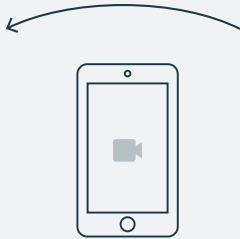


How To: Measure Up

1



VIDEO THE ROOM

If possible, take a recording of the whole room, panning the camera from one side to the other.

2



CREATE A DIAGRAM

Draw a simple diagram of the room, indicating any doors and windows. Plain paper is fine if you don't have graph paper.

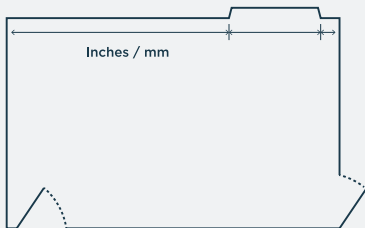
3



HOW TO MEASURE

Measure individual sections of the room, for example, from the wall to a window, then the window, and so on. (use either inches or mm)

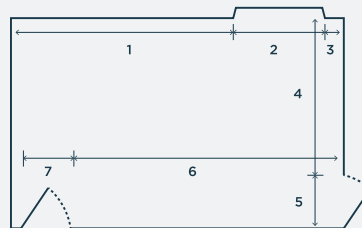
4



ADD MEASUREMENTS TO DIAGRAM

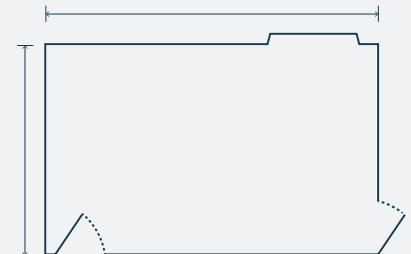
Once you have taken one measurement add it to your plan.

5



REPEAT FOR EACH SECTION

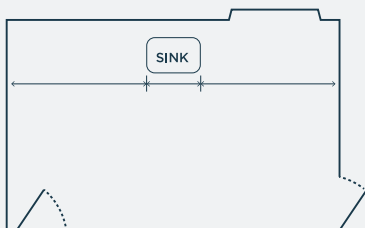
6



CALCULATE TOTALS

Add measurements for the full width and length of the room.

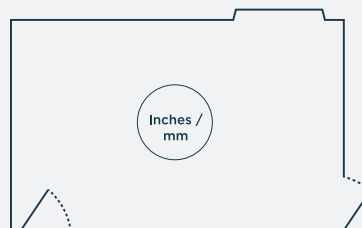
7



ADD ADDITIONAL INFORMATION

If possible, add measurements to indicate location of the sink and other fixtures.

8



ROOM HEIGHT

If possible, provide a measurement of the room height and add to diagram in a circle.
WARNING: DO NOT do this if it poses a risk to your safety.

9



HOW TO SEND

Once your diagram is complete, take a photograph (or scan it in) and email it to us. Remember to include your name, address and a contact telephone number if possible.