



## PROJECT PLANNING GUIDE

### BRING YOUR INSPIRATION TO LIFE

Undertaking a design project - whether it's remodeling an existing space or starting from the ground up - can be an exciting, but sometimes daunting task. Your new space will need to function well for your needs, accommodate your lifestyle and reflect your personality. Working with a professional designer is key. They will help you properly measure your space, determine the ideal room layout, provide budget advice and help you place your order. This easy-to-use planning guide will help get you started, and with the help of your designer, your dream room will soon be a reality.

#### DESIRED PROJECT START DATES

Start Project: \_\_\_\_\_ Complete Project: \_\_\_\_\_

#### CONTACT INFORMATION

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### TYPE OF PROJECT

Remodel  New Construction

#### PROJECT ROOM

Kitchen  Media Room  
 Master Bath  Home Office  
 Guest Bath  Den/Study  
 Laundry Room  Bar  
 Entertainment Center  Other \_\_\_\_\_

#### CABINET BUDGET

Please check the investment range most realistic for your cabinets only.

Under \$5,000  \$25,000 - \$30,000  
 \$5,000 - \$10,000  \$30,000 - \$35,000  
 \$10,000 - \$15,000  \$35,000 - \$40,000  
 \$15,000 - \$20,000  \$40,000 - \$45,000  
 \$20,000 - \$25,000  \$45,000 +



Kitchen Image

## PERSONAL STYLE PREFERENCES

When it's time to consider what type of style, overall look and feel you'd like the room to reflect, this guide will help you and your designer get organized. Just answer the following questions on how you plan to use your space, provide construction details and measurements as directed, and you'll be ready to get started on the room of your dreams.

### BEST DESCRIPTION OF YOUR DESIRED STYLE

Please select the one that most closely represents your desired style. To learn more about these styles, see our **Products** at [www.kitchenimage.com](http://www.kitchenimage.com).

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Traditional  | <input type="checkbox"/> Transitional  |
| <input type="checkbox"/> Contemporary | <input type="checkbox"/> Arts & Crafts |
| <input type="checkbox"/> Modern       | <input type="checkbox"/> Country       |

### FLOOR CONSTRUCTION

Please check appropriate boxes.

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Tile   | <input type="checkbox"/> Vinyl       |
| <input type="checkbox"/> Wood   | <input type="checkbox"/> Carpet      |
| <input type="checkbox"/> Cement | <input type="checkbox"/> Other _____ |

Will floor be changed during construction? \_\_\_\_\_

New floor plan required? \_\_\_\_\_

### USE OF SPACE

What activities will happen in this room? \_\_\_\_\_ How many people typically use this room? \_\_\_\_\_

Do you have any special needs for your family to be considered? \_\_\_\_\_

Kitchen planning (if applicable):

What do you like least about your existing kitchen? \_\_\_\_\_ What do you like most about your existing kitchen? \_\_\_\_\_

Do you plan to use the kitchen for dining? With a table? Without a table? Island? \_\_\_\_\_

What type of cooking do you do? Please give examples. \_\_\_\_\_

Will you need space for baking? For canning? Other special food prep? \_\_\_\_\_

How many people in the family cook? \_\_\_\_\_ Can sink be moved? \_\_\_\_\_ Can appliances be moved? \_\_\_\_\_

Do you recycle?  Glass  Aluminum cans  Plastic  Newspaper  Other \_\_\_\_\_

### ROOM DETAILS

On which level of the house is this room located? \_\_\_\_\_ Is there a basement or crawl space below? \_\_\_\_\_

What room is above the space you're designing? \_\_\_\_\_ What is the approximate age of the house? \_\_\_\_\_

Will you maintain existing floor plan? \_\_\_\_\_ Will you change the location of any existing doors, walls or windows? \_\_\_\_\_

Does the room include any soffits or bulkheads? Do you plan to keep them? \_\_\_\_\_

Any construction barriers? Stairs? Elevator? Narrow doors? \_\_\_\_\_

What is the ceiling height of the room? \_\_\_\_\_

### DESCRIPTION OF EXISTING WALL CONSTRUCTION

Please check appropriate boxes.

- |                                   |                                    |                                      |
|-----------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Drywall  | <input type="checkbox"/> Paint     | <input type="checkbox"/> Plaster     |
| <input type="checkbox"/> Paneling | <input type="checkbox"/> Wallpaper | <input type="checkbox"/> Brick/Stone |

### YOUR STYLE PREFERENCES

Your designer will want to have a good understanding of the space you want to create. Making a project file will help you share your thoughts and describe your style preferences. Include pictures and print images you like; look to your favorite magazine and online design sites for inspiration. Things to consider including in your file:

Pictures of your existing space

Pictures of rooms you like

Materials, surfaces and colors you like

Room accents that reflect your style

## HOW TO MEASURE YOUR SPACE

A rough drawing of your space is useful and will help us with the design process. See below for a sample floor plan. Once you have dimensions and a basic sketch of your space, transfer the information to the grid on the next page of this guide. Here are some helpful hints to get you started.

