



By iOFFICE + SpacelQ

## SiQ Floorplan Preparation

How to prepare floorplan files for import into SiQ

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# 1. Floorplan Preparation Overview

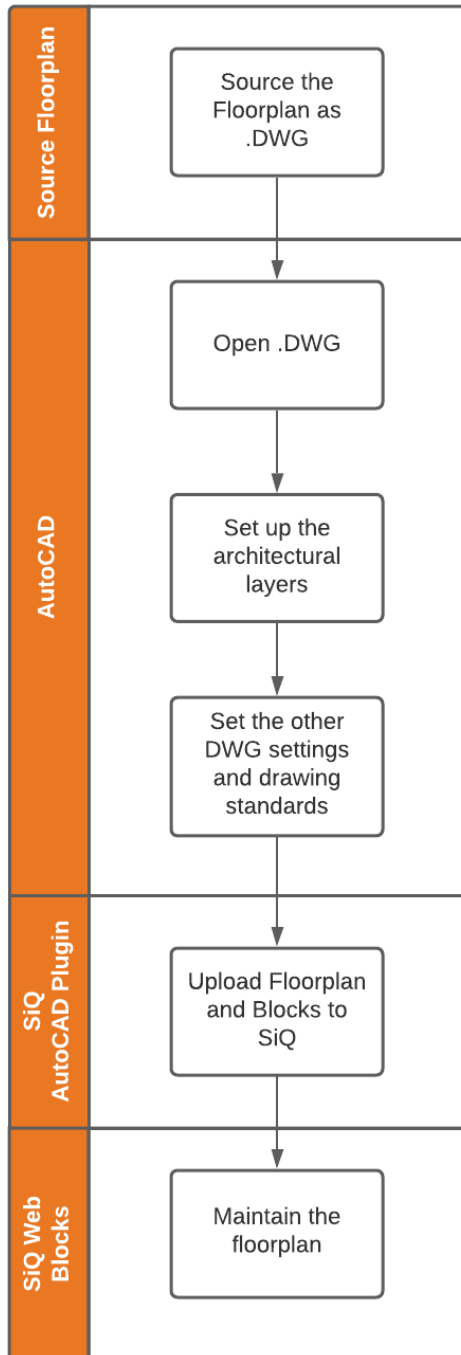
SiQ provides customers with the ability to import floorplans into the product during and after onboarding. The floorplan will be published as a PNG image file that will be uploaded into SiQ and the following details what preparation can be completed to the source file:

- .DWG Source File and Blocks Preparation
- .DWG Source File and Preparation
- .PDF Source File and Preparation
- .PNG Source File and Preparation

***Important Note:*** When you update the floorplan, then make sure you use the same size/scale as the previous floorplan as you want the dots to line up with the seats. We recommend the PNG is published using the SiQ Paper Size from AutoCAD.

## 1.1 DWG Source File and Blocks Preparation

A .DWG, or CAD file, is the preferred floorplan as it is the easiest to clean and set up for blocks. Then you can use the SiQ AutoCAD Plugin to upload the .DWG file.



