

## Measuring Guidelines

In order for our project to be successful, careful measurements are critical. It is acceptable to provide printed floor plans if the space has not been built yet but accurate field measurements will need to be taken once construction has been completed. **Accurate measurements should be taken within 1/8" of an inch.** Note all measurements in inches -not feet and inches (exp. 109 3/8" *not* 9' 1 3/8"). All measurements will be imperial even though cabinets may be metric.

Your sketches need to be legible. You do not need to draw plans to scale but need to provide accurate dimensions. Avoid using graphed paper if possible as the graph may interfere with your notes and dimensions. Graphed paper faxes as black lines. Using a straight edge will be helpful but is not required so long as I can decipher your dimensions and notes. See the **Sample Floor Plan Sketch**.

A floor plan sketch should be provided that does not have cabinets in it. If you are doing a cabinet layout, then it should be on a separate and additional floor plan sketch.

If an inconsistency is discovered or critical information appears to be missing after checking your measurements, I will contact you immediately. **The design will not proceed until verification and clarification is provided.**

### Measuring the room.

- Take measurements in a clockwise fashion around the entire room (left to right). It is not unusual for actual real-world constructed 'square' perpendicular walls to be off by a couple of inches when you check your measurements against one another, so it is important to note the actual measurements on the plan even though the drafted space will be square.
- For walls or cabinets not placed at right angles, note the degree of the angle. Such items are assumed to be at 45 degrees from the right angle if not noted otherwise.
- Taking dimensions from raw framing allowing for anticipated drywall can be a recipe for disaster. It is easy to miss a space or add where you should have subtracted or visa-versa. Also, other details may not have been anticipated such bullnose corner treatments or obstacles that have not been installed yet.
- Measure the entire space that will be included in the drawings. Include measurements up to adjacent spaces in open floor plans and label what they are. This is particularly important in open concept kitchen designs since they have few actual walls to measure. Note where changes in floor materials or ceiling height occur that may delineate the spaces. Incorporate entire connected spaces if they are important to the design such as a breakfast nook or pantry for a kitchen or the WC or closets for an ensuite.

### Note all locations of doors, openings and windows.

- Measure widths to include any casing or corner treatments (such as bullnose). In other words, a 36" wide window that has 2" casing around it would be noted as 40" wide. To locate an opening on a wall that has a bullnose edge on the side, measure from the end of the wall or corner to where the bullnose begins (where the wall is no longer flat).
- Show door swings.
- Indicate the height of windows, openings and doors (including casing, sills and thresholds if included). Indicate the distance of windows and pass-throughs from the finished floor (FFF).

### Include all centers locations for plumbing, ventilation and other obstacles.

- Even though a sink is typically centered if it is below a window, you will still need to indicate the plumbing center. If the plumbing is being moved, indicate the new location or note that it can be moved if the new location has not yet been determined.
- Note center locations for ventilation flues and indicate if they are through the wall, floor or ceiling. Be aware that it is not usually possible to move these when there is a second story above them. Adding down-draft venting may be very expensive, if not impossible, to add in islands or peninsulas for a building with a concrete slab foundation. The effectiveness of a ventilation system is diminished as length and bends in the flue occur.

- Note the location of any obstacles such as light switches, electrical outlets, AV or phone jacks, air intakes or HVAC vents that would impact the location of cabinetry. Locate any decorative support columns or beams, their size, shape and surface materials.

**Indicate all ceiling heights in the space.**

- This should be from the finished floor (FFF), so it is important to account for the thickness of the material to be used as flooring typically goes up to cabinets rather than under them. Not accounting for floor thickness can cause problems later on when appliances need to be installed. For example, it could cause there to be not enough space available below a counter top to install a dishwasher.
- For a vaulted ceiling indicate the slope direction with arrows pointing away from the ridge beam (high point) downward toward the low point. Note the location of the highest and lowest points.
- For flat ceiling spaces, it is good practice to take at least four ceiling height measurements to determine if the floor is level – note the lowest ceiling height and indicate if there is more than an inch between the lowest and highest measurement.
- If a soffit exists, indicate its location, distance from the finished floor, height and depth. When a soffit is to be removed, indicate the new ceiling height. Note all ceiling obstacles and fixtures that may impede placement of cabinetry such as decorative or support beams, ceiling fans and light fixtures or skylights.