

### HOW TO MEASURE YOUR ROOM

- Be sure your measuring tape (*is at least 25 ft. 50 ft. is better*). And it's always a good idea to have a friend help you measure. The measurement will be more accurate when two can hold the tape straight.
- Measure the height and width of each wall in the room.
- Measure from one corner to the opposite corner to confirm the room is square or has uneven angles. (*Measure the walls and not the baseboard trim molding*)
- Measure your windows, doors and how high the windows are from the floor. (*Make sure to give us the height from the floor to the bottom of the trim / molding*)
- You should measure your doors and windows including the trim /moldings, but make sure to also give us the interior window measurement (*length x height*) as well as the door (*length x height*)
- Indicate the location of each electrical outlet. (*From the center, don't forget the height*)
- Indicate on your sketch drawings each wall type (*i.e.: Wall A , B , C ...*) make sure to annotate your pictures with the same description
- If there are walls that you are planning on removing, indicate this wall with a hidden line
- If there are any important architectural or obstacles (*fireplace , existing millwork / cabinets*) that are to remain in the space, please note the heights, sometimes it helps to draw the front view as an elevation and input the dimensions.
- Once you have finalized your drawing, please email to [tania@tocdesign.com](mailto:tania@tocdesign.com)

### STILL NOT SURE HOW TO MEASURE YOUR ROOM

- Measuring a room <https://www.youtube.com/watch?v=dYs6LW4QEG0>
- Measuring a Kitchen / Bathrm <https://www.youtube.com/watch?v=LsoKCqOyJBA>

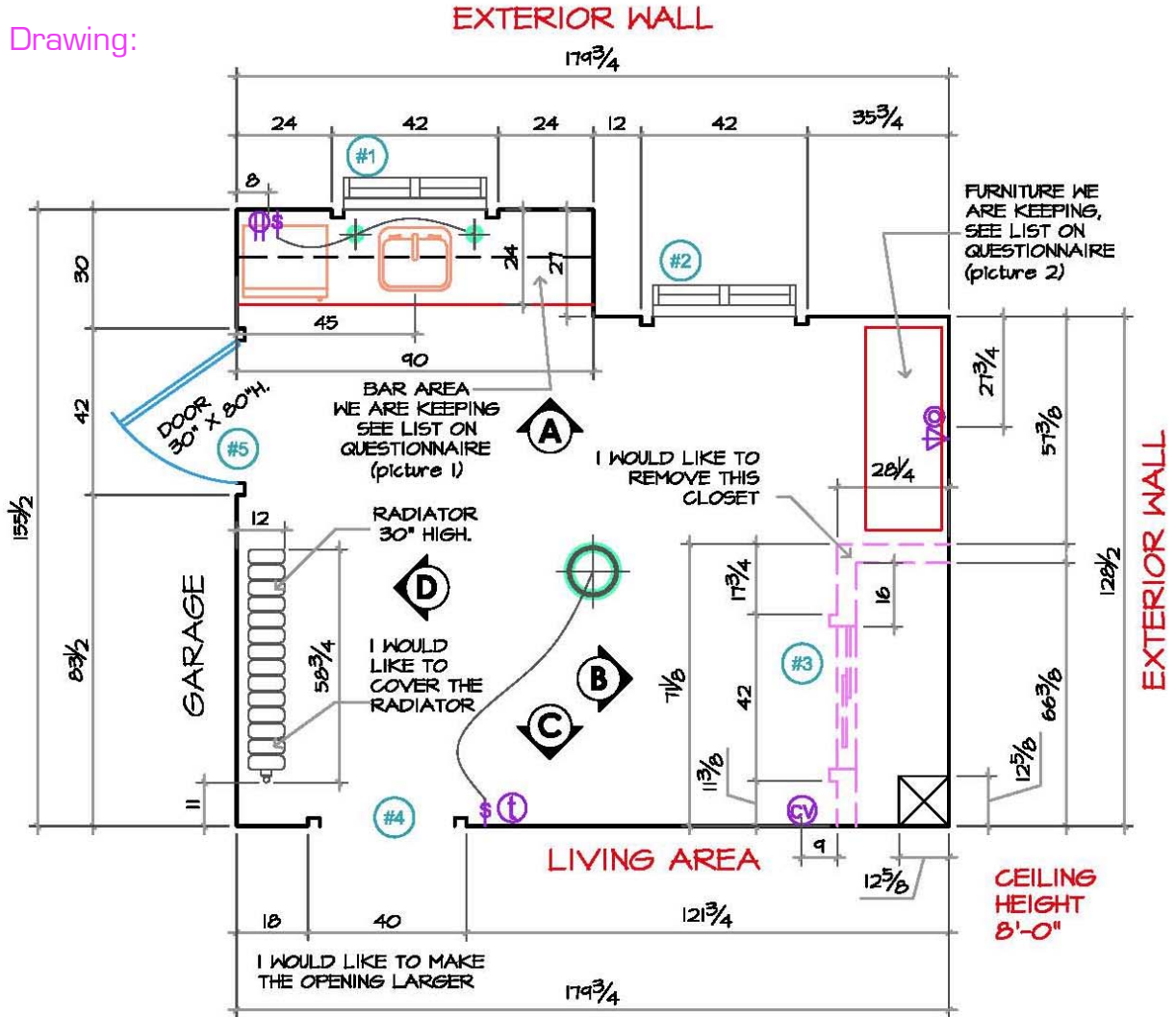
On the following page is a step-by-step guide for drawing and measuring your space. To make it easier to draw, use grid paper. (each square represents 6" x 6" (each 2 squares equals 12" x 12" ) or 1 foot square

