

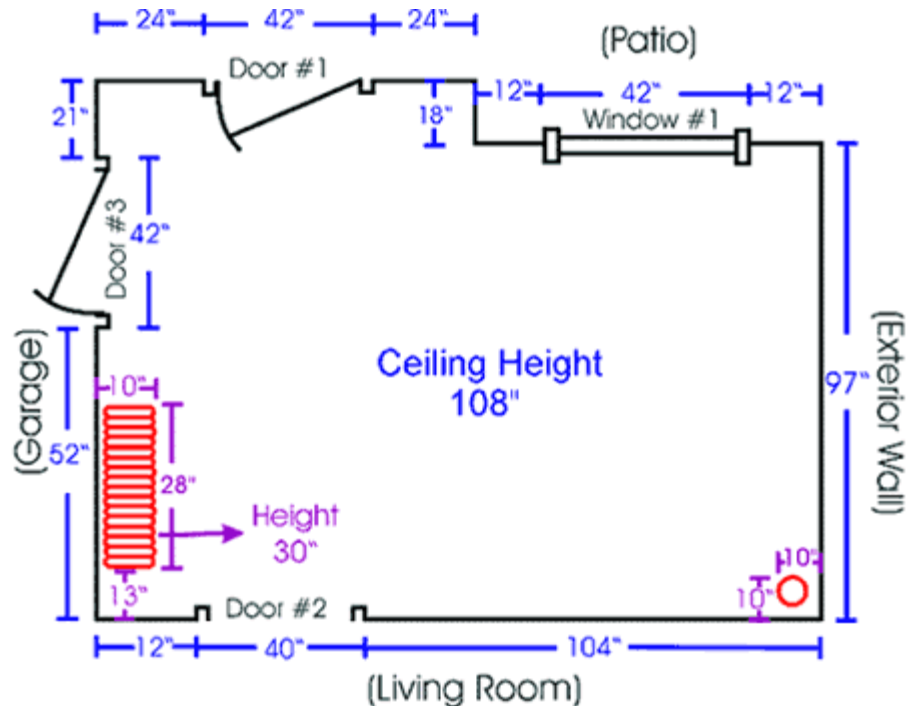
Customer Name: _____ Address: _____ Telephone: _____

You can measure your kitchen, and provide the information to the professional designers at [Cabinet Outlet Depot](http://CabinetOutletDepot.com). The information is essential to insure that the kitchen design that fits your lifestyle and requirements **also** fits your physical space.

If you don't want to measure your own kitchen, [Cabinet Outlet Depot](http://CabinetOutletDepot.com) can arrange (at your cost) to have a professional measure your kitchen space for you. However, don't let measuring on your own scare you off. Follow the tips and process here.

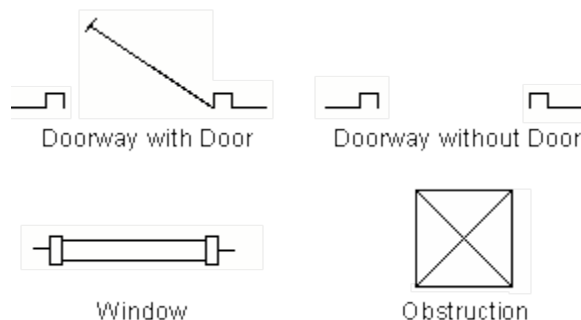
Measuring Tips

- All of your measurements should be in inches. For example, if you measure a wall that is 10 feet, write it as 120 inches — a quotation mark (") denotes inches.
- If you are remodeling, *do not include* current cabinets; measure your walls as if the room were empty.
- If you are keeping furniture such as a kitchen table, take the measurements of the furniture and provide the information to the kitchen designer. The furniture placement is part of the design process.
- Use a carpenter's framing square in each corner to determine if walls are at a 90 -degree angle. Note any walls that are not 90-degrees.
- Make sure the tape measure is taut. Do not let it sag or hold it at an angle. Make sure that there is no dirt or foreign matter under the tape to cause the tape to twist or flex. Any of these errors will cause your measurements to be off.
- If you work with a partner, only one person should read the measurements. Don't trade ends of the ruler during the process – each of you is using a different “eye” to view the numbers; you want a single “eye” consistently applied to measuring.
- When measuring object to object (such as wall to wall) take many measurements at several locations in the area and use the smallest measurement taken.
- After measuring and noting all the individual wall items (i.e. doors, windows, and wall space between) measure the entire wall and note the overall length. If you add all your smaller wall measurements and the total is different from the overall wall dimension - you need to remeasure.
- Check all measurements at least twice yourself and ask someone else to check them, too.



