

### Floor Plan:

Make a sketch of your existing kitchen (on the grid sheet available).

Record all measurements in inches rather than feet.

**Step 1.** Start in one corner and measure each section of wall, windows, and doors. (When measuring windows and doors, include the trim in the measurement - see below.) Record the measurements on your sketch.

**Step 2.** Measure the total distance of each wall. Record the measurements on your sketch.

**Step 3.** Measure the ceiling height and record it in the center of your drawing. Sometimes, especially with older homes, it is a good idea to take measurements in a few different areas of the kitchen. Ceiling heights, even in the same room, can sometimes vary by as much as a few inches.

**Step 4.** Measure any obstructions such as radiators, pipes, soffits, etc. that you do not want or cannot move. If the obstruction is close to a wall, measure out from the wall to the edge of the obstruction. Measure the height of the obstruction.

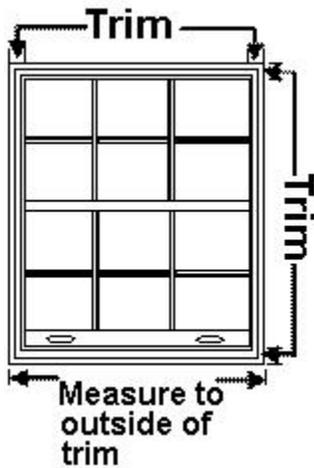
**Plumbing and Heating:** Locate the center of the plumbing and location of the heating /air conditioning registers. Record on your sketch a letter P for plumbing and H/A for heat/air conditioning.

**Gas/Electrical:** Locate the gas line or range outlet, electric outlets, and electric switches. Record on your sketch a letter G for Gas, E for electric outlets and S for switches.

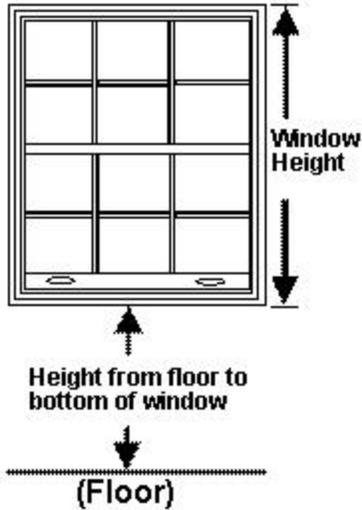
Show all **WINDOWS** and **DOORS** .

A) Beginning at the top left corner of your drawing measure to the first window, door, or wall. Continue clockwise around the room until each wall, window and door has been measured.

Note: When measuring doors and windows, the trim is considered part of the door or window. As shown in the drawing below, measure from the outside of the trim on one side to the outside of the trim on the other side. For doorways with doors, draw the doorway according to which way the door swings.



B) As shown in the drawing below, measure from the floor to the bottom of each window and also measure the overall window height. If you have printed these instructions, write the measurements in the table provided below.



Window	Distance from Floor to Bottom of Window	Height of Window Including Trim
Window #1:	(inches)	(inches)
Window #2:	(inches)	(inches)
Window #3:	(inches)	(inches)
Window #4:	(inches)	(inches)
Window #5:	(inches)	(inches)
Window #6:	(inches)	(inches)

**Step 4:**

A) Beginning at the top left of your drawing, label the windows "Window #1", "Window #2", etc. in a clockwise order.

B) Again, beginning at the top left of your drawing, label the doors "Door #1", "Door #2", etc. in a clockwise order.

C) Next to each wall, write the name of the adjacent room. If the wall is an "outside wall" write "exterior wall."

**Step 5 (Final Step):** Check your measurements.