

The background features a semi-transparent architectural floor plan with various dimensions such as 3'-6", 8', 3'-6 1/2", 6', 10'-5 15/16", 1'-11 1/16", 3', 16'-10 13/16", 13'-10 5/8", 23'-4 15/16", 15'-11", 3', 10'-9 3/4", and 8'. Overlaid on the plan is a central image of a hand holding a power drill, and a yellow measuring tape is visible at the bottom of the frame.

Planning your New Office

888-993-3757



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4 Steps to Planning your New Office

1 Measure



2 Plan

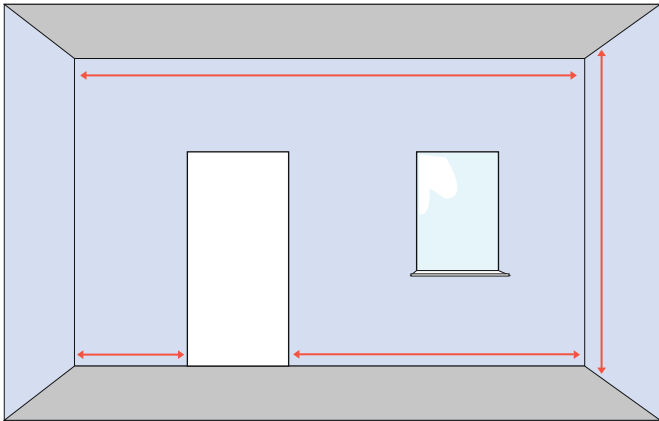


3 Order

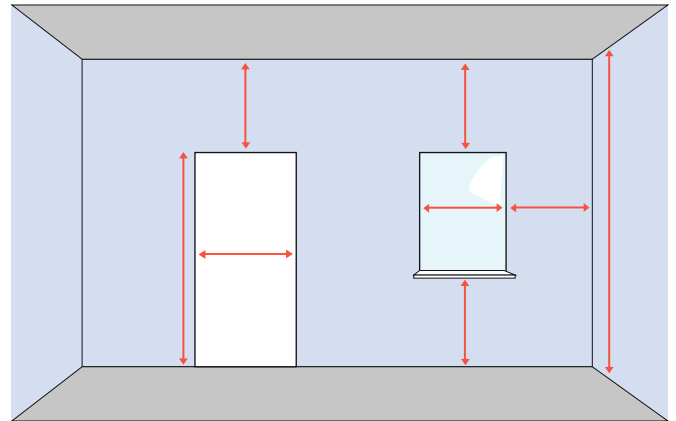


1 Measure

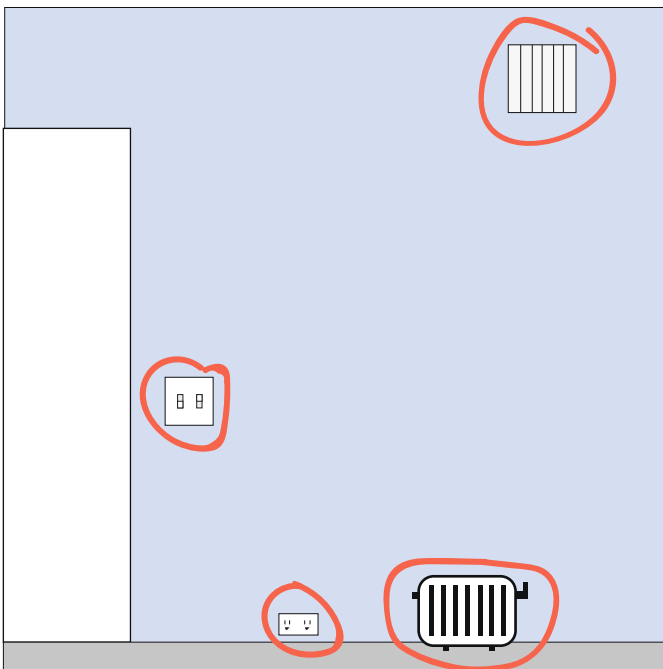
Its important to keep these things in mind when measuring your space. Your measurements will be the basis for all your planning so it is important that the measurements are accurate. Read below and use the grid paper provided on the next page to record your dimensions



Start by measuring from the floor to the ceiling, then the distance between walls, and from the corners to the doors.



Measure each window and the distance from the floor, the ceiling and the corners of your room. Do the same for the doors.

