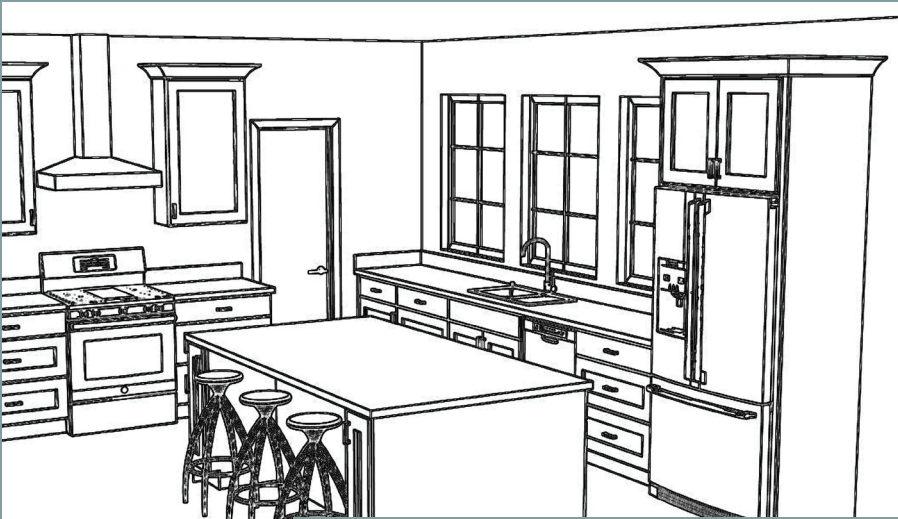


HUGO & BORG PRO

ALL-PLYWOOD CONSTRUCTION



GUIDE TO MEASURING YOUR DREAM SPACE

CUSTOMER NAME

PHONE

DESIGNER NAME

PHONE

APPOINTMENT DATE

TIME

MEASURING YOUR SPACE

Accurate measuring is a critical step in the remodeling process. Measurement errors are a source of significant delays and costly overruns.

Obtaining a professional measurement of your space is highly recommended - please speak with your designer for more details.

Before your kitchen designer can begin to design your new space and help you select your cabinetry and appliances, they will need to know the size of your space and the important construction details.

This guide walks you through the five easy steps to create drawings and provide the information necessary for your kitchen designer to start the design process:

- 1 Floor Plan Drawing**page 2
A birds-eye view of your space.
- 2 Wall Elevation Drawings**page 4
A vertical and horizontal map of each wall, from a straight-on view.
- 3 Construction**page 5
Important information for your renovation project.
- 4 Appliances**page 5
Dimensions and manufacturers specs for your appliances.
- 5 Photography**page 5
Photos of your space before renovation.

1 FLOOR PLAN DRAWING: IMPORTANT NOTES ABOUT MEASURING FOR RENOVATIONS

Measure in INCHES.

Cabinets and appliances are measured in inches, so your drawings should be recorded in inches, not feet and inches.

Example : 138-1/8-in, NOT 11-ft 6 1/8-in

For walls and openings, ROUND DOWN

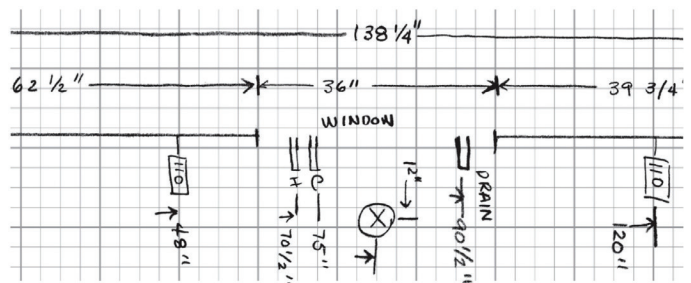
When you measure ceilings, walls and openings, round down to the nearest 1/8-in.