Or use the grid provided with in this guide (each sq. represents 12" x 12")

NOTE: All your measurements should be in inches.

For example, if you measure a wall that is 10 feet, indicate it as 120"

Sample Drawing:



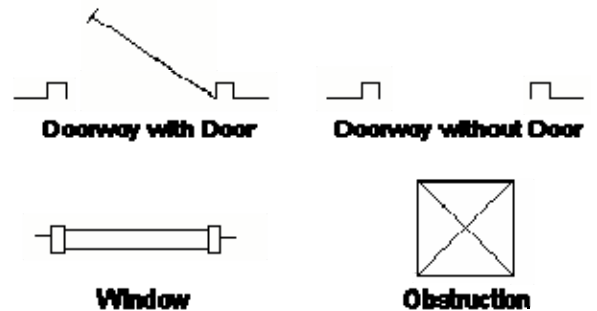
- |   |                     |   |  |   |  |
|---|---------------------|---|--|---|--|
|  | ELECTRICAL OUTLET   |  | WALLS TO BE REMOVED                                  |  | WINDOW 42" X 43"H. (INCLUDING MOLDINGS) AT 12" FROM CEILING OR 1" FROM BULKHEAD (SOFFIT) |
|  | ELECTRICAL SWITCH   |  | APPLIANCE OR PLUMBING FIXTURE                        |  | WINDOW 42" X 57"H. (INCLUDING MOLDINGS) AT 27" H. FROM FLOOR                             |
|  | TELEPHONE OUTLET    |  | OBSTACLE (PIPES)                                     |  | SLIDING DOOR 42" X 83"H. (INCLUDING MOLDINGS)<br>DOOR: SET OF 2 DOORS 18" X 80" EA.      |
|  | TV CABLE / INTERNET |  | EXISTING RADIATOR                                    |  | OPENING 40" X 83"H. (INCLUDING MOLDINGS)<br>INSIDE OPENING: 34" X 80"                    |
|  | WALL THERMOSTAT     |  | FURNITURE WE ARE KEEPING, SEE LIST ON QUESTIONNAIRE. |  | DOOR 42" X 83"H. (INCLUDING MOLDINGS)<br>DOOR HINGED LEFT: 36" X 80"                     |
|  | CENTRAL VACUUM      |   |  |   |  |
|  | RECESSED LIGHTING   |   |  |   |  |
|  | PENDANT LIGHTING    |   |  |   |  |

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### Step 1:

Draw a rough outline of your space. Use the following symbols in your drawing for doors and windows.

note: For doorways with doors, draw the doorway according to which way the door swings.

