

## HOW TO MEASURE

YOU'LL NEED A TAPE MEASURE, PENCIL AND A PIECE OF PAPER (I'VE INCLUDED A SCAN OF A PIECE GRAPH PAPER WHICH I FIND TO BE THE EASIEST, BUT COPIER PAPER WORKS JUST FINE, TOO). I'VE INCLUDED A DRAWING OF A TYPICAL FLOOR PLAN TO HELP YOU. IT'S OKAY IF IT DOESN'T LOOK LIKE THE DRAWING BELOW. I JUST NEED TO GET A GENERAL IDEA.

- USE A PENCIL TO SKETCH THE EXISTING LAYOUT OF THE ROOM. DON'T WORRY IF IT'S NOT REALLY TO SCALE. INCLUDE THE LOCATIONS OF DOORWAYS, WINDOWS, CLOSETS, BUILT-INS, ELECTRICAL AND CABLE OUTLETS, CEILING FIXTURES AND WALL SCONCES.
- WITH A TAPE MEASURE, MEASURE EACH WALL FROM CORNER TO CORNER AND RECORD THE OVERALL DIMENSIONS. YOU WILL GET THE MOST ACCURATE MEASUREMENT IF YOU MEASURE WITH THE TAPE MEASURE ON THE FLOOR.
- NEXT, MEASURE AND RECORD THE LOCATION OF EACH DOORWAY, WINDOW, CLOSET, BUILT-IN, ELECTRICAL AND CABLE OUTLET, CEILING FIXTURE AND WALL SCONCES, IF YOU HAVE THEM.
- MEASURE AND RECORD THE HEIGHT OF THE CEILING.
- FINALLY, MEASURE EACH WINDOW FROM THE FLOOR TO THE BOTTOM OF THE WINDOW (SILL), AND AGAIN FROM THE FLOOR TO THE TOP OF THE WINDOW AND RECORD THOSE MEASUREMENTS.

WHEN YOU'RE FINISHED, YOU CAN SCAN THE DRAWING AND EMAIL IT TO [VIRGINIABELL@EDITBYVIRGINIA.COM](mailto:VIRGINIABELL@EDITBYVIRGINIA.COM). IF YOU PREFER TO USE REGULAR MAIL, PLEASE CONTACT ME FOR THE MAILING ADDRESS.