Example : 138-1/8-in, NOT 138-3/16-in

For appliances, ROUND UP

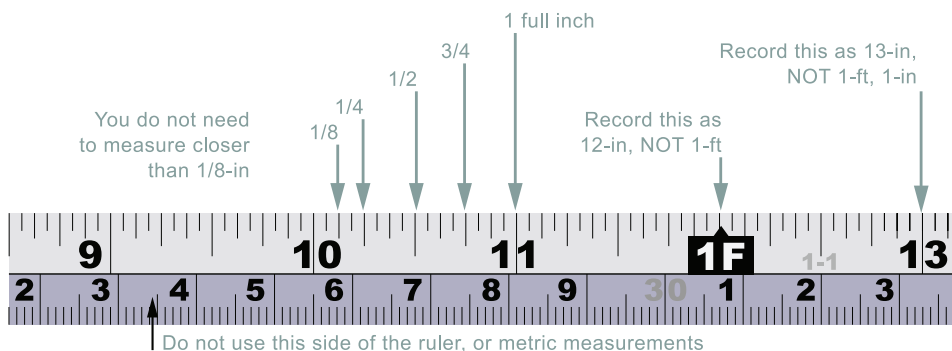
When you measure appliances round up to the nearest inch.

Example : 36-in, NOT 35-11/16-in



Recording your measurements

We've provided graph paper to help with your final drawings. It's much more important to record accurate dimensions, rather than draw your room to scale. Be sure to write the actual dimensions on your drawings for all the elements in your space.



USE ONLY METAL MEASURING TAPES

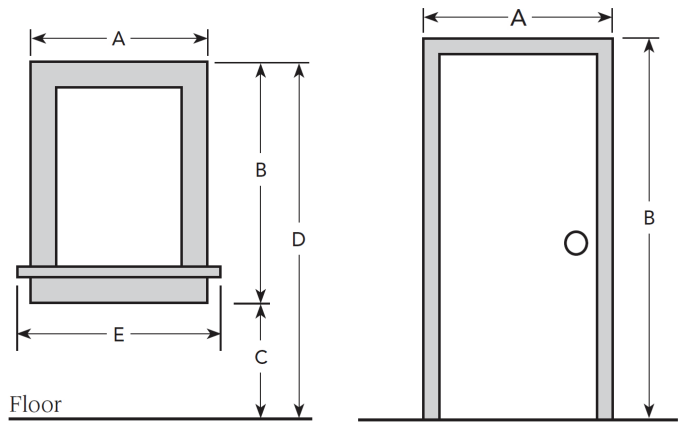
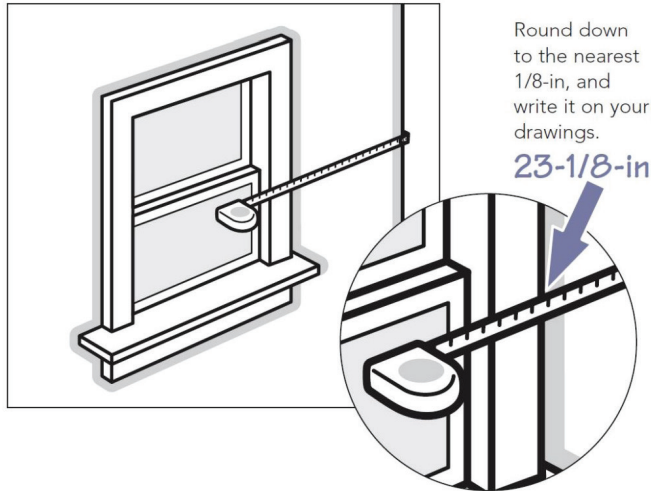
Cloth or plastic tapes may stretch, causing measuring errors.

Standard US construction materials are measured in inches. Use a US tape measure and record your dimensions in inches, not feet and inches.

MEASURING TIPS

Here are helpful tips on how to properly measure your space and record the correct window, door and utility information for your floor plan and wall elevation drawings.

Always double-check your measurements!