### TIPS FOR MEASUREING YOUR SPACE

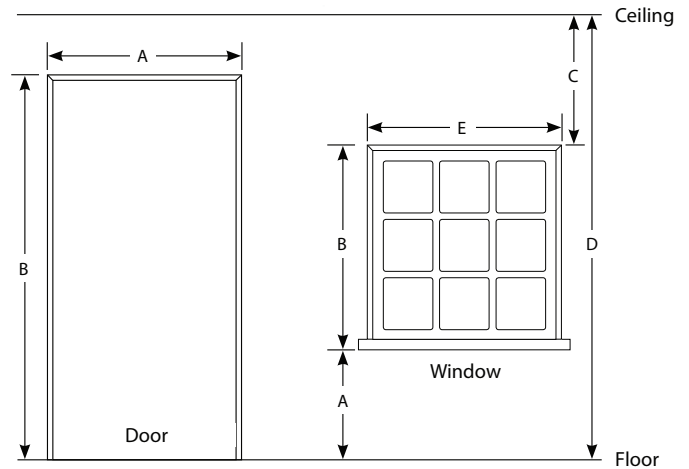
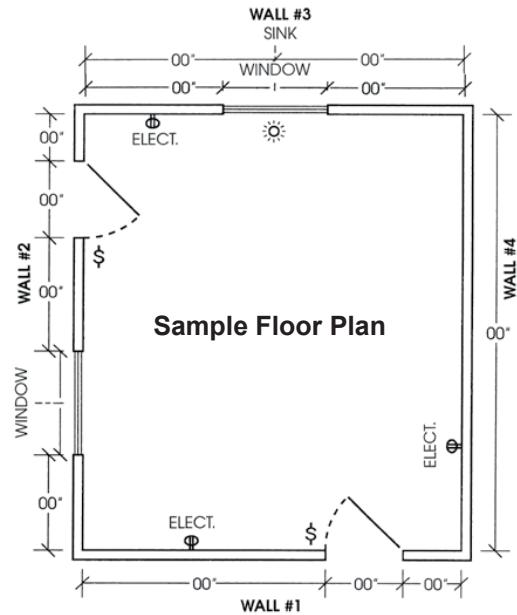
- Use a pencil to facilitate easy changes
- Measure in inches only
- Be sure to note all fixtures and utilities (with dimensions)
- Also note all electrical outlets/switches (with dimensions)
- Include location and size of windows and doors
- Note the size and location of existing appliances
- Indicate which way doors swing and into what rooms
- Breaks in walls and obstructions should also be noted
- Denote ceiling height and indicate any transitions, soffits and/or vents

### HOW TO MEASURE WINDOWS AND DOORS

Measure each door and window and record in the grids below. Measurements should be from the outside edges of the window/door - trim to trim. All dimensions should be in inches.

	Measurement A Width of door	Measurement B Height of door
Door 1		
Door 2		
Door 3		
Door 4		