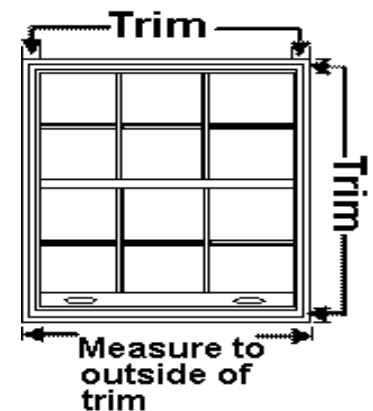


### Step 2:

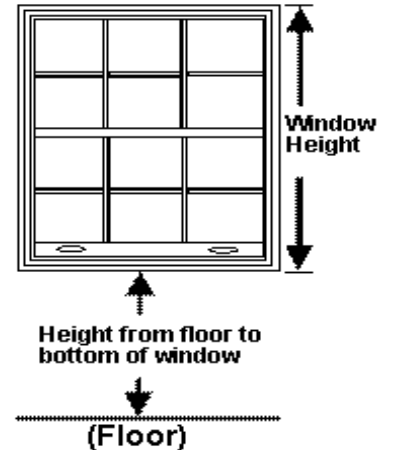
Draw in any obstructions such as radiators, pipes, sink plumbing, etc. that you either cannot, or do not, want moved.

### Step 3:

- Beginning at the top left corner of your drawing: measure to the first window, door, or wall. Continue clockwise around the room until each wall, window and door has been measured.  
Note: When measuring doors and windows the trim is considered part of the door or window. As shown in the drawing below, measure from the outside of the trim on one side to the outside of the trim on the other side.



2. Measure the ceiling height and write it in the center of your drawing. Sometimes, especially with older homes, it is a good idea to take measurements in a few different areas of the space. Ceiling heights, even in the same room, can sometimes vary by as much as a few inches.
3. As shown in the drawing below, measure from the floor to the bottom of each window and measure the overall window height. If you have printed these instructions, write the measurements in the table provided of the questionnaire

