

# MEASURING GUIDE



**888-993-3757**  
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**A STEP-BY-STEP PROCESS ON  
HOW TO SUBMIT A FLOOR PLAN**

This guide will give you step-by-step instructions on how to measure and submit a floor plan of your space (aerial view). This information will give our designs what the need to produce the best possible layout for your space.

## What You'll Need:



Tape Measure



Pen/Pencil



This Measuring Guide

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Finishes/Fabrics: \_\_\_\_\_

Address: \_\_\_\_\_

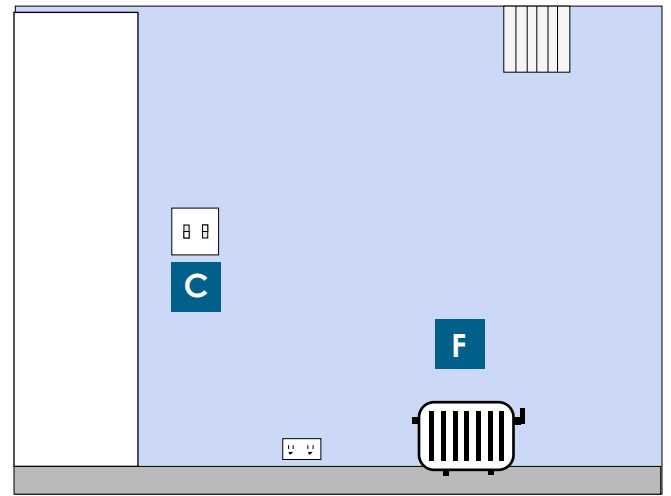
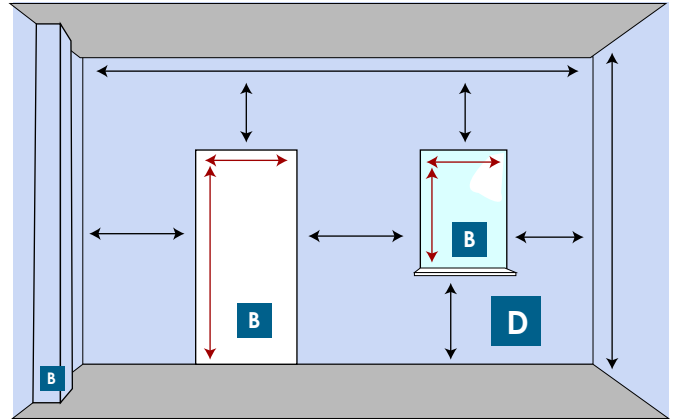
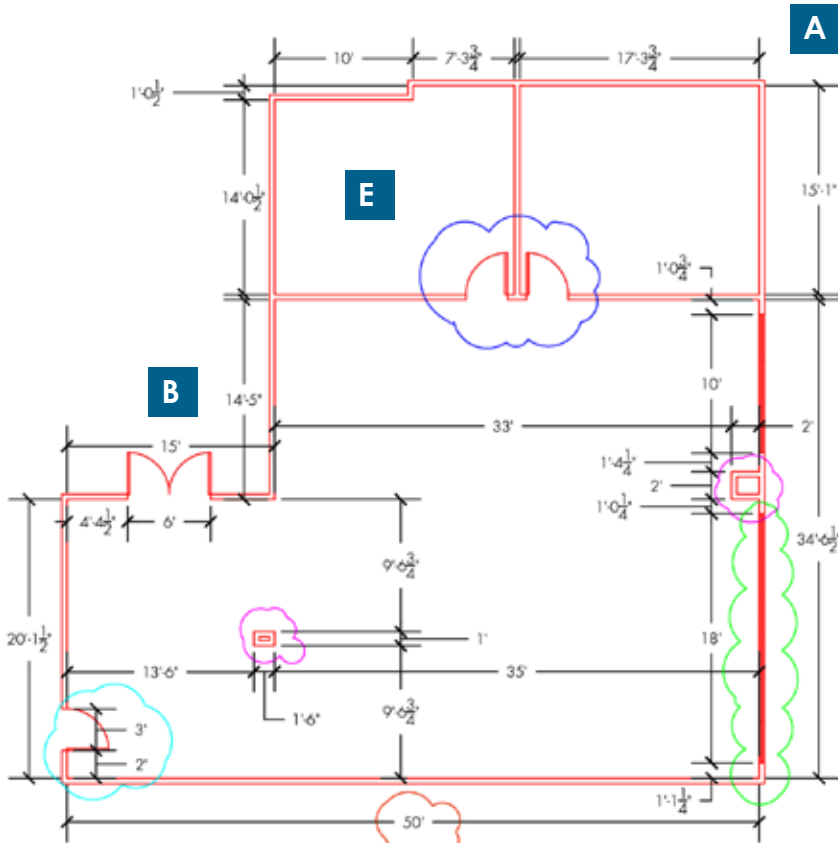
Project Manager: \_\_\_\_\_