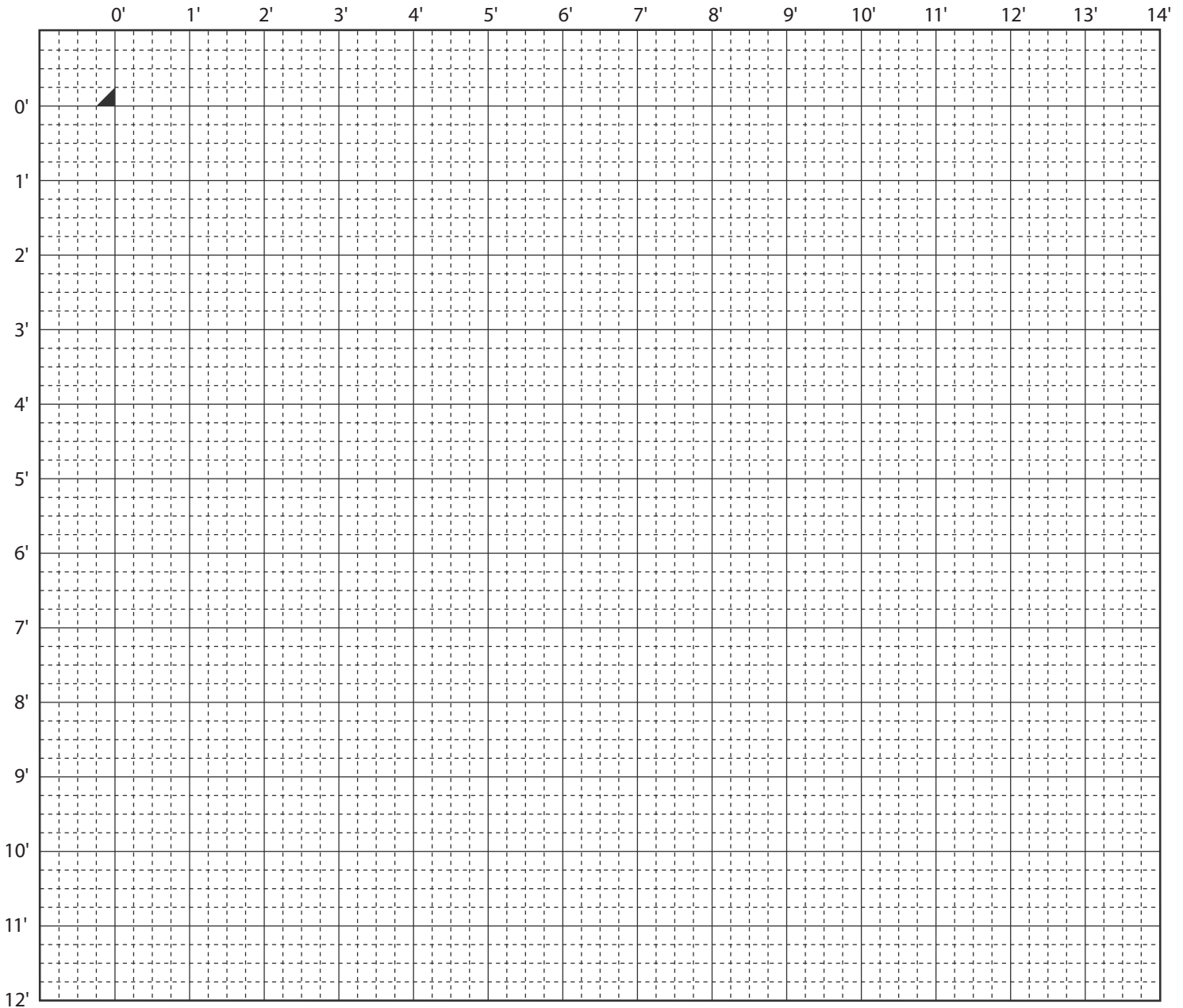
	Measurement A Floor to underside of window sill	Measurement B Underside of window sill to top of window molding	Measurement C Top of window molding to ceiling	Measurement D Floor to ceiling	Measurement E Window width from outside molding to outside molding
Window 1					
Window 2					
Window 3					
Window 4					





## FLOOR PLAN GRID

Draw your floor plan here. Remember that a great design hinges on precise measurements. Save time and money on your project by recruiting the professionals to measure your space before cabinetry and other room elements are purchased. Scale: 1/2" equals one foot, or each small square equals three inches.





## CABINET STYLE AND FINISH SELECTION

To help us complete your project, please provide specifics about your choice of wood type, finish, decorative enhancements storage solutions and other features. The information below will help you determine options that suit both your home and your lifestyle. Browse the **PRODUCTS** on our website at [www.Kitchenimage.com](http://www.Kitchenimage.com) for ideas and inspiration.

### COLOR/FINISH

Primary Finish \_\_\_\_\_

Accent Finish \_\_\_\_\_

Placement of Accent? \_\_\_\_\_

### WOOD TYPE PREFERENCE

- |                                  |                                   |  |
|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Maple   | <input type="checkbox"/> Cherry   | <input type="checkbox"/> Walnut        |
| <input type="checkbox"/> Oak     | <input type="checkbox"/> Birch    | <input type="checkbox"/> Foil/Laminate |
| <input type="checkbox"/> Hickory | <input type="checkbox"/> Mahogany | <input type="checkbox"/> Other _____   |

### DOOR STYLE

There are many unique door styles for you to choose, including square, arched, slab, raised and recessed panel options. When choosing your door style, you'll also want to consider the overlay of the door. Please indicate a general style that you're interested in.