Measuring doors and windows

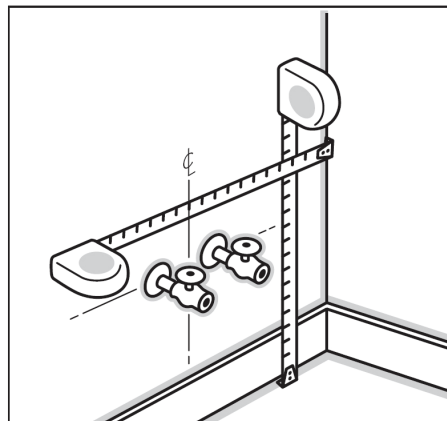
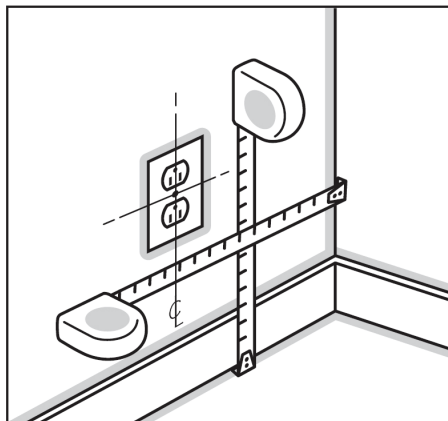
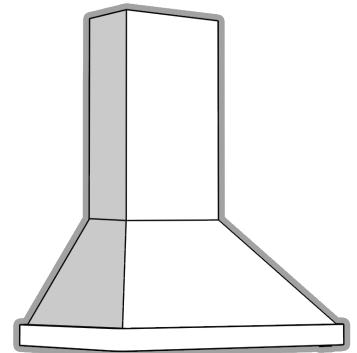
Your designer needs to know the exact location of windows and doors, as well as the size of each opening (including the trim) in order to plan your new space.

Record all of these measurements:

- A. Width, including trim
- B. Height, including trim
- C. Distance from floor
- D. From floor to top of window
- E. Width of the window sill

Locate windows and doors

Measure from the wall to the outside edge of the trim on all your doors and windows.



Range hoods

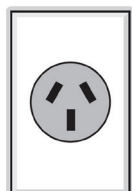
If you have an existing range hood vent or over-the-range microwave, note the location on your drawing. Specify if it exhausts back into the room, or if it has ducts that vent to outside.

Locate outlets and switches

Measure horizontally to the center of the wall plate, and vertically from the floor as shown.

Locate water and utility lines

Mark the center line location of the sink, water lines, drains, gas lines, and heating/air conditioning vents.



220 volt outlets

Be sure to show any 220 volt outlets on your drawing. Do you have an electric stove? Then you'll have a 220 volt outlet for your stove. Your outlet may not look exactly like the example shown here, but it will look different from standard 110 volt outlets.

IMPORTANT!
 Be sure to write the measurements on your drawings!
 Most grid paper is to scale, but your designer won't know what size your space is unless you write down the dimensions.

2 WALL ELEVATION DRAWINGS

Elevation drawings are a straight-on view of each wall, with all the features measured vertically and horizontally, placing them on the wall space. This helps your designer locate your new cabinets and appliances along your walls.

Start with the sink wall, go clockwise from there

Start measuring your room with the sink wall. Label this Wall A. Then go clockwise around your room, labeling the walls B, C, and D.

Draw a rough sketch

Start by drawing a rough sketch (or two!) of each wall on a separate sheet of paper.

Measure the width of the wall

Measure the full width of each wall, beginning in the left corner. Check the width at two locations: 6 inches above the finished floor and 6 inches below the ceiling. Use the smallest dimension.

Measure the height of the wall

Measure the full height of each wall, beginning in the left corner. Check the height at two other locations. Use the smallest dimension.

Locate the openings

Measure to the outside edge of the trim. Then measure from the outside trim edge to the next opening, or to the far wall. Follow the measuring tips on page 2 to capture all the important details about windows and doors.

