

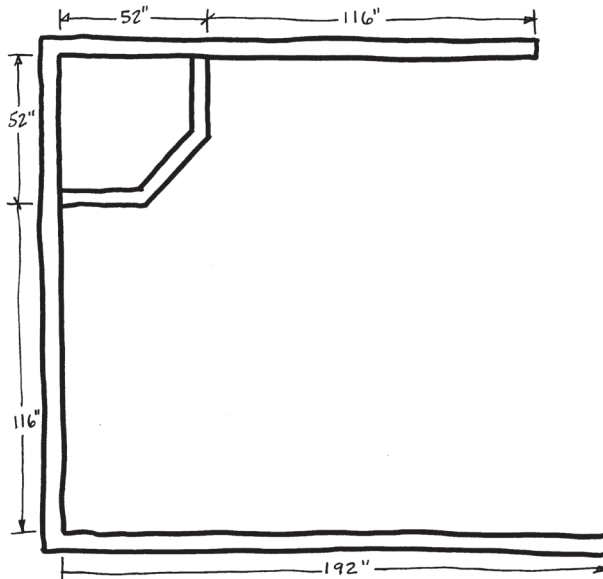


The RTA Shop: Measuring Guide

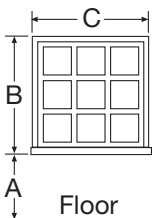
The following step-by-step instructions will make measuring for your new project a snap! All that's required is paper, pencil and a tape measure. Accuracy is the key to a successful project, so take your time and be sure to double check all measurements.

Date: _____	Company Name: _____
Contact Name: _____	City, State: _____
Contact Email: _____	Customer/Job Ref: _____
Contact Phone: _____	Door Style: _____

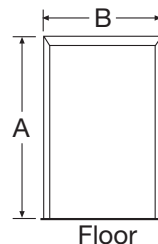
1 WALL MEASUREMENTS - Begin in any corner of the room, with tape measure at waist height, and measure to an adjacent wall. **Always measure in inches only, not feet and inches!** Record your first measurement and continue around the room measuring all walls where cabinetry will be installed. Once completed, draw the floor plan and add your measurements like the example below.



2 WINDOWS & DOORS - Now, measure all doors, windows and wall openings. **Any trim around doors, windows or openings is considered part of the opening, and should be included in your measurement.** Record your measurements (in inches) on the charts provided below for reference in the next step.