Step 1: Draw rough outline

Draw a rough outline of your kitchen. 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: Label outline

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

Step 3: Draw obstructions

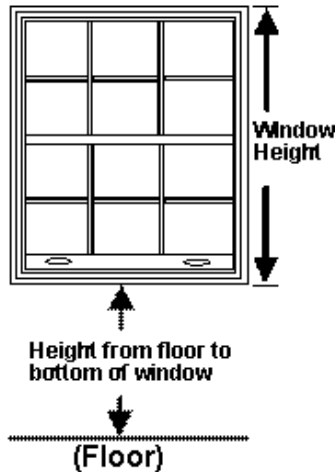
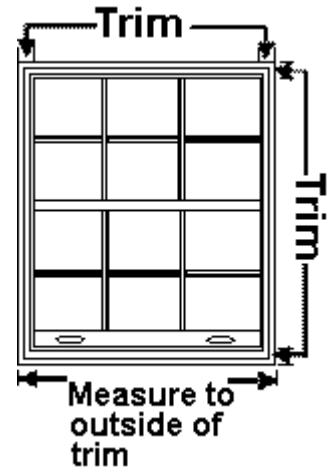
Draw in any obstructions such as radiators, pipes, sink plumbing, etc. that you either can not, or do not, want moved. You'll measure the locations a little later.

Step 4: Measure doors, windows, walls

- 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. Record the measurements on the drawing as you go around the room.

Note: When measuring doors and windows the trim is considered part of the door or window. As shown in the drawing to the right, measure from the outside of the trim on one side to the outside of the trim on the other side.

- As shown in the drawing below, measure from the floor to the bottom of each window and also measure the overall window height. Write the measurements down in the table provided.



	Distance from Floor to Bottom of Window	Height of Window Including Trim
Window 1:	(inches)	(inches)
Window 2:	(inches)	(inches)
Window 3:	(inches)	(inches)
Window 4:	(inches)	(inches)
Window 5:	(inches)	(inches)
Window 6:	(inches)	(inches)

Step 5: Measure ceiling height

- 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 kitchen. Ceiling heights, even in the same room, can sometimes vary by as much as a few inches. Record the ceiling height(s) in the center of the drawing.
- Some kitchens have soffits, or a drywall extension built down from the ceiling – usually to fill the space between the top of cabinets and the ceiling. If there are existing soffits in your kitchen that must remain, measure how far down from the ceiling, how far out from the wall, and exactly where they are placed.

Step 6: Measure obstructions

- 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.
- Measure from the second closest wall to the edge of the obstruction.
- If the obstruction does not span the full height of the room, measure the height of the obstruction.

Step 7: Indicate appliances and locations

Show desired locations of appliances on drawing. It is very important to indicate natural gas plumbing locations, 110V and 220V outlets, wall mounted telephone outlets, cable TV outlets, and other fixed utilities. (some of these will be new, some will be "obstructions" already noted.) Record appliance information (whether existing appliances being retained, or new appliances to be installed at the same time as the cabinets).

	Type	Size W x D x H	Hinge Position L/R (facing appliance)
Refrigerator			
Freezer			
Range			
Cooktop			
Exhaust Hood			
Wall Oven			
Microwave oven			
Dishwasher			
Sink			
Disposal			
Compactor			

Step 8: Check your measurements

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 wall's measurements check the totals to see if they match.

Top Wall:	$24" + 42" + 24" + 12" + 42" + 12" = 156"$
Bottom Wall:	$12" + 40" + 104" = 156"$
Left Wall:	$21" + 42" + 52" = 115"$
Right Wall:	$18" + 97" = 115"$

Use this grid to show the dimensions of your kitchen. Bold lines are 1 ft, each small square represents 3" in.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

The grid is a 15x15 array of small squares. Bold lines are drawn every 3 small squares, creating a grid of 5x5 larger squares. Each large square represents 1 foot by 1 foot. Each small square represents 3 inches by 3 inches. The columns are numbered 1 to 15 at the top, and the rows are numbered 1 to 15 on the left side.