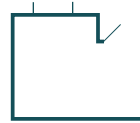
Locate fixtures and utilities

Measure horizontally to the center of outlets, switches, water lines and other utilities. Also measure the distance of these items from the floor. If there are HVAC wall vents, mark their location and size. Follow the measuring tips on page 3 for accuracy.

Transfer measurements to grid

Transfer all of your measurements to the grid pages in this guide. Label your drawings Wall A, Wall B, Wall C and Wall D. Then begin the floor plan drawing.

If your space is L-shaped or has a bump-out area, you can still draw an elevation view straight-on. Just use a vertical line to show where the wall comes forward.

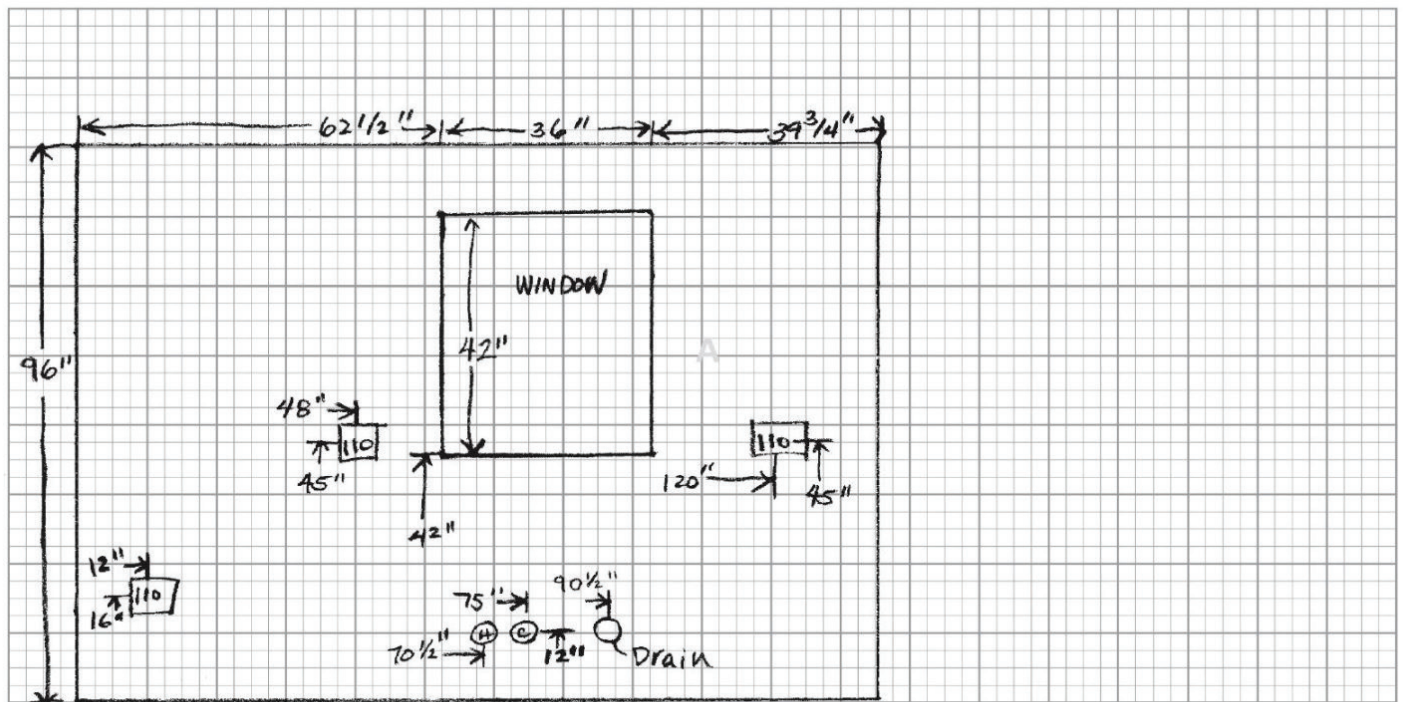


If your floor plan looks like this drawing...



