

HOW TO GUIDE FOR OFFICE MEASUREMENTS

VIRTUAL DESIGN CONSULTATION





HOW TO MEASURE A OFFICE

The first step in designing an office is measuring the office itself. It is very easy to do if you follow this step by step guide. The only tools you need are a pen or pencil, a tape measure and this Measurement Worksheet. Even if you are not wanting units on every wall, it is best to measure the entire room. If you are placing an office space into a niche, you only need to measure the walls, ceiling height and soffit height of the niche.

Ceiling Height

- Start by pulling out the tape and create a fold so that the numbered side of the tape is on the inside of the fold.
- Put the 1" end of the tape measure on to the floor and step on it so it will stay in place.
- Hold the tape in one hand and move the tape measure up until the top of the fold hits the ceiling.
- Hold the tape measure and bring it down until you see the number in the fold.
- Write the number on the Measure Worksheet as the height.

Walls Without Windows or Doors

- It may be helpful to have someone help you with this portion.
- If you are measuring alone, start by pulling out the tape and create a fold so that the numbered side of the tape is on the inside of the fold.
- Place the metal end of the tape measure on one side of the wall.
- Extend the fold in the tape measure towards the other end of the wall.
- Record the measurement and repeat for any other walls without windows or doors.

Walls With Windows or Doors

- It may be helpful to have someone help you with this portion.
 - If you are measuring alone, start by pulling out the tape and create a fold so that the numbered side of the tape is on the inside of the fold.
 - Place the metal end of the tape measure on one side of the wall.
 - Extend the fold in the tape measure to the window or door and record the measurement on the top and wall view worksheets. If the obstruction has molding, measure to the molding.
 - Measure the width of the window or door and record the measurement on the top and wall view worksheets. If the obstruction has molding, measure from molding to molding.
 - Measure the rest of the wall and record the measurement on the top and wall view worksheets.
 - Repeat for all other walls.
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- If there is a window on the wall, measure the space between the floor and the bottom of the window. Record the measurement on the wall view worksheet.
 - Then measure the height of the window and record the measurement on the wall view worksheet.
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- If there is a door, measure the height of the door and record the measurement on the wall view worksheet.

Obstructions

- Look at the walls of the room and write down anything that cannot be removed and we would need to make sure we do not cover with a cabinet.
- Examples of obstructions are light fixtures, sprinkler heads, light switches, outlets, windows, wall safes, alarm boxes, pipes, wires and more.
- List the obstructions on the Measure Worksheet and your designer will ask you questions during your online design consultation.

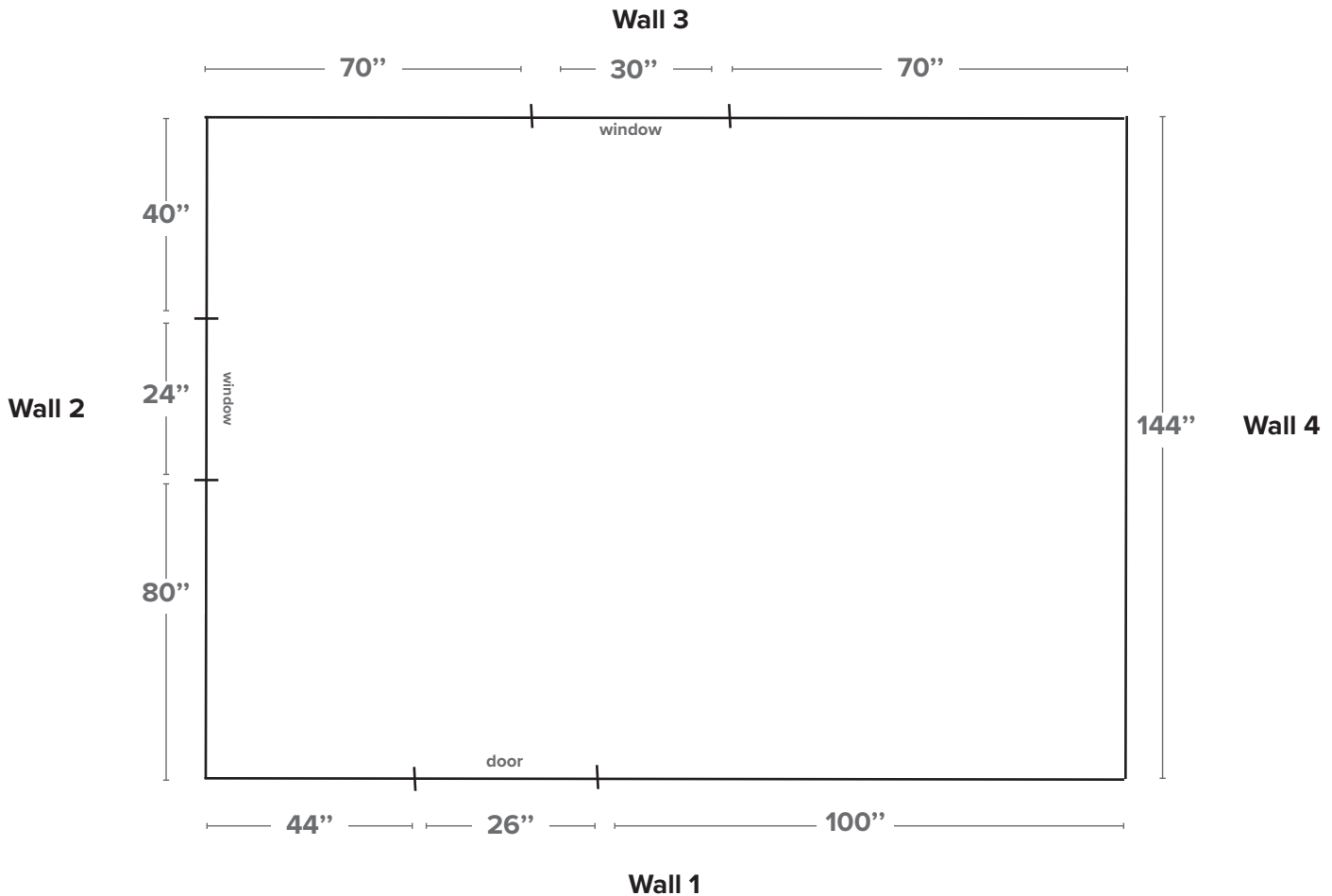
If the room is not a rectangle or there are multiple heights, you can show the designer during your online design consultation.



