

Measuring System Instructions

Filling Out the Form

Room: Use abbreviation on back of this page to describe room.

Type: Bay, Double Hung, Casement, Fixed, Dormer, Bow, Corner, Sliding Door, French Door, etc.

Installed: e.g., 4" above casing, at crown/ceiling, etc. - brief description of installation instructions.

Ceiling, Crown, Border or Beam: Circle the appropriate choice.

Depth of Window: Mounting depth for an inside mount.

Trim Projection: Distance trim projects from wall or distance trim projects around glass of door.

Eye: Measurement from top of window casing to where glass begins.

1st Pane: Measurement from top of window casing to 1st pane of window (*measure below 1st pane*).

Chair Rail: Measurement from top of window casing to beginning of chair rail.

Apron: Piece of molding beneath the stool.

Air Vent: Location of vent: C=center of window, L=left side of window, R=right side of window.

Drywall Space: Record amount of space when windows are separated by a small amount of drywall.

Space to Handle: Measurement from edge of frame around glass to handle; record this in box labeled "E". (*note: circle correct location of handle*).

Handle Style: Record handle type e.g., knob or lever.

Wood or Metal: Enter "M" or "W" to record type of door.

Handle Project: Record projection of handle to door; allowance needed for a hard or soft treatment to function.

Treatment: Fabrication style desired for window. Use one section for each treatment.

Unlined, Interlined, Blackout, Thermosuede: Circle all that apply.

Hardware: Type of rod, board or special hardware needed for treatment.

Face Fabric Cuts: All front fabric cuts needed for the treatment. See cut line example below.

Contrast/Trim Cuts: All contrast lining, banding, ruffles, cording or trim cuts needed for a treatment.

Example of a cut line:

3 @ 108 *, drap v. RA, * = treatment/item, V = name of vendor, drap = drapery, RA = Robert Allen. Abbreviate all treatment/items & all names of vendors.

Blind Form - Blank Heading Boxes: Use these columns on the right side of the form to compare different products. Write the name of the products in the column heading. Write the single retail price to the left & the quantity price to the right of the box (*ex: 54/108 - this would be two blinds that cost \$54 each*).

Directions for the Measuring System

Use the 1/4" grid graph paper on the backside to sketch designs to scale.

Use clipboard upside down to allow the tabs to be accessed to retrieve the various forms. Place forms **in front** of the appropriate tab. To remove forms, hold clipboard up & use thumb to pull clip open & remove forms with free hand. Clip can hold up to a 1/2" stack of paper. Do not overload clip.

Put more forms of the most common windows on the clipboard. (*ex: fill the clipboard w/10 copies Single & Double Window forms, 3 - 5 of all the other forms.*)

The Doors tab should include the following forms: Doors - Single & Double, Doors - Sidelights w/Eyebrow & Transom. The Specialty Windows tab should include the following forms: Bay, Corner & Quarter Arches. The Miscellaneous tab should include the following forms: Beds, Showers, Cushions & Tablecloths. The Blind tab should include the Blind form as well as the Recess Layout form.

Use the door form with Sidelights w/Eyebrow & Transom for many different doors e.g., this form can be used for a double door with sidelights, just X out the transom or if your client only has a single door with sidelights X out one of the doors & transom.

There is a split column in the middle of most forms e.g., the left side of the column represents the left window & the right side of the column represents the right window.

Bay & Corner Window: These forms have a box for angle measurements located at the top corners.

Eyebrow Windows: The eyebrow includes straight sides, if the eyebrow does not have straight sides just place an X in that box.

Door Forms: These forms have extra handles, circle the correct handle location.

Bed form: This form has a section to record the width & height of a brace/support for a king bed. **Tip:** The form also includes a box to record coverlet/comforter drop.

Tip: Apply a very small piece of adhesive Velcro to a Minutes Matter pencil & the male side of the Velcro on the top area of the clipboard; you will always have a pencil to record your measurements. An adhesive clip can also be used to hold the pencil. Also, clip your tape measure on the top left side of your clipboard. Everything you need to measure will be at your fingertips. **Important:** Keep extra Measuring Forms in a hanging file e.g., milk crate in trunk or van.

Basic Form Information

Use the Minutes Matter mechanical pencil to fill out forms. (*Mechanical pencils ensure lead consistency, regular pencils get dull & write too large.*)

Always record width measurement first, then length measurement. (*Doing things the same way every time reduces mistakes.*)

Save time when measuring by circling, filling in the blanks, or placing an X in the boxes that do not apply. Placing an X in these boxes indicate that the measurement was noted & not skipped. (*ex: If an air vent is not near the window, put an X in the air vent box. However, if the vent is on the left side of the window & 5" from wall, put an L/5 in the box. Note: Make clients aware that an air deflector will need to be used with floor length draperies.*)

On the forms that have boxes with "A", "B", etc., write measurements in the box that corresponds to the letter on the illustration.

Terminology

Room Abbreviations

DR: Dining Room
LR: Living Room
Kit: Kitchen

Break: Breakfast Room
MB: Master Bedroom
Mbath: Master Bath

Gbath: Guest Bath
Hbath: Hall Bath
Bon: Bonus

General Abbreviations

RM: Room
FW: Finished Width (*face of board or rod*)
FL: Finished Length (*entire length of treatment*)
SP: Short Point (*shortest point of treatment*)
LP: Long Point (*longest point of treatment*)
RP: Rod Pocket
Ret: Return or Projection
RR: Railroad Fabric
Dec: Decorative

Blind Form Abbreviations

Room: Room hard treatment is to be installed
Qty: Quantity of blinds/shades/shutters/verticals
Val: Describe the type of valance or headrail
Mt dep: Mounting depth for an inside mount
Mt: Mount, circle IB or OB
 IB: Inside Bracket/Mount
 OB: Outside Bracket/Mount
S by S: Circle Yes or No to indicate if blinds are side by side
Draw: Circle direction of stack, C=Center, L=Left, or R=Right
Ctrl: Circle control location, L=Left, R=Right, S=Standard
Ctrl L: Control Length/Drop
Hld: Hold-down brackets, circle Yes or No

Window Terminology

The window diagram below displays the terminology of a window. Carpenters refer to windows in these terms.

A sill is the exterior lip and a stool is the interior lip on a window. Most carpenters refer to trim as the casing. The wood along the top of the window is referred to as the top casing, along the side is referred to as the side casing. On a double hung window, the wood trim around the glass on the top part of the window is referred to as the upper sash, likewise the lower part is the lower sash.