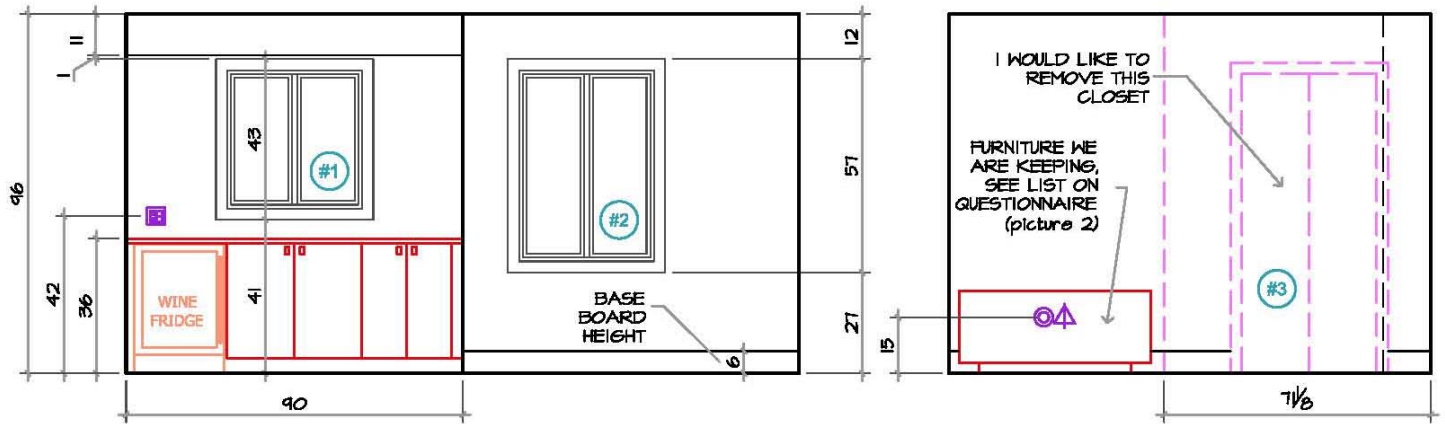


#### Step 4:

1. Beginning at the top left of your drawing, label the windows "Window 1", "Window 2", etc. in a clockwise order.
2. Again, beginning at the top left of your drawing, label the doors "Door 1", "Door 2", etc. in a clockwise order.
3. Next to each wall, write the name of the adjacent room. If the wall is an "outside wall" write "exterior wall."

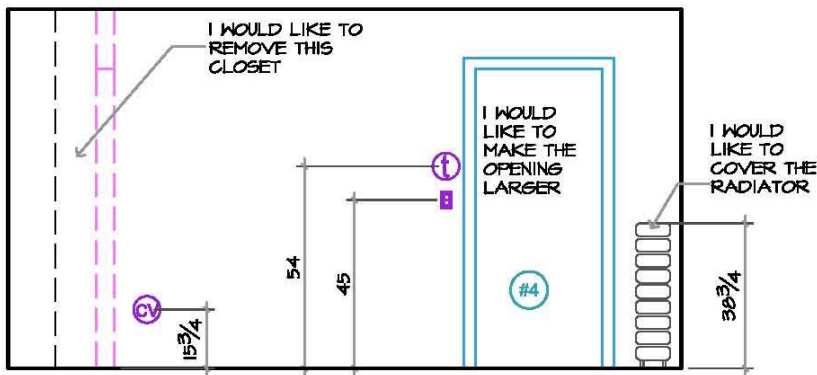
#### Step 5:

1. Measure any obstructions such as radiators, pipes, etc. that you either cannot, or do not, want moved. If the obstruction is close to a wall, measure out from the wall to the edge of the obstruction.
2. Measure from the second closest wall to the edge of the obstruction.
3. If the obstruction does not span the full height of the room, measure the height of the obstruction. Check your measurements. If your room is rectangular add up the measurements of the parallel walls and make sure they match (*or are at least very close*). For example, in our sample drawing, you would take the overall measurements of the top wall and add them together. Then do the same with the bottom wall. Once you have added each walls measurements check the totals to see if they match.

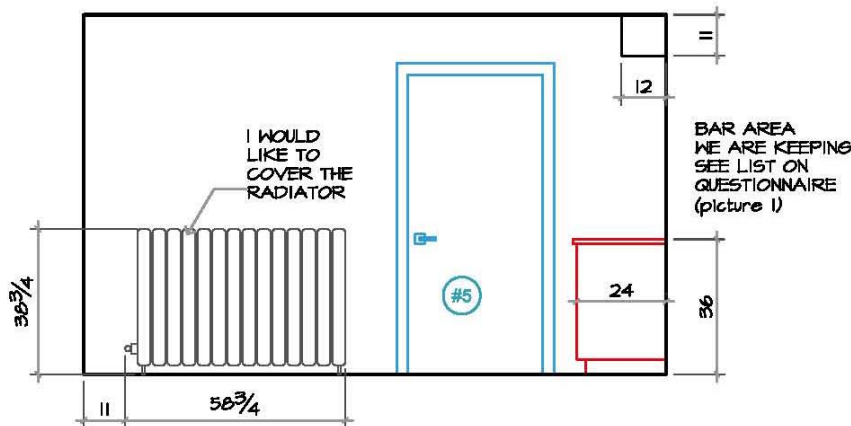


**(A)** WALL A (SEE PICTURE A)

**(B)** WALL B (SEE PICTURE B)



**(C)** WALL C (SEE PICTURE C)



**(D)** WALL D (SEE PICTURE D)

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