DASFADS Surveys Nig. Ltd
Surveying · Mapping · Geospatial Consultancy

RC 1061094



▲ CLIENT PREPARATION CHECKLIST

Ready for survey: a checklist that saves time and cost

Everything to gather, arrange and decide before a surveying, mapping or construction assignment, so our team can work quickly and accurately.

REFERENCE
DAS-DOC-02

VERSION
1.0

ISSUED
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FORMAT
Fillable PDF · print

IN THIS DOCUMENT

- Your assignment in five stages
- Define the assignment and gather documents
- Prepare the site and access
- Commercial arrangements
- On the survey day and after delivery

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HOW TO USE THIS CHECKLIST

1 Your assignment at a glance

Tick each item as you complete it, on screen or on paper. You do not need everything before you contact us: tell us what you have, and we will help with the rest. Save the completed checklist and email it to dasfads@dasfads.com.



✓ Your details

FULL NAME *

EMAIL ADDRESS *

TELEPHONE

PROJECT OR SITE

CLIENT NUMBER (IF ANY)

A Define the assignment

- [ ] **The purpose is clear**
  How the results will be used, and by whom: purchase, title documentation, design, construction, dispute support or mapping.
- [ ] **The service is identified, or you will ask us**
  Not sure which survey you need? Describe the problem and we will advise.
- [ ] **Deliverables and file formats are agreed internally**
  PDF, DWG/DXF, GIS layers or printed copies. See our Technical File-Format Guidance.
- [ ] **The coordinate system is decided, if your designers need one**
  For example Minna / Nigeria West Belt, or WGS 84 / UTM zone 31N or 32N.
- [ ] **Target dates are known**
  Including approval, bank, legal or construction deadlines.
- [ ] **The decision-maker is identified**
  Who accepts the quotation, receives deliverables and pays the invoice.

B Gather your documents

- [ ] **Site location details**
  State, LGA, address or description, nearby landmarks, a map pin or coordinates.
- [ ] **Existing survey plans**
  Copies of any previous survey of the land or neighbouring plots.
- [ ] **Title or interest documents**
  Certificate of Occupancy, deed of assignment, Governor's consent, allocation letter or contract of sale.
- [ ] **Layout, estate or approval plans**
  Including approved building or subdivision plans, where they exist.
- [ ] **Drawings and data**
  Engineering or architectural drawings, and any previous CAD or GIS files.
- [ ] **Identity and authority**
  Our KYC form with ID, plus a letter of authority or power of attorney if you act for the owner.

2

▲ BEFORE AND DURING FIELDWORK

Site, access, commercial arrangements and the survey day

C Prepare the site and access

- [ ] **Permission to enter**
  From the owner, occupier, estate management or community, where needed.
- [ ] **Keys, gates and security arranged**
  The name and telephone number of whoever will let our team in.
- [ ] **Neighbours and stakeholders informed**
  Especially where boundaries are shared or disputed.
- [ ] **Known boundary marks located**
  Show us any beacons, pillars or corner marks you know of. Please do not move them.
- [ ] **Hazards shared with us**
  Water, steep ground, animals, construction activity or security concerns.
- [ ] **Vegetation and obstructions considered**
  Dense bush may need clearing for lines of sight. Ask us before clearing anything.

D Commercial arrangements

- [ ] **Quotation reviewed and accepted in writing**
  Check the scope, deliverables, timeline and fees.
- [ ] **Billing details confirmed**
  Invoice name and address; for organisations, TIN and any purchase order number.
- [ ] **Payment arrangements agreed**
  Deposit or milestone payments as stated in the quotation.
- [ ] **Client Portal invitation accepted**
  Where you receive documents, invoices and updates securely.

E On the survey day

- [ ] **You or a representative are present**
  To show the site, its limits and any marks, and to answer questions.
- [ ] **The site contact can be reached by telephone**
  Our team may call to confirm access or arrival.
- [ ] **New survey marks are left undisturbed**
  Do not remove pegs, nails or beacons placed by our team.

AFTER DELIVERY

3 Check, store and tell us

F After delivery

- [ ] **Deliverables checked against the quotation**
  Tell us promptly if anything is missing or unclear.
- [ ] **Files stored safely**
  Download them from the Client Portal and keep a backup.
- [ ] **Beacon positions recorded**
  Photograph them: they help any future survey of the land.
- [ ] **Feedback shared**
  Tell us how we did. It helps us improve.

Notes for our team

ANYTHING WE SHOULD KNOW

Attach copies of your documents when you email this form to dasfads@dasfads.com.

- [ ] I agree that DASFADS may use this checklist to prepare for my assignment, as described in the Privacy Policy. *
- [ ] Send me occasional news from DASFADS (optional; you can unsubscribe at any time).

Ready? Request your quotation
Online at dasfads.com/service-request-form.html, or complete our Service Request Form PDF and email it with your documents to dasfads@dasfads.com.

▲ DASFADS SURVEYS NIG. LTD

Good preparation means faster, more accurate results.

Our team is happy to help you prepare. Contact us with any question before your survey.

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