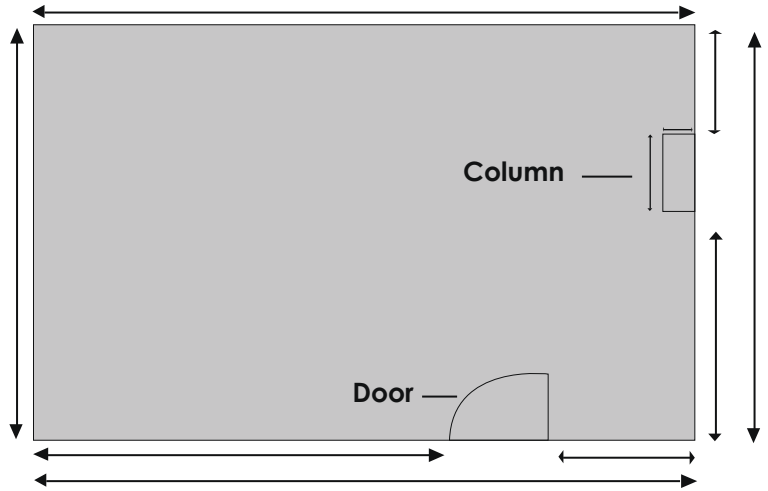


Mark down anything that sticks out into the room such as radiators, vents, columns, and pipes.

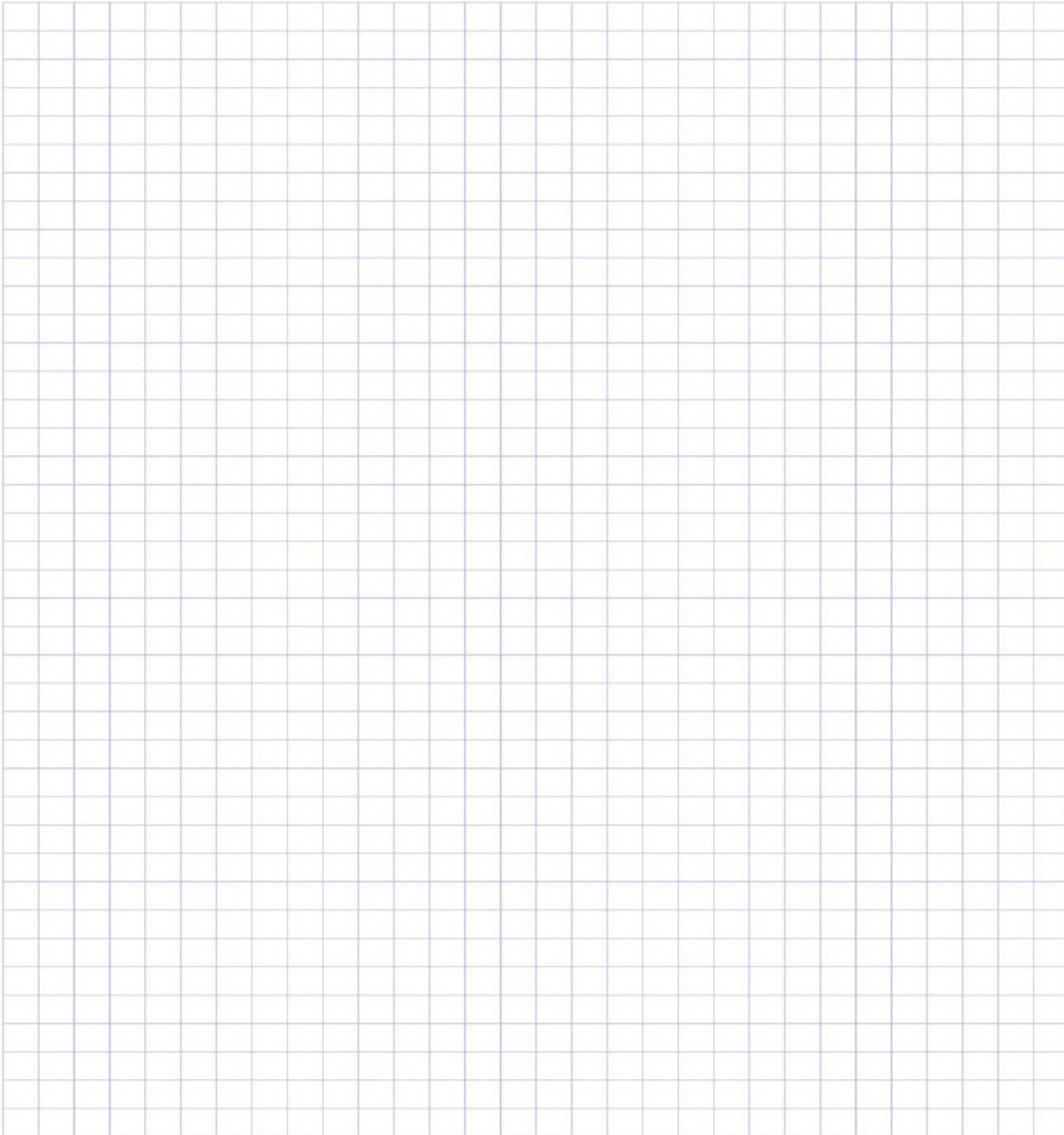
Measure and note the position of existing power outlets and light switches.