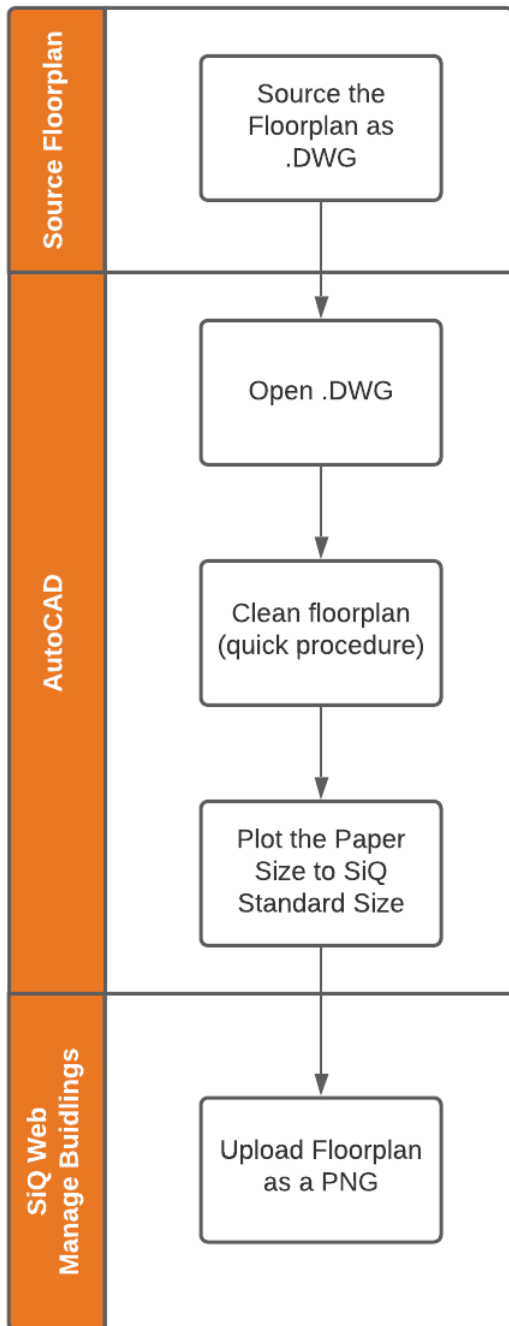
### Process Summary

1. Source the .DWG file.
2. In AutoCAD, complete the following:
  - a. Open the .DWG file.
  - b. Make sure the architectural components of the floor (walls, furniture, etc.) are on the .DWG, see *below for details [.DWG File and AutoCAD Preparation for Blocks](#)*.
  - c. Upload the Floorplan and Blocks to SiQ, see *the help center's article called [SiQ AutoCAD Plugin Installation and User Guide](#)*.
3. Now, the floorplan is uploaded in SiQ using the SiQ AutoCAD Plugin you will be able to modify the furniture blocks, see *the help center's article called [Manage Furniture Blocks](#)*.

## 1.2 .DWG Source File and Preparation.

A .DWG, or CAD file, is the preferred floorplan as it is the easiest to edit, clean, and then published as a PNG image ready to be imported into SiQ.

**Important Note:** *If you do not have access to a .DWG file you can request a .DWG file from your furniture vendor, Architect, Landlord, or Estate Broker.*



### Process Summary

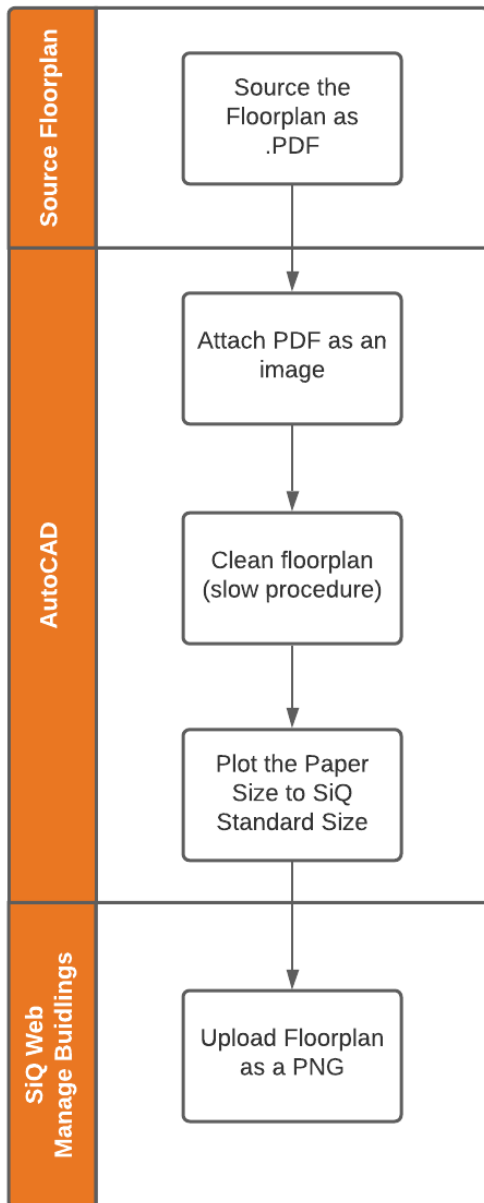
1. Source the .DWG file.
2. In AutoCAD, complete the following:
  - a. Open the .DWG file.
  - b. Clean the floorplan and use the AutoCAD tool to select multiple items and then remove them.
  - c. Use the Plot to publish the floorplan as a PNG (using the SiQ Paper Size).  
See the help center's article [How do I set up the SiQ Paper Size?](#)
3. In SiQ Web, you can upload the PNG file to the floor. See the help center's article [Upload a Floorplan](#).