MEASUREMENT WORKSHEET – TOP VIEW EXAMPLE

Your sheet will look like this once you are done.

Name _____



List any obstructions and record ceiling height.

Obstructions

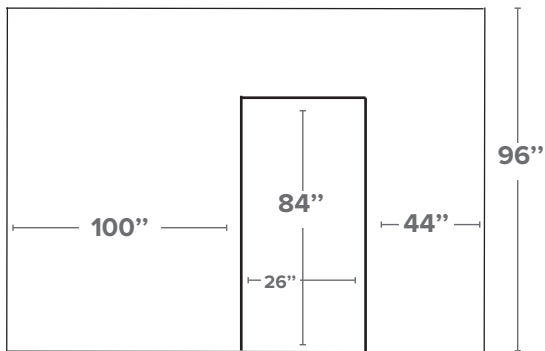
Ceiling Height

96"

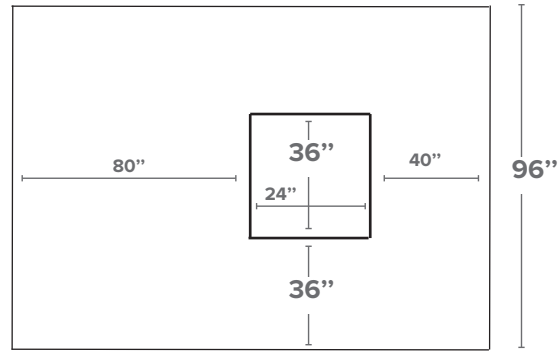
MEASUREMENT WORKSHEET – WALL VIEW EXAMPLE

Your sheet will look like this once you are done.

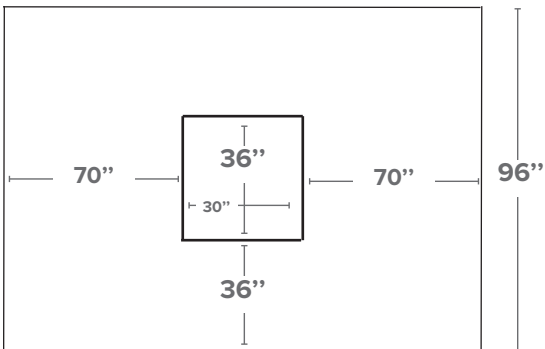
Name _____



Wall 1



Wall 2



Wall 3

List any obstructions and record ceiling height.

Obstructions

Ceiling Height

96"

MEASUREMENT WORKSHEET – TOP VIEW

Name _____

Draw a rough sketch of a birds eye view of the room and record the measurements next to each wall. Please look at the previous example to see how to mark doors and windows.

List any obstructions and record ceiling height.

Ceiling Height _____

Obstructions _____

MEASUREMENT WORKSHEET – WALL VIEW

Name _____

Draw a rough sketch of each wall with a window or door. This page is for recording the exact measurements of the placement of windows and doors.

List any obstructions and record ceiling height.

Ceiling Height _____

Obstructions _____
