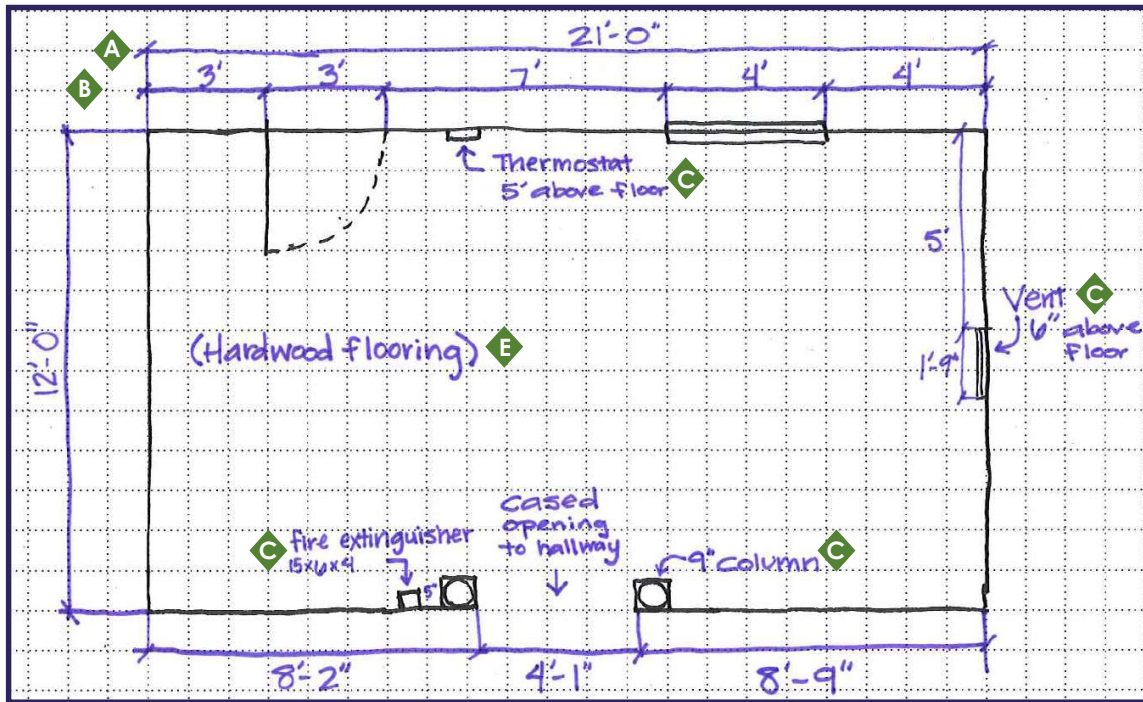


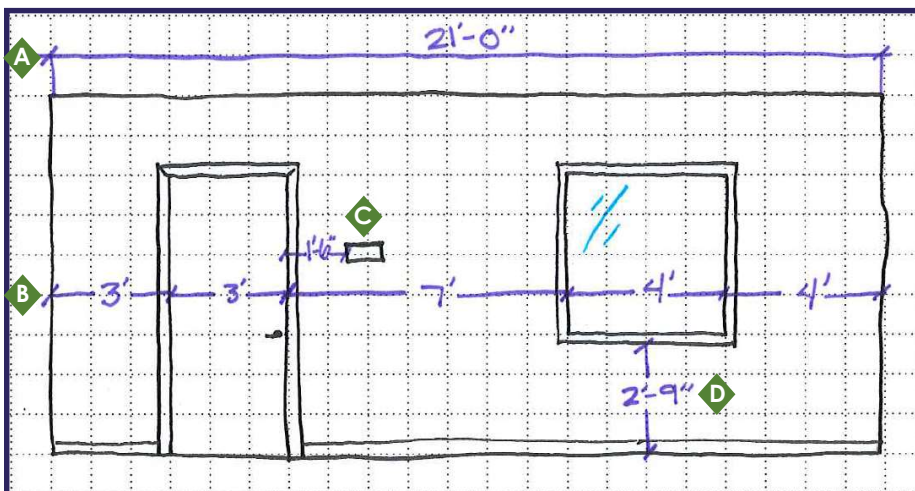


FIELD MEASURING GUIDE



KEY INFORMATION

- A** Wall to wall length:
 - Measure above the baseboard
 - Measure from corner to corner
- B** All door, window, and openings:
 - Include molding with wall measurement
 - Measure wall to door or window opening
- C** Note any obstructions and services:
 - Columns (and their size), vents, fire extinguishers, thermostats, phone, power, data etc.
- D** Height of windows:
 - Measure from floor to bottom of molding
- E** Note flooring type:
 - This helps us know what kind of chair castors to specify
- Note any built-in fixtures:
 - Bookshelves, cabinetry, sink, fireplace, etc.



TIPS

- Label everything
- Do not make assumptions on any measurements
- Note the door swing
- Note the ceiling height
- Every inch counts
- Use graph paper