

HOW TO MEASURE & PHOTOGRAPH YOUR SPACE

This guide will help you to provide me the following information...

- ♥ Floor Plan
- ♥ Elevations
- ♥ Take Photos

Once you've done these things, you can scan (or photograph the floor plans and elevation) and either email them to me or upload them into your personal design platform via your Harp client portal.

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How to Draw Your Space

1. Use a pencil, sketch out the existing layout & be sure to include the locations of all windows, doors, and closets.
2. Use a tape measure to measure each wall, corner to corner. It's easier to hold the tape measure on the floor to measure.
3. Write down the sizes and locations (and heights if applicable) of each window, door, doorway, closet, electrical, media outlets, ceiling and wall fixtures including... a pass-thru, built-in bookcases, any radiators, closets, alcoves, or wall projections, etc.
4. Measure and write down the ceiling height.
5. Now, measure each window from the floor to the bottom of the window, and again from the floor to the top of the window. Then measure the width of the window and write down all those measurements.

When you finish the first wall, total the measurement; it should match the first overall measurement. Continue this process around the room, and note the measurements on your drawing.

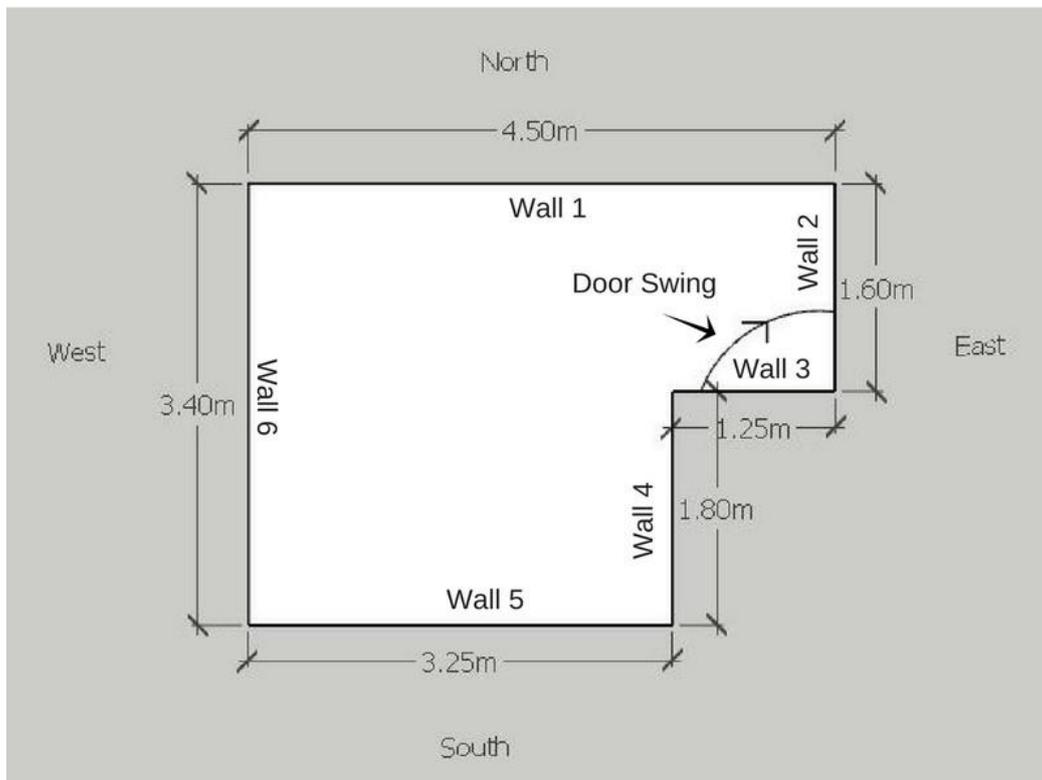
Other stuff that would be helpful for me to know:

- ♥ Ceiling height for each room
- ♥ Location of all power outlets
- ♥ Height and widths of windows and doors
- ♥ Location of windows on each wall
- ♥ Location of any wall sconces and/or ceiling lights

*When drawing in pencil, please make sure the lines are dark enough so when you later scan or fax your drawings back to me I will be able to read them easily.

How to Draw Your Floorplan

Floorplan



Step 1 - Get a pencil and using either the supplied graph paper (see below) or another piece of paper, draw the shape of the walls.

Step 2 - When you have the shape of the room, you can start writing in the measurements in metres and centimetres

Step 3 - Label each wall as either North, East, West or South.