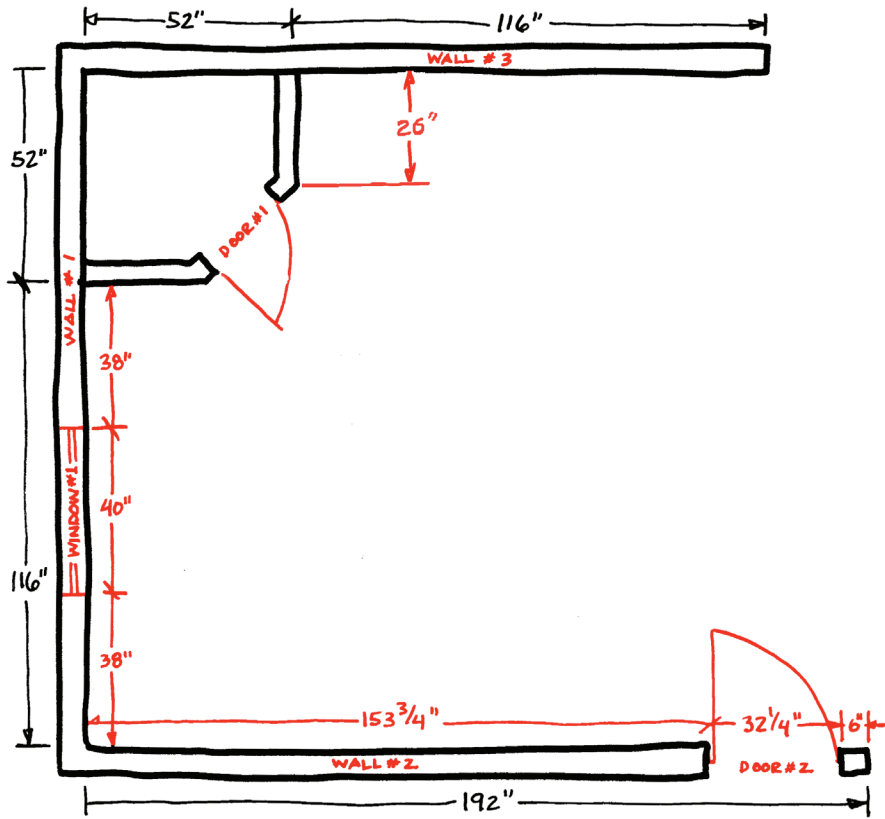


WINDOW MEASUREMENTS			
WINDOW#	DIMENSION "A"	DIMENSION "B"	DIMENSION "C"
#1			
#2			
#3			
#4			



DOOR MEASUREMENTS		
DOOR#	DIMENSION "A"	DIMENSION "B"
#1		
#2		
#3		
#4		

3 ADDING DOORS & WINDOWS TO YOUR DRAWING - The next step is to locate all openings on your floor plan. Measure from the wall corner to outside edge of opening trim and locate on drawing. Add opening dimension and then, measure from outside edge of trim to adjacent wall. Repeat process for all openings. Identify all openings from the charts in step 2 and then label wall numbers for future elevation drawing reference. When placing doors on drawing, be sure to indicate which way the door opens.



4 CEILING & SOFFIT INFO

Floor to ceiling height: _____

- Straight Vaulted Soffit*

If there is a soffit*, will it remain? Yes No

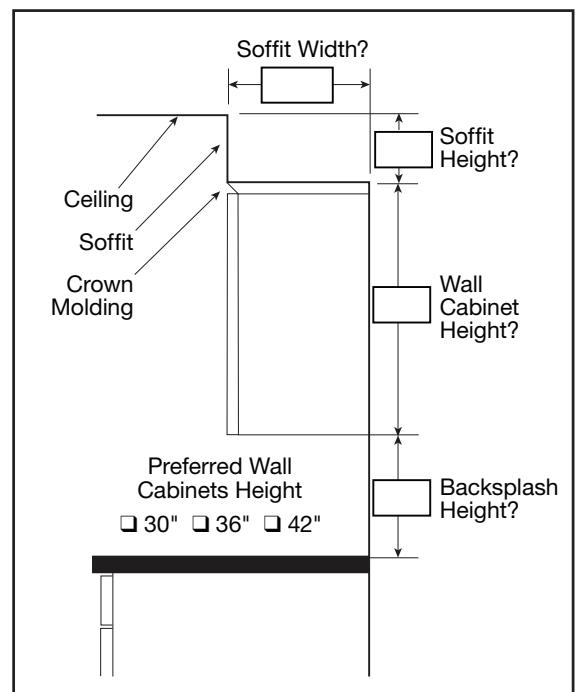
(If yes, please mark dimensions on the diagram to the right.)

*A soffit, also called a bulkhead, is the area between the top of a wall cabinet and the ceiling.

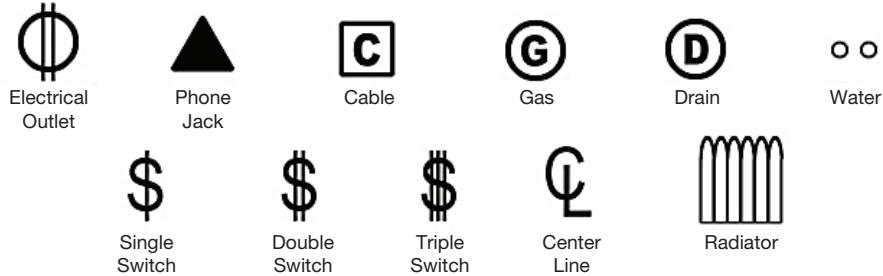
Floor Type:

- Tile Vinyl Wood
 Other _____

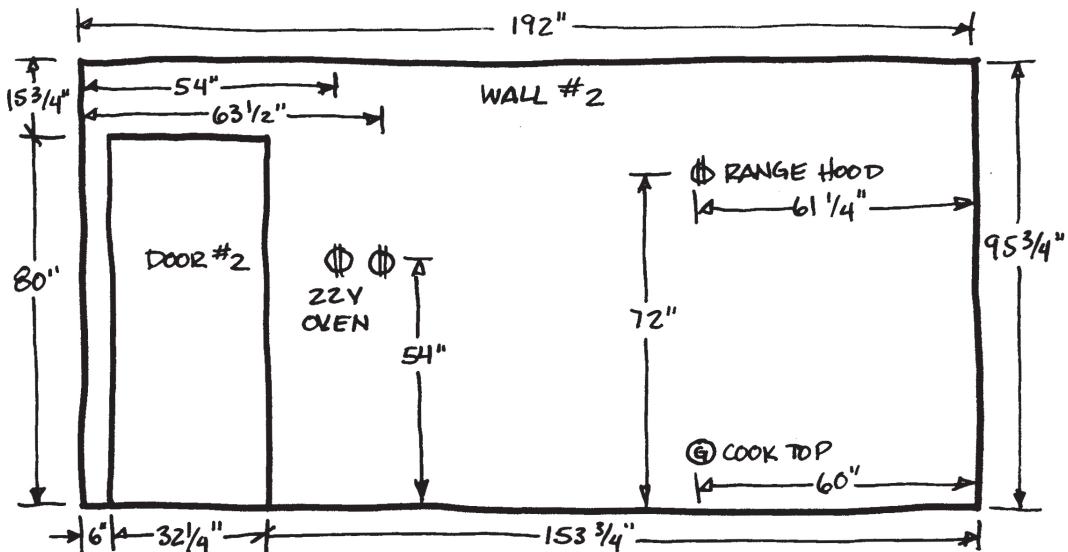
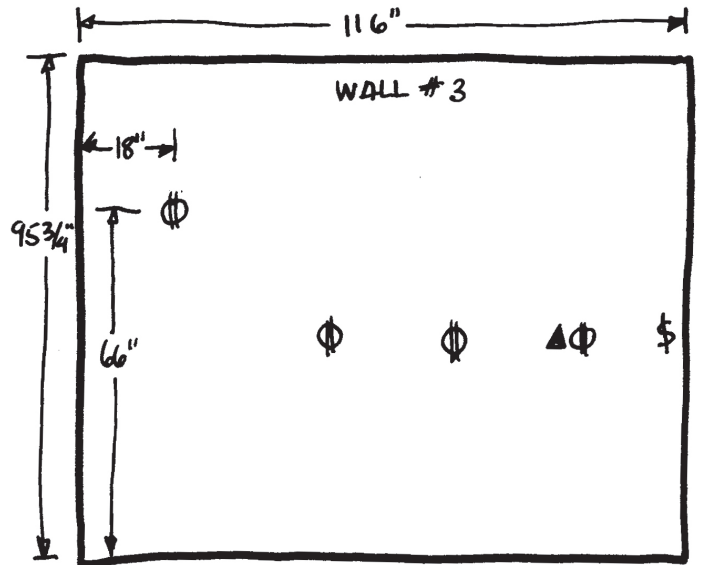
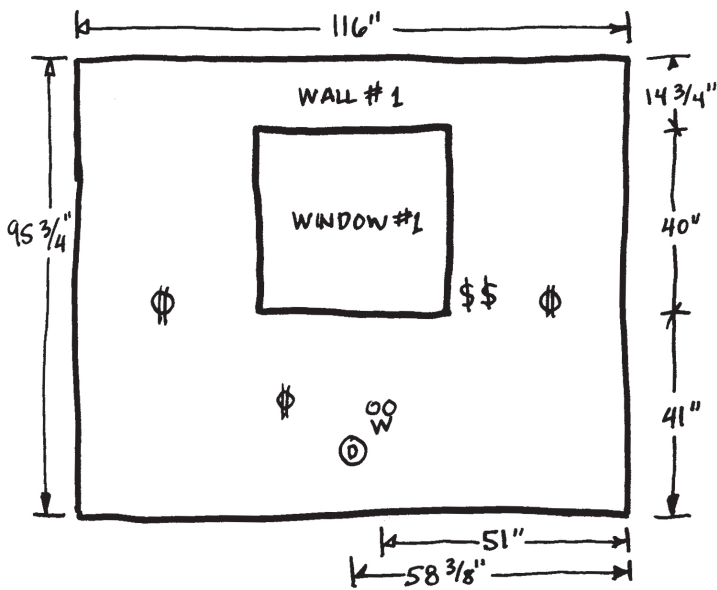
Will you keep your current floor? Yes No



5 CREATE ELEVATION DRAWINGS - Now, draw an elevation of each wall and locate all openings. Be sure to include the ceiling height and show soffits (boxed build-down from ceiling), if you have them or plan on adding them. For easy identification, use the symbols shown below to locate water lines, drain lines, electrical outlets/switches, etc.