Upper Cabinets \_\_\_\_\_

Lower Cabinets \_\_\_\_\_

Drawer Front \_\_\_\_\_

### HARDWARE

- Drawer \_\_\_\_\_  Door \_\_\_\_\_

### CABINET LIGHTING CONSIDERATIONS

- |  |          |         |
|--|----------|---------|
|  | Hardwire | Plug in |
| <input type="checkbox"/> Below Cabinet       | _____    | _____   |
| <input type="checkbox"/> Above Cabinet       | _____    | _____   |
| <input type="checkbox"/> In-Cabinet Lighting | _____    | _____   |

### DECORATIVE ENHANCEMENTS

- |   |  |
|---|--|
| <input type="checkbox"/> Above-Cabinet Molding* | <input type="checkbox"/> Baseboard Molding |
| <input type="checkbox"/> Below-Cabinet Molding  | <input type="checkbox"/> Glass Doors       |

Please describe \_\_\_\_\_

\*Cabinetry that goes to the ceiling?  Yes  No

### CABINET ACCESSORIES & ORGANIZATION OPTIONS\*

- |   |   |
|---|---|
| <input type="checkbox"/> Adjustable Drawer Dividers | <input type="checkbox"/> Pots & Pans Organizer  |
| <input type="checkbox"/> Appliance Garage           | <input type="checkbox"/> Pull-out Table         |
| <input type="checkbox"/> Bread Box                  | <input type="checkbox"/> Recycling              |
| <input type="checkbox"/> CD/DVD Roll-out            | <input type="checkbox"/> Roll-out Shelves       |
| <input type="checkbox"/> Chopping Block             | <input type="checkbox"/> Sink Base Door Storage |
| <input type="checkbox"/> Cleaning Supply Pull-out   | <input type="checkbox"/> Spice Drawer Insert    |
| <input type="checkbox"/> Computer Key Drawer        | <input type="checkbox"/> Spice Rack             |
| <input type="checkbox"/> Cookware Roll-out          | <input type="checkbox"/> Stem Glass Holder      |
| <input type="checkbox"/> Cutlery Divider            | <input type="checkbox"/> Tambour Storage        |
| <input type="checkbox"/> Cup Holder                 | <input type="checkbox"/> Tiered Drawer Storage  |
| <input type="checkbox"/> Cutting Board              | <input type="checkbox"/> Towel Bar              |
| <input type="checkbox"/> Deep Roll-out Trays        | <input type="checkbox"/> Tray Dividers          |
| <input type="checkbox"/> Drawer Organizer           | <input type="checkbox"/> Utility Cabinet        |
| <input type="checkbox"/> File Cabinet               | <input type="checkbox"/> Vanity Hamper          |
| <input type="checkbox"/> Knife Section Divider      | <input type="checkbox"/> Vanity Pull-out        |
| <input type="checkbox"/> Lazy Susan                 | <input type="checkbox"/> Vegetable Bin          |
| <input type="checkbox"/> Microwave Cabinet          | <input type="checkbox"/> Wastebasket            |
| <input type="checkbox"/> Mixer Stand                | <input type="checkbox"/> Wicker Baskets         |
| <input type="checkbox"/> Pantry Storage             | <input type="checkbox"/> Wine Shelf             |
| <input type="checkbox"/> Paper Towel Holder         |   |

\*Additional options available, your designer can help you make your final decisions.



## APPLIANCE SPECIFICATIONS

Whether you are buying new appliances or using your existing, knowing the dimensions for each appliance in your space will help with the overall design process. Please fill out the chart below so you and your designer have all this important information in one place. Whenever possible, please provide installation guides that list dimensions for each appliance.

Appliance Specs	Not Applicable	Existing	New	Brand	Model #	Dimensions Width x Depth x Height	Installation Guide Enclosed?
Refrigerator							
Side by Side							
Top Mount							
Twin Double							
Drawer							
Undermount							
Freezer (stand alone)							
Range							
Freestanding							
Slide-in							
Drop-in							
Cooktop							
Built in							
Drop-in							
Down Draft							
Exhaust Hood (Specify Ducted or Recirculating)							
Wall Oven							
Single Oven							
Double Oven							
Microwave Combo							
Microwave							
Wall Mount (Space Saver)							
Countertop							
Built-in							
Over-the-Range							
Warming Drawer							
Disposal							
Dishwasher							
Compactor							
Washer (Specify front or top load)							
Dryer (Specify front or top load)							
Electronics (Specify)							
Wine Cooler							
Other (Specify)							

Lighting Needs	Not Applicable	Existing	New	Brand	Model #	Dimensions Width x Depth x Height	Installation Guide Enclosed?
Task							
Accent							
Ambient							
Recessed							

Would you like to include decorative panels that match your cabinetry/door style with these appliances if available?

Yes       No

Other (explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sink Type	Undermount	Top Mount	Brand	Model #	Dimensions Width x Depth x Height	Installation Guide Enclosed?
Single Bowl						
Double Bowl						
Apron						
Bar Sink						
Food Prep Sink						