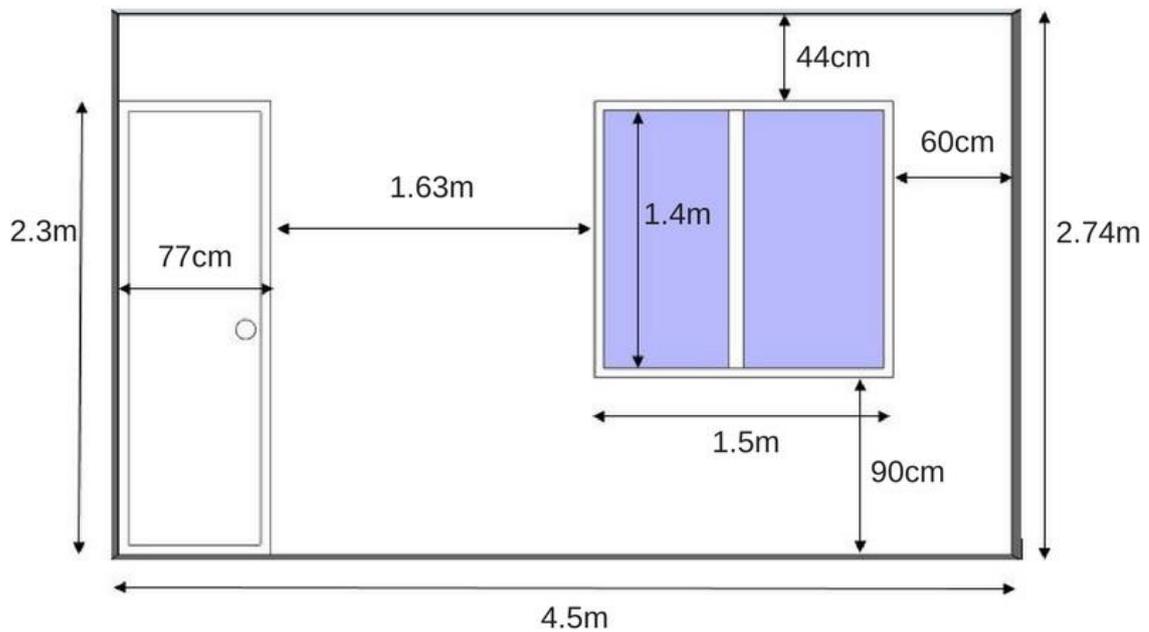
Step 4 - Not sure which is which? Most smart phones have a built in compass, or you could download a free compass app

Step 5 - Give each wall a number e.g. Wall 1/Wall 2 etc. for future reference

Step 6 - Don't forget to draw in where the door is and which way it swings

How to Draw Your Elevation/Walls

WALL 1 - Elevation



Step 1 - Draw a rectangle to represent your wall and number the wall the same as it is on your floorplan

Step 2 - Measure the height and width in metres and centimetres and write it on your elevation

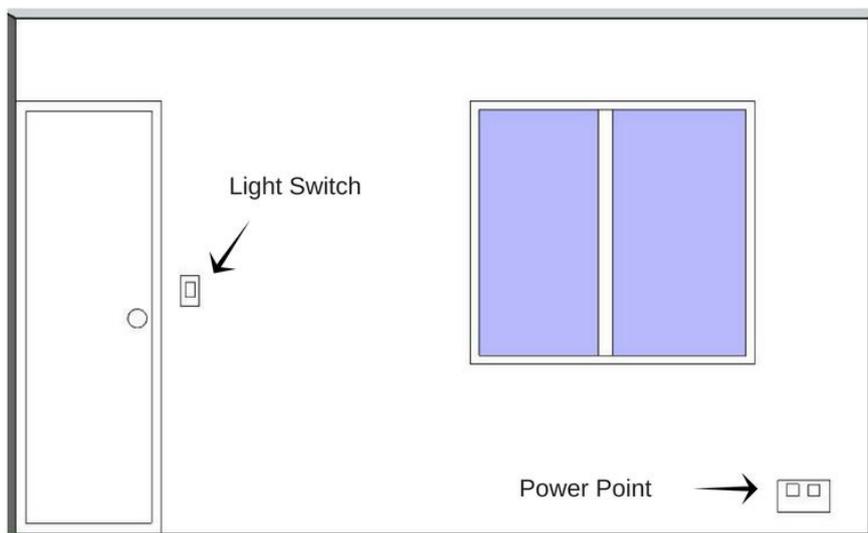
Step 3 - Draw in all the features including doors, windows, fireplaces, inbuilt shelves or wardrobes etc.