Enter the centerline location dimensions for any applicable utility services and finally, identify any wall areas that are not to receive cabinetry or any obstructions that may complicate design.



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SINK & APPLIANCE SPECIFICATIONS - Now please provide the sink and appliance dimension, if known. Provide as much detail as possible including the model #'s if available.

APPLIANCE & CLEAN-UP SELECTIONS						
APPLIANCE	STYLE or TYPE (CHECK BOX FOR SELECTION)	BRAND	MODEL#	WIDTH INCHES	DEPTH INCHES	HEIGHT INCHES
Sink	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Bar <input type="checkbox"/> Other					
Range	<input type="checkbox"/> Freestanding <input type="checkbox"/> Built-in					
Cooktop	<input type="checkbox"/> Drop-in <input type="checkbox"/> Other:					
Wall Oven	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Combo <input type="checkbox"/> Other:					
Range Hood	<input type="checkbox"/> Vented <input type="checkbox"/> Recirculating					
Microwave	<input type="checkbox"/> Built-in <input type="checkbox"/> Freestanding <input type="checkbox"/> Above Range					
Dishwasher	<input type="checkbox"/> Built-in <input type="checkbox"/> Portable					
Refrigerator	<input type="checkbox"/> Top Freezer <input type="checkbox"/> Bottom Freezer <input type="checkbox"/> Side-by-Side <input type="checkbox"/> French Door					
Freezer	<input type="checkbox"/> Upright <input type="checkbox"/> Chest					
Trash Compactor	<input type="checkbox"/> Built-in <input type="checkbox"/> Freestanding					
Wine Chiller	<input type="checkbox"/> Built-in <input type="checkbox"/> Freestanding					

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FEATURE WISH LIST - Below you will find the most commonly asked for features, upgrade options or design elements. Please "X" all items that are of interest to you and we will make every effort to incorporate them into your design.

DESIGN & FEATURE SELECTIONS				
<input type="checkbox"/> SOFT CLOSE DRAWERS	<input type="checkbox"/> SOFT CLOSE DOORS	<input type="checkbox"/> SINK TILT-OUT TRAY	<input type="checkbox"/> MATCHING END PANELS	<input type="checkbox"/> FLUTED FILLERS
<input type="checkbox"/> ROLL-OUT TRAYS	<input type="checkbox"/> SINGLE WASTE BASKET	<input type="checkbox"/> DESK HEIGHT AREA	<input type="checkbox"/> V-GROOVE PANELING	<input type="checkbox"/> TURNED ISLAND LEGS
<input type="checkbox"/> LAZY SUSAN CORNER	<input type="checkbox"/> DOUBLE WASTE BASKET	<input type="checkbox"/> MULLION DOORS	<input type="checkbox"/> CROWN MOLDING	<input type="checkbox"/> POT & PAN DRAWERS
<input type="checkbox"/> DRAWER ORGANIZERS	<input type="checkbox"/> WALL ANGLE CABINET	<input type="checkbox"/> PANTRY PULLOUTS	<input type="checkbox"/> LIGHT RAIL	<input type="checkbox"/> STEPPED WALL CABINETS
<input type="checkbox"/> MICROWAVE SHELF	<input type="checkbox"/> CAFÉ WINE RACK	<input type="checkbox"/> CENTER ISLAND	<input type="checkbox"/> KNOBS & PULLS	<input type="checkbox"/> VANITY MAKEUP DRAWER
<input type="checkbox"/> SHELF DIVIDERS	<input type="checkbox"/> TALL UTILITY STORAGE	<input type="checkbox"/> 24" DEEP FRIDGE CABINET	<input type="checkbox"/> COUNTERTOP CORBELS	<input type="checkbox"/> VANITY LINEN CABINET

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That completes the measuring requirements. Please scan the following pages and provide them to your designer, along with detailed photos of the current room layout:

1. **Pages 1, 2 and 4** of your completed Measuring Guide
2. Detailed **Floor Plan** and **Wall Elevation** sketches of your space
3. Suggested **Cabinet Layout**, if you have one drawn up