## 1.3 .PDF Source File and Preparation

A PDF is a file type provided by customers and it can be cleaned and then published as a PNG image ready to be imported into SiQ.

**Important Note:**

- *If you want to convert a PDF to a PNG you can use a free online tool to complete the conversion.*
- *Before PDF can be cleaned, you must verify with the Onboarding team the file can be converted to a DWG file. If a PDF is unable to be converted, this normally means the PDF provided is not a true PDF but an image of a PDF. If this is the case, then PDF will be imported as an image file (PNG) and no cleaning up can be conducted on these types of files.*



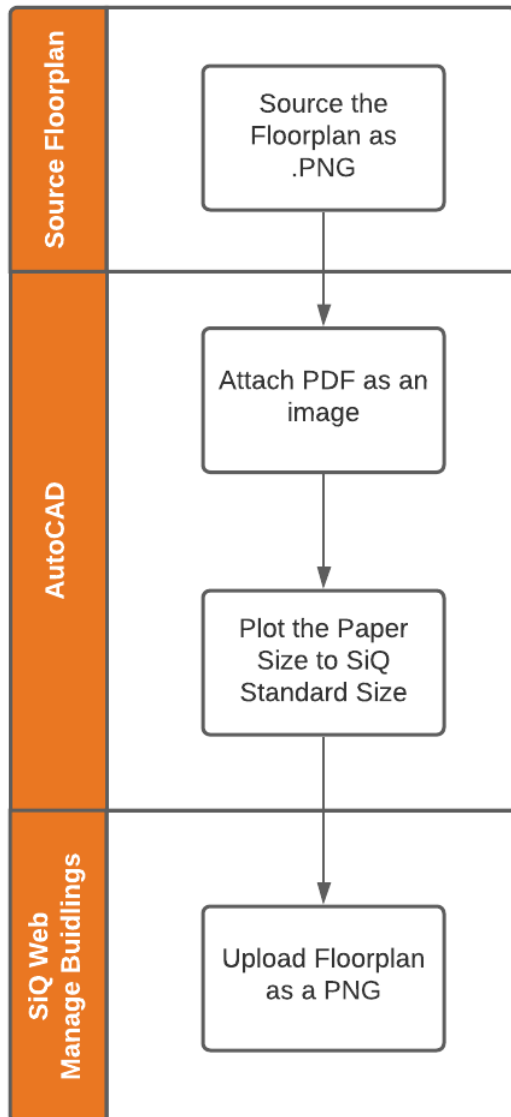
## Process Summary

1. Source the .PDF file.
2. In AutoCAD, complete the following:
  - a. Attach the PDF file as an image.
  - b. Clean the floorplan and this is a slower procedure as items have to be individually selected and then removed, any white space around the floorplan needs to be cropped out, and if there is a border around the floorplan this is removed.
  - c. Use the Plot to publish the floorplan as a PNG (using the SiQ Paper Size).  
*See the help center's article [How do I set up the SiQ Paper Size?](#)*
3. In SiQ Web, you can upload the PNG file to the floor. *See the help center's article [Upload a Floorplan.](#)*

## 1.4 .PNG Source File and Preparation

A PNG is the least common of all file types by customers and the PNG files are used when a customer cannot obtain a DWG or PDF file for that specific building or floor.