Step 4 - Measure and note down on your elevation drawing, all the measurements for these features and their distance from other features or walls and windows (see above example)

Step 5 – Draw in the small things that are important including light switches, power points, wall vents or sconces etc.
(see example below)

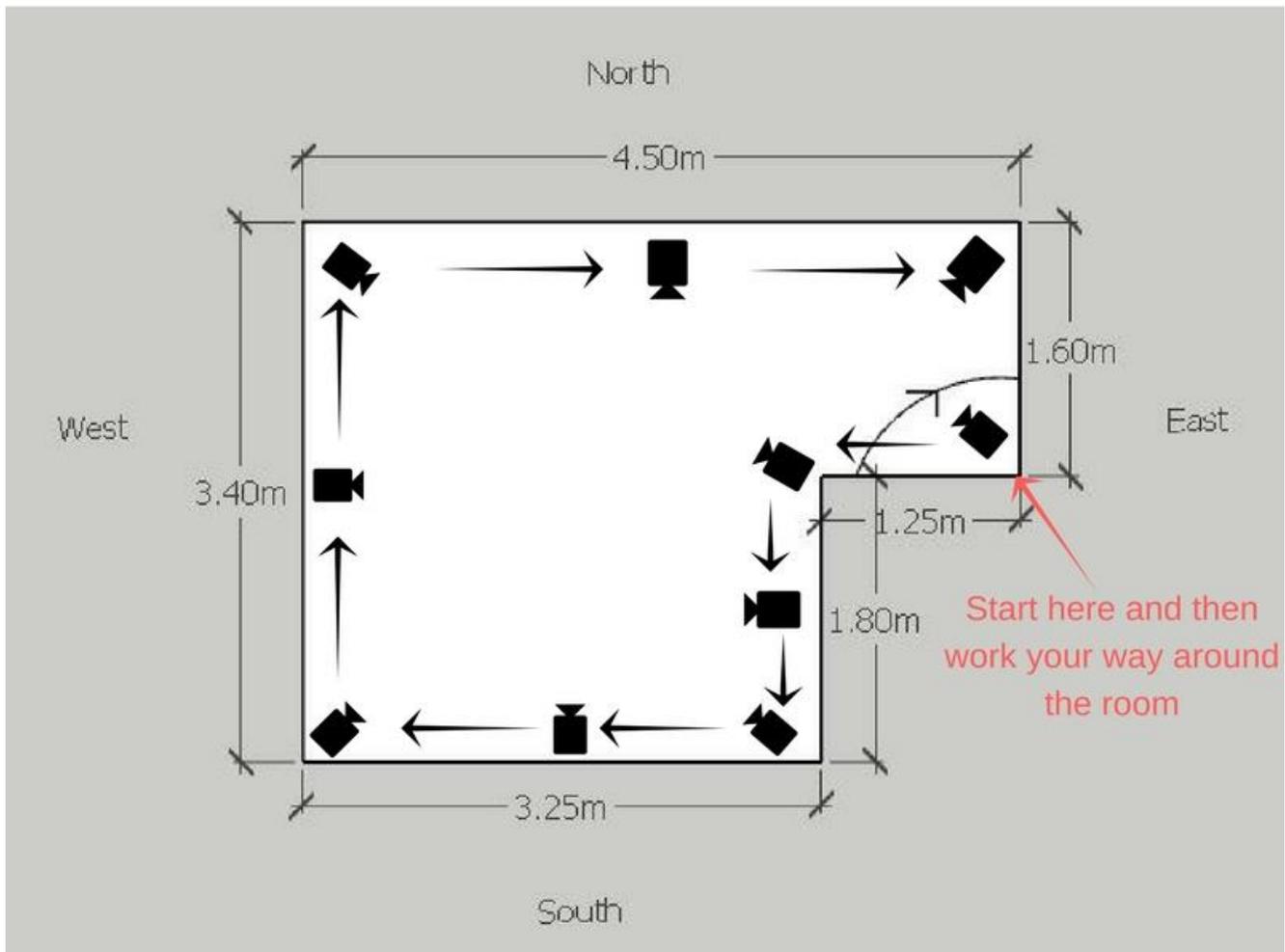
Follow steps 1- 5 for each wall

WALL 1



How to Photograph Your Room

Floorplan - Camera Angles



Photography Tips

- ♥ It is usually best to shoot in daylight and avoid flash — which can sometimes lend a blown-out and artificial appearance to a scene. It's nice to turn on lights in a room just for a little point of brightness. If you do use a flash, be sure not to reflect the light off of glass or mirrors, because you'll get a bright streak in the image that you won't like.
- ♥ Dusk is also a better time to photograph windows — low natural light will allow you to take pictures that aren't blown out by midday sunlight.
- ♥ For interiors especially, you will find that getting on your knees often offers the best angle.
- ♥ Try not to take the photo when the sun is shining directly into the room.
- ♥ Try standing on a chair to get a good view/angle
- ♥ Turn on all the lights
- ♥ Try turning the camera vertical to get a taller shot.
- ♥ Please try to keep people (and clutter, if possible) out of the shot.

