



## Measurement Worksheet

Measurements are vital to a successful window treatment. Time, money and energy are invested in the project whether you are using a decorator or planning to make or purchase them yourself. You'll need accurate measurements for planning and obtaining estimates as well as for the actual purchase. Many custom shops and designers will take additional measurements before placing an order.

### For accurate window measurements:

Use a stepladder to reach the top of the window. A metal tape measure or wooden rule is best since a cloth or plastic tape can stretch.

- Measure each window separately even if windows appear to be the same size. Record measurements and location of each window as it is measured. Don't rely on memory. See chart on next page.
- Decide the rod placement and mounting board locations. Depending upon the style of the window treatment, they may be mounted inside, outside or on the window frame.

**Inside mount:** Install hardware inside the top of the frame (molding will be exposed). Check the depth of the sill and inside framing first to be sure adequate space is available. This is especially important for some new shades and vertical blinds. A general rule is the depth of the inside window framing should be one-half inch greater than the depth of the slats. Read manufacturer's instructions before installing.

**Outside mount:** Install hardware at the location needed to achieve the desired finished appearance.

**On-the-frame mount:** Check the width and angle of the frame. A flat surface on a firmly attached frame is needed to support the finished window treatment.

### Measuring for Fabric Window Treatments:

All window treatments should start from the same height (tops of all windows on a level line around the room) and be the same distance from the floor whenever possible. (Clerestory and smaller "accent" windows may be exceptions). If window heights vary a few inches, use the highest window as the standard measurement. Then raise the placement of the rods on the lower windows so that all window treatments will be uniform in height.

Plan for the length of curtain or drapery panels to extend at least four inches above the glass in order to hide hooks and pleats. The length of panels should end at least four inches below the glass to hide hem lines.

Floors can be uneven and windows out of plumb (askew), especially in older houses. Because of this, you'll need to measure at several points across the window to determine finished length. For carpeted floors, place a piece of paper or cardboard over the carpet to get an accurate measurement. For floor-length panels, use the shortest measurement minus one-half inch for the finished length (for loose woven fabrics, allow one inch). Allow a four to six inch clearance above baseboard heaters for safety. Under-draperies should be one-half inch shorter than the over-draperies at the top and bottom.

When measuring for swags, cascades and scarves, use a cord or string to drape over the hardware to match the side lengths and depth of swag desired in the finished treatment. Then measure the length of the cord to determine the length of fabric needed. Be sure to allow extra fabric length for any bows, knots or poufs that you wish to add. **Note:** Don't end the scarves or top treatments and scarves at the midway point of the window. Proportions are more pleasing at one-third, two-thirds or full length.

## Measuring Window Treatments

### Chart 1 -- Blinds and Shades

Style or Accessory	Type of Mount (Circle 1)	Width *	Height *	Horizontal Wand (Circle 1)	Horizontal Cord (Circle 1)	Vertical Stack Position	Vertical Control Position	Valance	Color Pattern	Price
	Inside Outside			Left Right	Left Right	Left Right Split	Left Right	Yes No		
	Inside Outside			Left Right	Left Right	Left Right Split	Left Right	Yes No		
	Inside Outside			Left Right	Left Right	Left Right Split	Left Right	Yes No		
	Inside Outside			Left Right	Left Right	Left Right Split	Left Right	Yes No		
	Inside Outside			Left Right	Left Right	Left Right Split	Left Right	Yes No		

\*Width is always stated first, then length. If width and length varies, use the shortest dimension.  
Specify Vertical Stacking or Draw Preference

### Chart 2 -- Curtains, Draperies and Top Treatments

Window Location	Frame Mount Inside/Outside	Width	Length	Cord/Draw Left/Right	Treatments Style or Accessory	Fabric	Color/Pattern	Price

#### WINDOW TREATMENT TERMS...

**Support:** A rod, pole or track used to hang draperies, curtains, shades or blinds.

**Stacking Space:** The distance occupied by the folds of fabric or vertical blind when completely opened. Can be done mostly on the wall to allow maximum light or glass area. Stationary window treatments may also be mounted so they stack at the sides of the window.

**Projection** is the distance the rod or mounting board stands out from the wall.

**Return** is the portion of the drapery extending from the corner of the rod to the wall, enclosing the brackets of the drapery hardware.

**Overlap** is the area where the drapery panels lap over each other at the center of a two-way traverse rod. Standard 3½ inches.

Linda Reece Adler, M.A.

Extension Specialist for Home Furnishings

Debra B. Cotterill, Mason County Extension Agent for Family and Consumer Sciences