

**Use the following Measure Sheet to record each window measure**

Room #: \_\_\_\_\_ Name: \_\_\_\_\_

Window Letter: \_\_\_\_\_ Name: \_\_\_\_\_

**Measuring the Window**

**Step 1: Make a simple room diagram.**

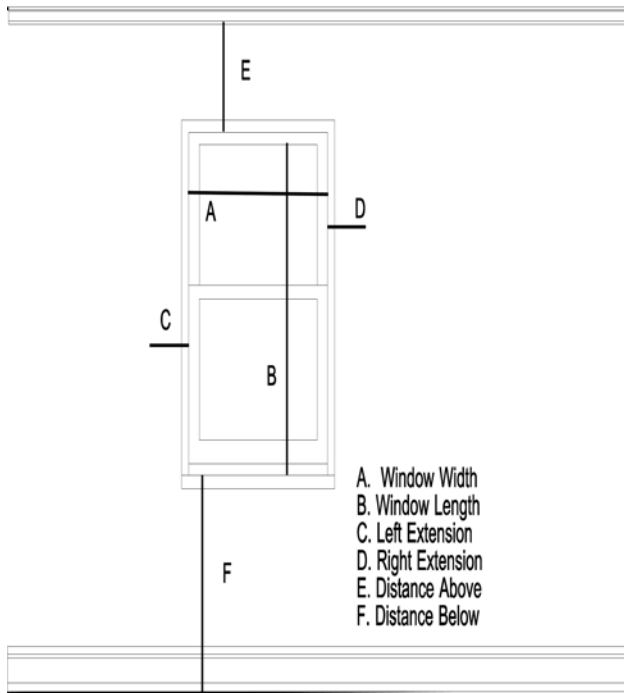
- ❖ Label each room with a number and each window with an alphabetical letter.

**Step 2: Consistent Measuring Techniques.** More mistakes are made here than at any other step in the process.

- ❖ Measure each room in the same order. For example clockwise starting at the door.
- ❖ Never take a "guestimate"
- ❖ Take complete measurements for each window.
- ❖ Measure to the nearest 1/8".
- ❖ Write the measurements down as you take them. Never rely on memory.
- ❖ Read the tape measure straight in front of your eye. If necessary, get a stepladder and assistance.
- ❖ Measure at three different points at the width and the length of the window.
  - Use the smallest measurement for inside mount
  - Use the largest measurement for outside mount

**Step 3: Look at each Window and Note Anything Relevant**

- ❖ Type of window.
- ❖ How do the window function.
- ❖ Any obstructions in the way of potential treatments.
- ❖ Look for any alarms sensors that might be in the way.
- ❖ Look for any light switches or electric sockets
- ❖ What type of wall construction is it? (Drywall, concrete, plaster)
- ❖ Detailed architectural features such as fireplaces, bookshelves, overhead fans and their



Measure Area	Actual Measurement	Measure Area	Actual Measurement
A. Inside Width		G. Return Extensions x 2	
B. Inside Length		Additional Width	
C. Left Extension Width		Additional Length	
D. Right Extension Width			
E. Distance Above		FINAL ORDER WIDTH	
F. Distance Below		FINAL ORDER LENGTH	