

## E Design Measuring Guide

#1 Draw the floor plan of the room on plain white paper as if you were looking down from a birds eye view. It does not need to be to scale. If multiple rooms connect be sure to show how they connect. Label each room for reference.

#2 Make note of all windows and doors and which way the doors open.

#3 Measure the full length and width of the room and record those dimensions on the drawing. Please try to be as precise as possible.

#4 Show the measurements of all windows, doors, fireplaces, built ins etc. Include width, depth and height as applicable.

#5 Once the measurements are complete, add up the detailed measurements on a calculator and make sure they add up to your measurement of the total wall length. If the total is off by more than 5", remeasure.

#6 Mark outlet locations with the symbol shown in the example.

#7 Measure the ceiling height and label this on the drawing with "CH". Example: CH 108".

#8 Include elevation drawings of walls if necessary.

#9 Include the location of the tv jack if applicable.

#10 Mark locations of existing decorative light fixtures (chandeliers, pendants, sconces).

\*Display all measurements in feet and inches.

\*Client is responsible for submitting accurate measurements.