**Important Note:** *The PNG files are unable to be cleaned and imported in as is.*



### Process Summary

1. Source the .PNG file.
2. In AutoCAD, complete the following:
  - a. Attach the PNG file as an image.
  - b. Use the Plot to publish the floorplan as a PNG (using the SiQ Paper Size).  
See the help center's article [How do I set up the SiQ Paper Size?](#)
3. In SiQ Web, you can upload the PNG file to the floor. See the help center's article [Upload a Floorplan](#).



## 2. Floorplan Source File Details

### 2.1 File Name Convention

For all the File Types use the following naming conventions. This way we can identify the building & floor the drawing relates to.

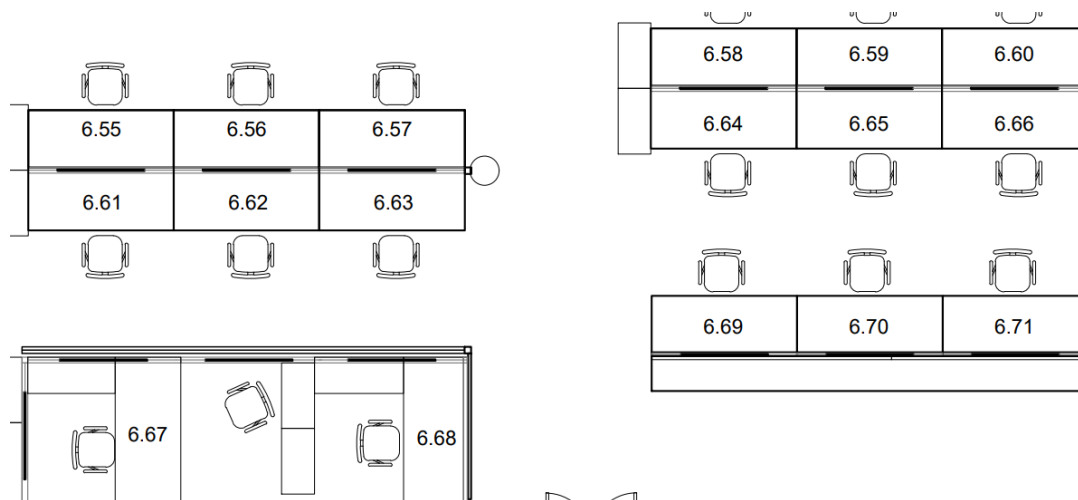
- [Building\_Name]\_[Floor\_Name].dwg
- [Building\_Name]\_[Floor\_Name].pdf
- [Building\_Name]\_[Floor\_Name].png

### 2.2 Seat Nomenclatures (Numbering)

Seat nomenclatures or Space Names are text objects containing a unique identifier, e.g., Meeting Room names (South Beach Conference Room) or Workstation numbers (W.001, W.002).

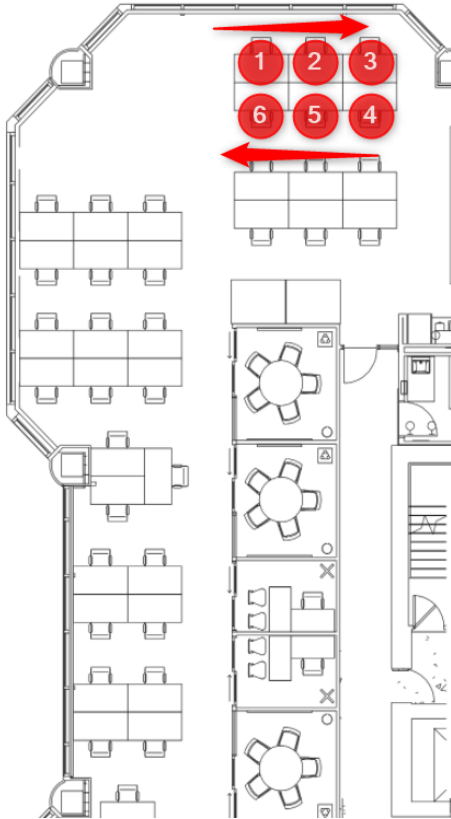
#### 2.2.1 Unique Identifiers

If your business identifies their desks and offices with unique space names the provide those space names in either a .DWG, .PDF, or .PNG file. For example:



### 2.2.2 No Unique Identifiers

If you do not have unique identifiers for desks and offices then we will label the desks and offices in numerically 1-xxx from the left to right on the floorplan, for example:



## 2.3 Seating Charts

Seating charts are important during onboarding because they are used to identify where each employee sits within the portfolio. Seating charts can either be provided in a .csv or visually represented in a .DWG, .PDF, or .PNG.

### 2.3.1 Bulk Import Employees to their Assigned Desks

If your business uses unique identifiers of the offices and spaces, then you can provide us with a .CSV file that lists the employees and their associated desk. This will let us seat all employees quickly via a Move Plan import and is particularly useful if you have over 200 employees. See the *Help Center* article called [Add Employees to Seats via the Move Import](#).

### 2.3.2 Manual seat Employees to their Assigned Desk

If your business cannot provide a .CSV file, then the alternative is to provide an image file with the employees' names and seat numbers. This can be a time-consuming manual process to assign the employees to their assigned desks. See the *Help Center* article called [Manage Allocation and Seats Overview](#).

### 3. .DWG File and AutoCAD Preparation for Blocks

Most .DWG files will follow the BOMA Standard. BOMA is the standard for measuring buildings, refer to [BOMA International](#) and European floorplans will require a different standard.

#### 3.1 Floorplan Terminology

The following terminology is used:

Term	Description
BOMA	Building Owners and Managers Association (BOMA) approved standard of measuring office buildings.
REBNY	The REBNY method is the standard method in and around New York City.
Revit	Autodesk Revit is building information modeling software for architects, landscape architects, structural engineers, MEP engineers, designers and contractors developed by Autodesk

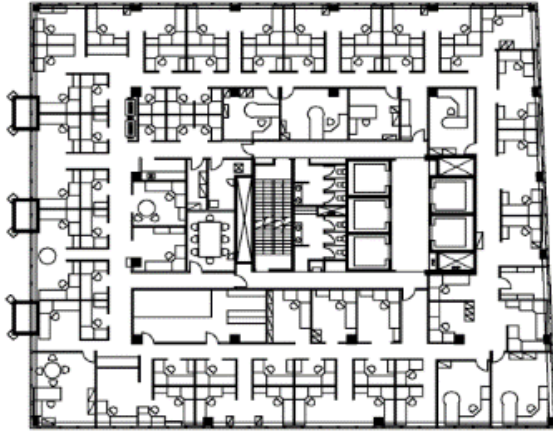
#### 3.2 File Format

Files can be provided in any AutoCAD format (used in AutoCAD 2013 – AutoCAD 2020).

### 3.3 Architectural Layers

Make sure the architectural components of the floor (walls, furniture, etc.) are on the .DWG and SiQ will use the Architectural layers as the "background image" of the floorplan.

For example:



We recommend you keep the plottable layers consistent across all floors and you can use the following pre-set list of layers. For example, your set of architectural layers may include:

- ARCH-EXT-WALLS
- ARCH-INT-WALLS
- ARCH-FURN
- ARCH-WS
- ARCH-OTHER

Let SiQ know which layers you would like to see on the Floor Map.

### 3.4 Other DWG Settings

**Drawing Units:** Ensure the drawing units are set to Architectural/Inches and are set consistently across all your CAD plans.

