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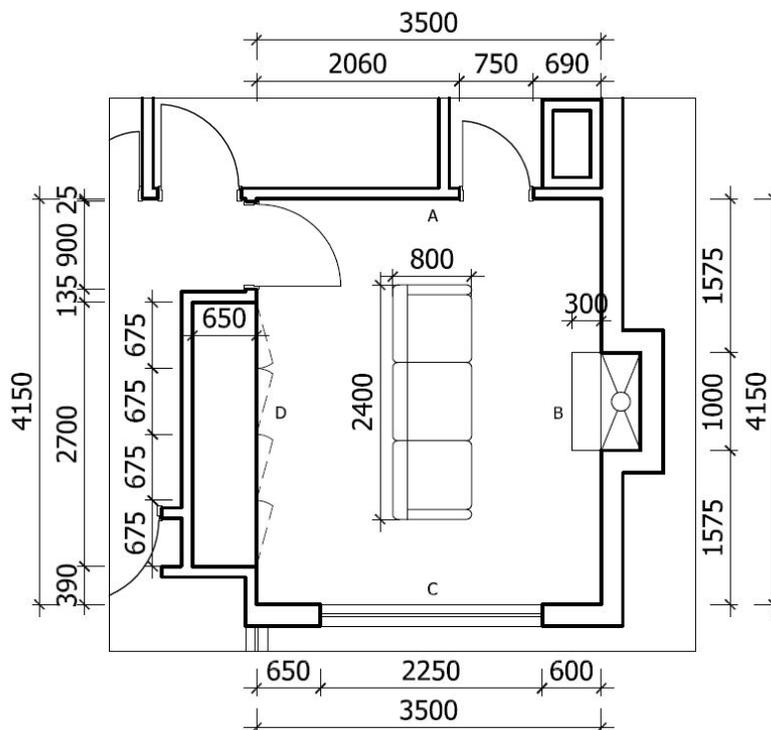
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## MEASURING GUIDE

Follow these steps when measuring your room(s):

### Floor plan

1. Using a pen and unlined white paper, sketch the layout of the room. Don't worry; it doesn't need to be to scale.
2. Using a tape measure, measure the entire length of each wall, corner to corner.
3. After each wall has been measured and recorded, measure each wall in detail.
  - Starting in the corner, measure the distance to the edge of the first window opening.
  - Next, measure the width of the window opening.
  - Proceed to measure all items on the length of wall. Items important to include are: doors, windows, built-ins, electrical outlets, lighting, air cons.
  - Continue to do this for all other walls.
4. Mark each wall A, B, C, D so that we can match them up with the elevations.





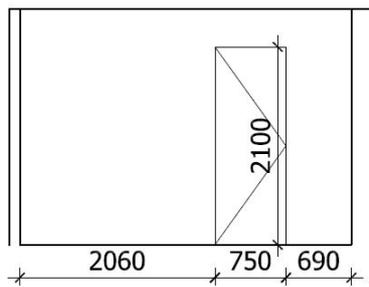
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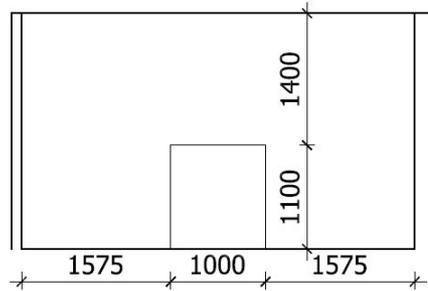
- Once you have completed the detailed measurements, add up the detailed measurements on a calculator and make sure that they add up to your measurement of the entire length of the wall. If the measurement is off by more than 100mm, quickly re-measure length of wall and details to find the error.

### Wall Elevations (needed for any walls with architectural features)

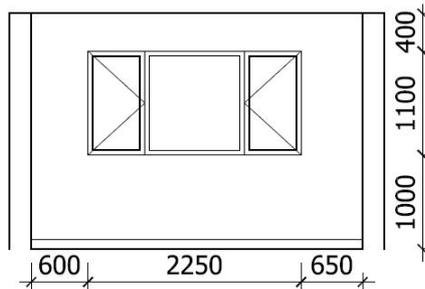
- Sketch the overall shape of the wall and include the approximate position and height of any windows, doors, existing lighting and fireplaces.
  - Make sure measurements are anchored to the floor and the adjacent wall.
  - From the floor, measure the distance to the bottom edge of the window opening.
  - Next, measure the height of the window opening.
  - Proceed to measure all items on the length of wall. Items important to include are: doors, windows, built-ins, electrical outlets, lighting, air cons
  - Continue to do this for all other walls.
- Label each wall elevation A, B, C, D so that we can match them up with the floor plan.
- Height of ceiling from lowest point to the floor.



