outer leaf to match existing	m²	290.00	10%	319.00	Confirm selected brick
SUP-003	Full-fill cavity insulation	External cavity walls	m²	290.00	5%	304.50	Thickness to specification
SUP-004	Proprietary cavity lintels	Door and window openings	nr	12	5%	13	Sizes from lintel schedule
SUP-005	Structural steel beams	Beams, plates and padstones	nr	6	0%	6	Fabricator design required
SUP-006	C24 timber floor joists	Upper-floor structure	m²	110.00	8%	118.80	Area-based allowance
SUP-007	22 mm structural floor decking	Upper-floor deck	m²	110.00	8%	118.80	Tongue-and-groove boards
SUP-008	Softwood staircase package	Stair, balustrades and guarding	item	1	0%	1	Specialist supplier measure

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Measured materials

Roofing and Building Services

Ref	Material / specification	Use	Unit	Measured	Waste	Adjusted	Notes
ROOFING - ROOF STRUCTURE AND COVERINGS							
ROOF-001	C24 treated structural timber	Pitched roof structure	m²	120.00	10%	132.00	Area-based allowance
ROOF-002	300 mm mineral-wool insulation	Roof insulation	m²	120.00	5%	126.00	Two-layer installation
ROOF-003	Breather membrane	Pitched roof underlay	m²	120.00	10%	132.00	Includes laps
ROOF-004	Treated roofing battens	Tile support battens	m	420.00	10%	462.00	Gauge to tile supplier
ROOF-005	Concrete interlocking roof tiles	Roof covering	m²	120.00	10%	132.00	Includes cuts and breakage
ROOF-006	UPVC fascia and soffit boards	Eaves and verges	m	42.00	10%	46.20	Colour to be confirmed
ROOF-007	UPVC gutters and rainwater pipes	Rainwater goods	m	42.00	10%	46.20	Includes fittings
ROOF-008	Code 4/5 lead flashings	Abutments and weathering	m	28.00	10%	30.80	Widths to detail
MECHANICAL, ELECTRICAL AND PLUMBING							
MEP-001	Twin-and-earth cable	General power and lighting	m	1,450.00	10%	1,595.00	Final routes by electrician
MEP-002	Consumer unit	Main electrical distribution	nr	1	0%	1	Specification by electrician
MEP-003	Double socket outlets	General power accessories	nr	45	5%	48	White moulded accessories
MEP-004	Light switches and controls	Lighting accessories	nr	18	5%	19	Final count to drawings
MEP-005	LED downlights	Ceiling light fittings	nr	25	5%	27	Fire-rated where required
MEP-006	Copper/MLCP distribution pipe	Hot, cold and heating services	m	420.00	10%	462.00	Mixed sizes
MEP-007	Panel radiators	Space-heating emitters	nr	8	0%	8	Sizes from heat-loss design
MEP-008	Sanitaryware and brassware	Bathrooms and utility areas	nr	8	5%	9	Client selection allowance
MEP-009	Mechanical extract fans	Bathrooms and utility areas	nr	4	5%	5	Duty to ventilation design

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Measured materials

Finishes and External Works

Ref	Material / specification	Use	Unit	Measured	Waste	Adjusted	Notes
FINISHES - INTERNAL LININGS AND FIT-OUT							
FIN-001	12.5 mm plasterboard	Wall and ceiling linings	m²	285.00	10%	313.50	Includes cutting waste
FIN-002	Multi-finish plaster	Skim coat to linings	m²	285.00	5%	299.25	Area-based measure
FIN-003	Internal doors and frames	Door sets	nr	10	0%	10	Ironmongery scheduled separately
FIN-004	MDF skirting boards	Room perimeters	m	150.00	10%	165.00	Profile to be confirmed
FIN-005	MDF architraves	Door openings	m	96.00	10%	105.60	Both faces included
FIN-006	Paint system	Walls, ceilings and timberwork	m²	500.00	10%	550.00	Coverage depends on product
FIN-007	Floor finishes and underlay	Finished floor areas	m²	220.00	8%	237.60	Mix of finishes assumed
FIN-008	Kitchen and fitted joinery	Cabinets, worktops and trims	item	1	0%	1	Specialist supplier measure
EXTERNAL WORKS - DRAINAGE AND LANDSCAPING							
EXT-001	110 mm drainage pipe and fittings	Surface-water drainage	m	35.00	10%	38.50	Includes fittings allowance
EXT-002	Block paving and bedding	Hard-landscaping areas	m²	80.00	8%	86.40	Pattern and colour TBC
EXT-003	Imported topsoil	Soft-landscaping areas	m²	200.00	5%	210.00	Depth to specification
EXT-004	Cultivated turf	Reinstated lawn areas	m²	140.00	5%	147.00	Includes cutting waste
EXT-005	Close-boarded fencing	Site boundaries	m	50.00	10%	55.00	Posts and gravel boards included
EXT-006	Timber access gate	External access	nr	1	0%	1	Ironmongery included
EXT-007	Utility service ducting	Incoming services	m	60.00	10%	66.00	Colours and sizes by utility
EXT-008	Geotextile separation membrane	Paving and landscape build-ups	m²	80.00	10%	88.00	Includes laps

Take-off summary and notes

How to read this illustrative sample

Measured quantities by unit

These totals are checks on the sample dataset only. Materials that share a unit are not interchangeable and must remain separated by line item when ordering.

Unit	Measured total	Adjusted total	Use of summary
m²	4,222.00	4,556.81	Area-based materials; do not combine for ordering
m³	191.40	204.57	Volume-based materials across separate products
m	2,858.00	3,143.80	Linear materials across separate products
nr	138	147	Countable components after rounding up
item	2	2	Specialist packages measured separately

Measurement and procurement notes

Measured quantity
The drawing-led quantity before any waste allowance. It must be checked against the latest issued information.

Waste allowance
An illustrative percentage for cutting, laps, breakage or normal site loss. The correct allowance varies by material and procurement method.

Adjusted quantity
The measured quantity plus the stated example waste. Countable items are rounded up to a whole item.

Important limitation
This sample is not an instruction to order. Final quantities depend on coordinated drawings, specifications, supplier sizes and site conditions.

For real commissions, Clearline Estimating can provide the full take-off as an editable Excel workbook, with client branding, project details and line-by-line quantities suitable for review and supplier enquiries.