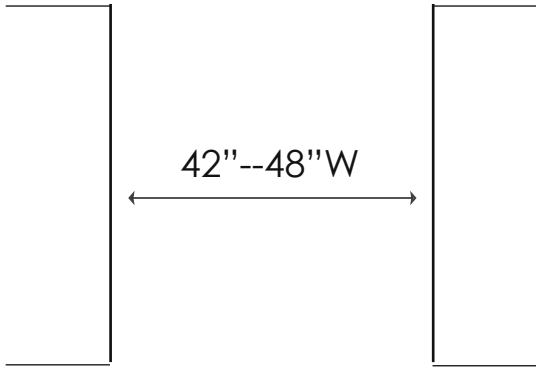
2D-Birds Eye View

This is a 2D example of what you will be sketching in the grid below. Be sure to mark the length and width of room as well as doors, columns, etc, and the distance they are from the walls.

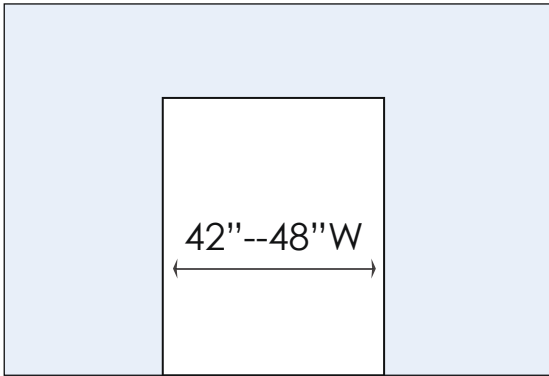


1. Draw the area we will be space planning
2. Email to sales@skutchi.com
3. Include: Name of the company, your name, and phone number

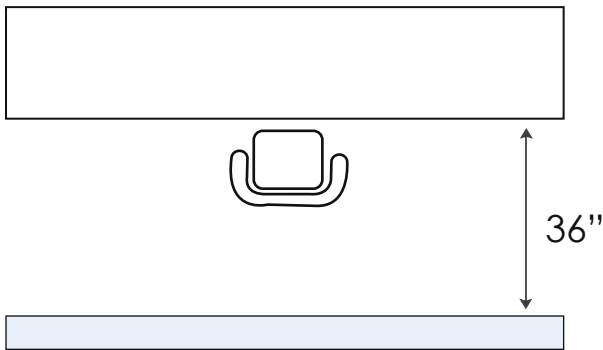




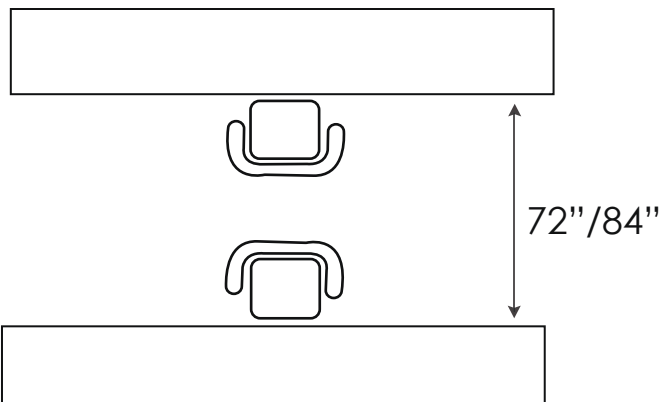
Main Walkways must have a minimum of 42''-48''W to meet fire codes and local building codes. In small offices where they do not have a main walkway 36''W is feasible. Your sales rep will review this with you.



ADA Complaint requires a 42'' or 48'' walkway or doorway to meet each state's requirements.



Must have a minimum of 36'' to pull a chair out when seated at a desk or cubicle.



When seated back to back allow 72''W minimum, but 84''W is ideal, between desks to allow passage as well as to pull chairs out without collision

3 Order

A sales associate will ask if installation is required or if you plan on installing the products yourself. If installing yourself, we will review our shipping services with you. Once you are satisfied with the floor plan we will create an estimate. We do offer nationwide shipping. Its as easy as *1. 2. 3.*