## GENERAL TIPS

- Make sure dimensions are precise as possible.
- Current autocad files can be used (preferred)
- Mark swing direction of the door on plan
- Note height of ceiling
- Use graph paper provided
- You may be asked to give additional information or take pictures of the area.

\*Please see examples below for your reference while creating the floor plan of your space.



## Step 1: Measure Your Space

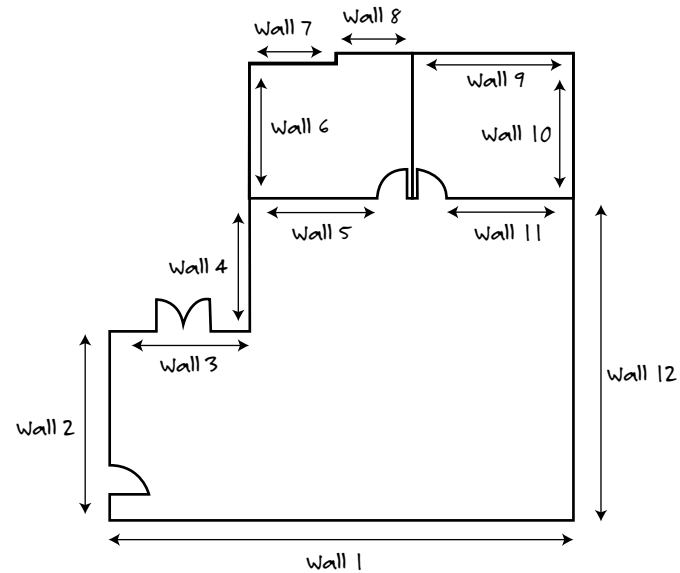
### A Wall to Wall Length:

- Starting in the left corner, measure each wall in the space and record those measurements (in inches) on the floor plan grid located on the last page of this Measuring Guide.
- Number each wall on the floor plan.



### TIPS

- Measure above the baseboard
- Measure from corner to corner



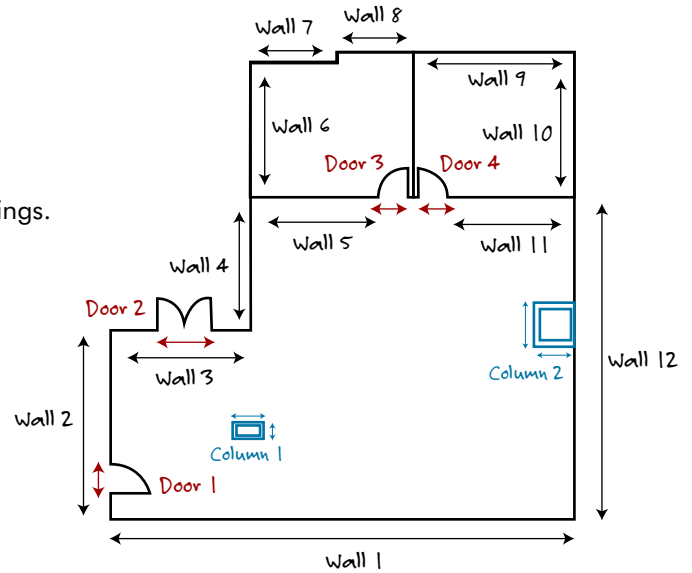
# Step 2: All Doors, Windows, Columns, & Openings

## B All door, window, columns, and openings:

- Locate and measure doors, windows, columns, and room openings.
- Record and number each door, window, column, and room opening on the grid.
- Record the corresponding dimensions in the measurement charts below.