...your elevation view will look like this drawing.

ELEVATIONS: SINK WALL, WALL A



Scale: 1/2-in = 1-ft

Always double-check your measurements! The total of your wall segments should equal your overall length.

3 CONSTRUCTION

ENTRANCES AND ACCESS

To make sure your new products fit through doorways into your space, record the actual openings for doors and hallways.

Entry Door: _____ inches

Interior Door 1: _____ inches

Interior Door 2: _____ inches

Hallway: _____ inches

Is there a basement or crawl space under the room that provides access to plumbing and heating ducts?

Yes No

Soffits

A soffit, also called a bulkhead, is a wall section that is built-out at the ceiling level, usually in the area above wall cabinets.

Does the room have soffits?

Yes No

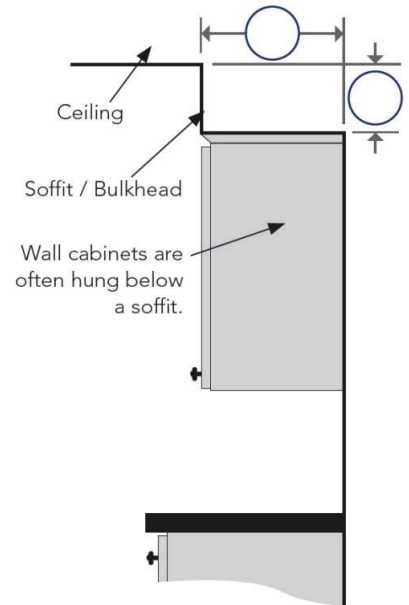
If yes, please fill out the two dimensions in the diagram to the right.

Do you plan to keep the existing soffits?

Yes No

Will the soffits have recessed lighting after the renovation?

Yes No



WARNING: Soffits typically contain electrical and plumbing elements that can't be relocated. Please consult a professional on your remodel.

4 APPLIANCES

APPLIANCE INFORMATION			
Use this page to provide the dimensions of your appliances or appliance cut-outs.			
<p>Refrigerator Model No. _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p> <p><input type="checkbox"/> Double Door</p> <p><input type="checkbox"/> Single Door</p> <p><input type="checkbox"/> Left <input type="checkbox"/> Right</p>	<p>Sink Model No. _____</p> <p><input type="checkbox"/> Single</p> <p><input type="checkbox"/> 1-1/2</p> <p><input type="checkbox"/> Double</p> <p>W _____</p> <p>D _____</p>	<p>Range Model No. _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p> <p><input type="checkbox"/> Slide-in</p> <p><input type="checkbox"/> Raised Back</p>	<p>Model No. _____</p> <p>Double Oven (Cut-out Dimensions)</p> <p>W _____</p> <p>H _____</p> <p>D _____</p>
<p>Microwave Model No. _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p> <p><input type="checkbox"/> Free-standing</p> <p><input type="checkbox"/> Built-in (Cut-out)</p> <p><input type="checkbox"/> Over Range</p>	<p>Model No. _____</p> <p>Single Oven (Cut-out Dimensions)</p> <p>W _____</p> <p>H _____</p> <p>D _____</p>	<p>Cooktop (Cut-out Dims.) Model No. _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p> <p><input type="checkbox"/> Front Controls</p> <p><input type="checkbox"/> Top Controls</p>	<p>Other Appliances</p> <p>Description _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p>
		<p>Dishwasher Model No. _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p>	<p>Description _____</p> <p>W _____</p> <p>H _____</p> <p>D _____</p>

5 PHOTOGRAPHY



Take photos of your space and share them with your kitchen designer. Label your shots to match your walls: A, B, C, D.

- Straight-on views of each wall: A (the sink wall), B, C, D (go clockwise around the room.)
- Photos of soffits or other construction details.
- Close-ups of anything unusual in your space: air vents, plumbing or gas lines, entrances or access notes.