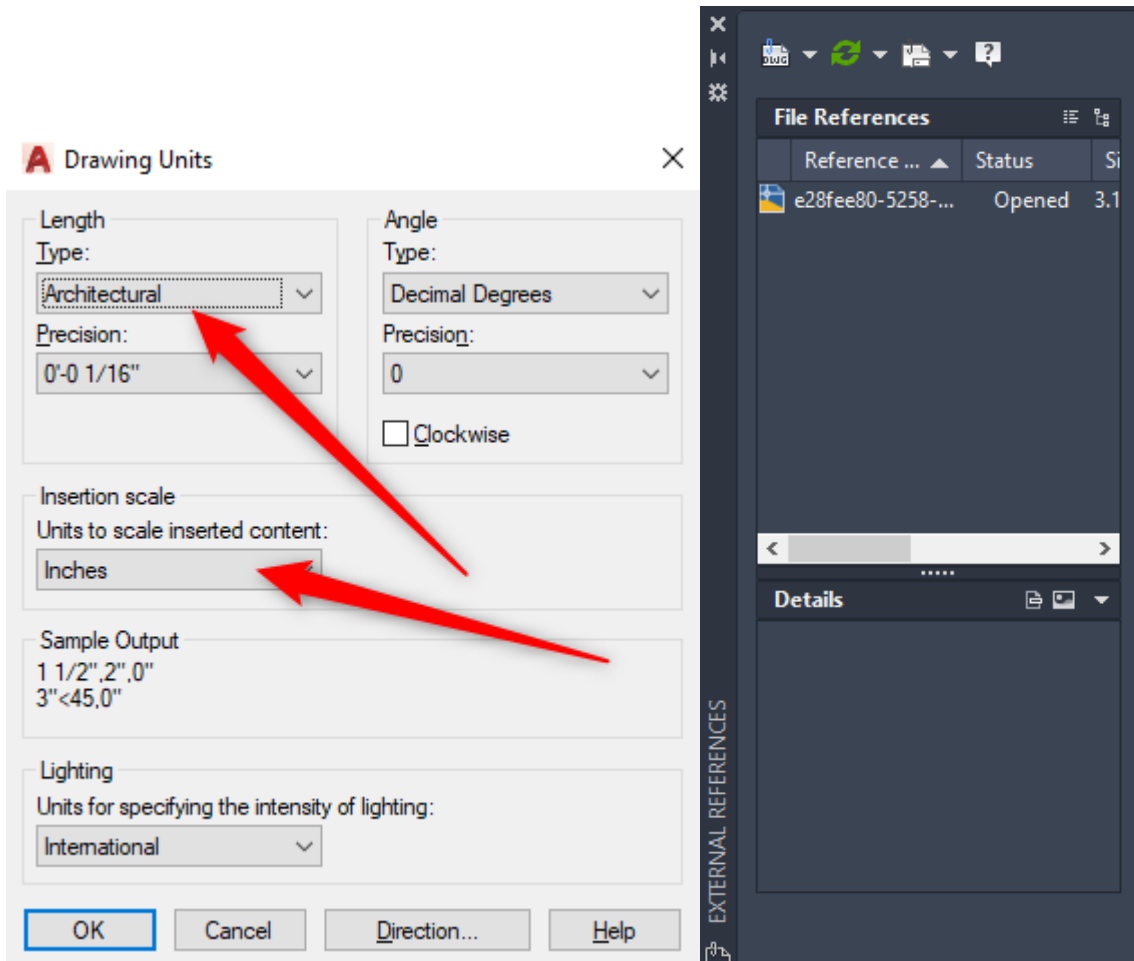
**Layer 0:** This layer will be included.

**External References (XRefs):** All External References must be bound or provided in the .DWG file set.

### 3.5 US Drawing Standards

Below is the guidance for US drawings.

1. Ensure drawing units are in architectural and inches.
2. Ensure all Xrefs are attached to the DWG. (Specifically walls & furniture) To check this you can type “External References” in AutoCAD and a window will display where you can see all Xrefs attached to the DWG.



## 3.6 International Drawing Standards

Below is the guidance for International drawings.

1. Ensure drawing units are in architectural and inches.
2. Ensure all Xrefs are attached to the DWG. (Specifically walls & furniture) To check this you can type “External References” in AutoCAD and a window will display where you can see all Xrefs.