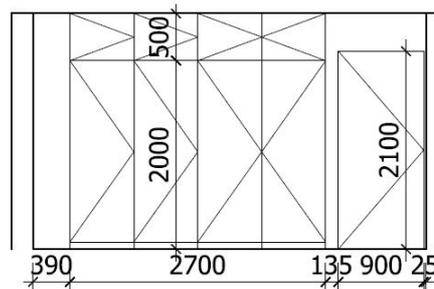
Wall A



Wall B



Wall C



Wall D



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## **Existing furniture**

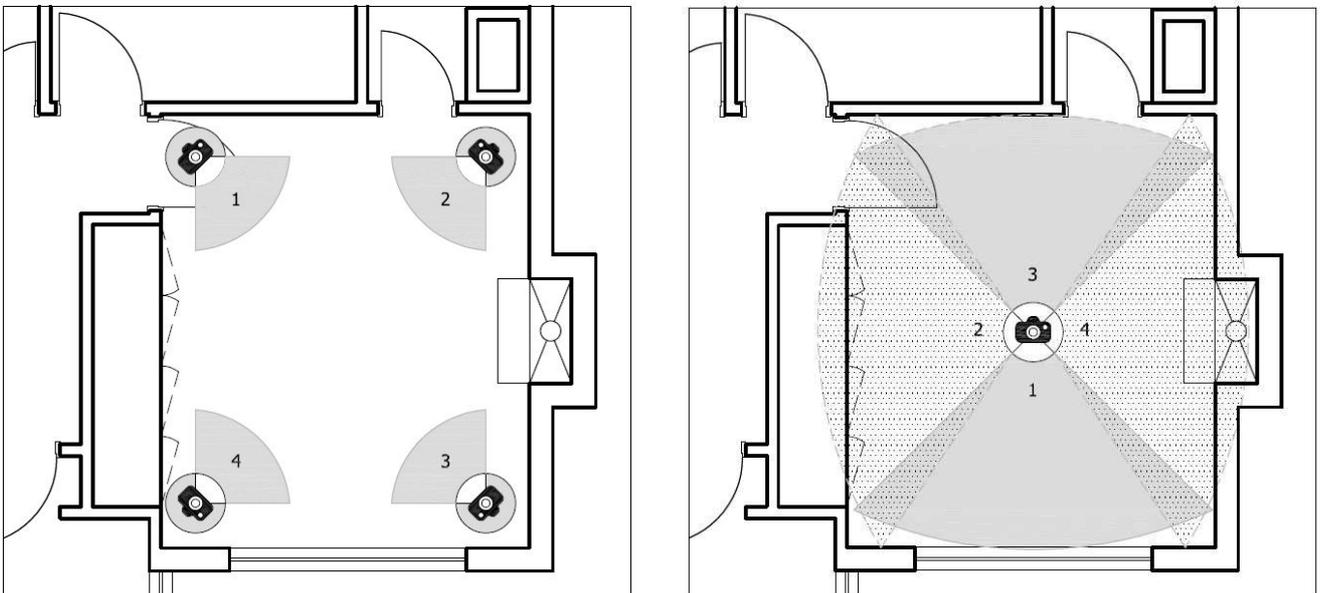
1. Please provide dimensions of any furniture (and equipment like fridges etc.) you would like to keep and incorporate into the design of your room. (Remember to include a photo as well)
2. Take note of all ceiling light fixtures and approximately indicate existing placement on your drawing.
3. Width x Depth x Overall height & Arm height

**Scan and e-mail your drawing to us with all the information included from the steps above.**

## **PHOTO GUIDE**

**For each room we are designing, please provide the following images:**

1. Overall room photograph taken from each corner of the space (4 images total)
2. Photograph each wall face on. Try to capture part of the floor, ceiling and adjacent walls if possible.



3. Close up of any lighting, tile, flooring or furniture you would like to keep in the room.
4. Include at least one photo taken on a sunny morning.