



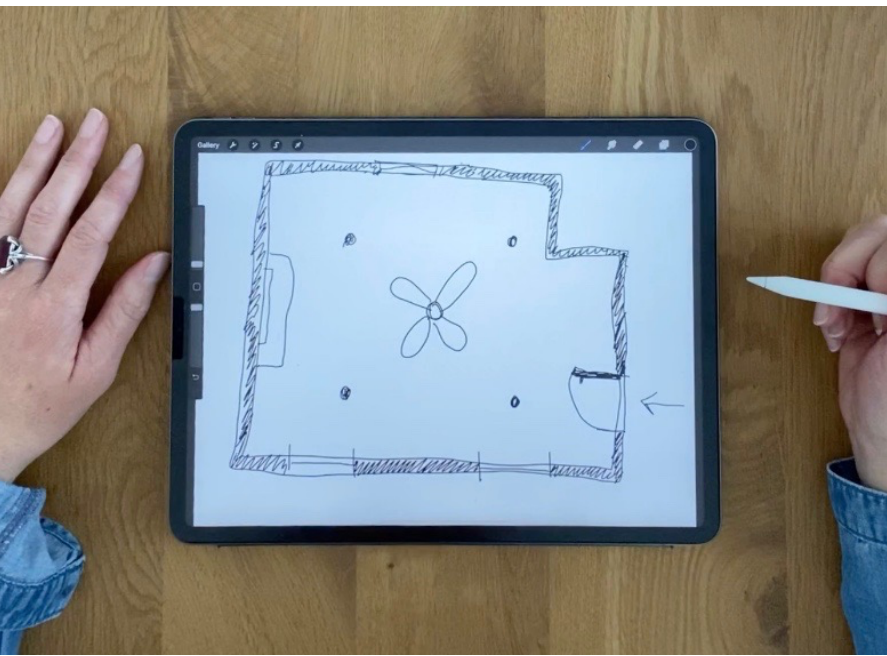
Measuring Guide

step 1

gather your materials.

you will need four things:

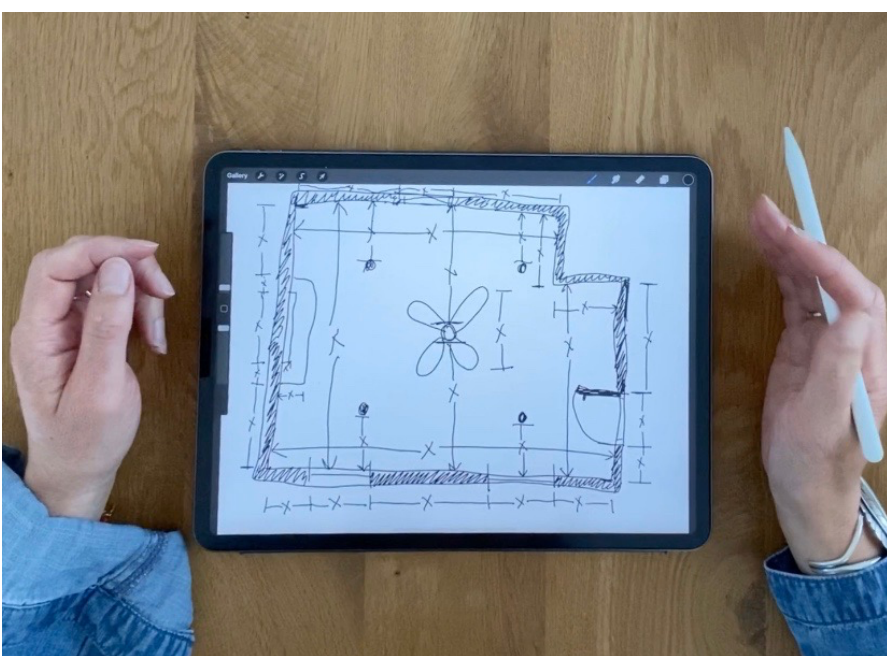
- multiple pieces of blank white paper
- pencil with an eraser
- tape measure (ideally, no less than 25ft long)
- calculator



step 2

draw it!

- draw the shape of the room on a blank piece of paper.
- add in all architectural features (windows, doors, fireplace, fireplace hearth, beams). make sure to note which direction doors swing, and from which side they hinge.
- draw a line outside of the room shape, and color in, leaving all openings uncolored.
- draw in any ceiling light fixtures.



step 3

measure it!

- measure the longest length of the room, in both directions.
- starting in a corner, and working your way clockwise around the room, measure each wall and section of each wall. when measuring doors and windows, include the door trim in the measurement.
- add up all the sections of the wall and compare to the full wall dimensions to make sure the measurements are correct.
- **remember...it's the measurements that are important, not the drawing!** this step is time consuming, but it is extremely important because every decision we make will be determined by your measurements! measure safely!



step 4

elevate it!

- time to draw each "elevation" (an image of the wall itself). sketch the shape of the wall and include all architectural features (doors, windows, baseboard, crown moulding, outlets, switches, sconces, fireplace, etc.).
- measure each feature as noted here. make sure to include ceiling height. include all millwork (baseboard/crown moulding, window/door trim, built-ins, etc.)
- repeat this "elevation" step for every wall in the room.

step 5

photograph it!

- take a photo of every angle (each corner and wall). start in one corner and work your way around the room.
- take a photo of any furniture you want to remain (we will need those measurements as well).
- take detailed photos of any lighting, tile, flooring, etc.
- make sure to point out any details about your space that might not be shown in the photographs (i.e. location of your cable hookup, etc.)
- take photos during the day.
- remove as much clutter as possible.