## D Height of Windows:

- Measure from floor to bottom of molding



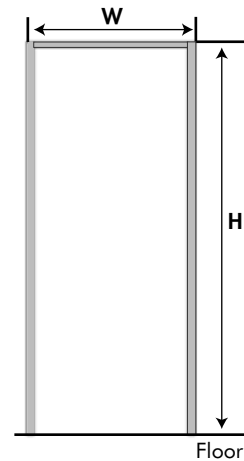
### TIPS

- Include trim/casing in measurement
- Measure wall to door or window opening

## Door/Opening Measurements

\*Label on floor plan using the corresponding numbers below

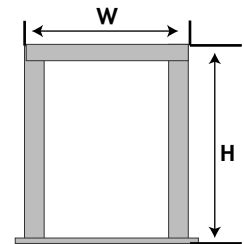
Opening or Door	Width	Height	Notes
1			
2			
3			
4			
5			



## Window Measurements

\*Label on floor plan using the corresponding numbers below

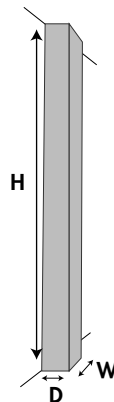
Window	Width	Height	Notes
1			
2			
3			
4			
5			



## Column Measurements

\*Label on floor plan using the corresponding numbers below

Column	Width	Depth	Height	Notes
1				
2				
3				
4				



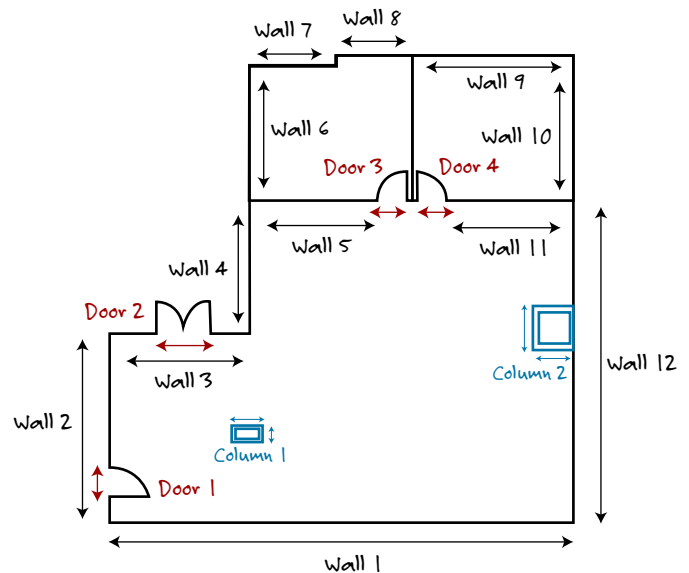
## Step 3: Note Any Obstructions

### C Note any obstructions and services:

- Locate and measure obstacles such as electrical outlets, vents, and their measurements, pipes, radiators, ect.
- Record and number each obstacle on the grid.

### F Note any built-in fixtures:

- Bookshelves, cabinetry, sink, fireplace, etc.



## Step 4: Flooring

### E Note flooring type:

- This helps us know what kind of chair castors to specify

## Step 5: Ceiling Height

Accurate ceiling height measurements are very important when determining what office furniture will work in your space. It is very important to take several measurements as the height can vary in different spots in the room.



### TIPS

Measure height in 3 areas and record the shortest measurement

Ceiling Height: \_\_\_\_\_

Does the room have soffits?

If yes, please record location

Yes

No

## Step 6: Photos & Submit

Now that you have completed the measuring guide, it is time to take some photos of your current space.



### TIPS

Include photos of any obstacles that you may have found difficult to include in the drawing

### How to submit:

#### Email:



Attach the measuring guide and photos then email to [sales@skutchi.com](mailto:sales@skutchi.com)

\*Thank you for completing your measuring guide. A member of our design team will be in touch with you within 24-48 hrs

# Floor Plan Grid

Use the grid below to draw the floor plan (aerial view) of your space. Follow each step of the guide to complete the drawing.

Step 1: Measure Your Space

Step 2: Doors, windows, columns, openings

Step 3: Obstructions

Step 4: Flooring

Step 5: Ceiling

Step 6: Photos & Submit

