

Please make a rough sketch of the room or area **with all dimensions** including ceiling height. Needn't be in scale. Show door openings and door swing. Include items that must remain: desks, counters, etc. Indicate anything that can't be blocked: windows, access panels, etc. If you have a suggested system layout, don't hesitate to draw it in.

HOW TO FIGURE FILING INCHES: If you already know the total number of files or charts: Get the average number of files per inch by measuring off a 10-inch section or stack of files and counting the number of individual files in that stack, then divide by 10 to get the number of files per inch. Then, divide the number of files per inch into the total files to get the present Linear Filing Inches. Example: 8000 files total, average of 5 files per inch: $8000 \div 5 = 1600$ LFI. **If you don't know the number of filing inches:** Count the number of shelves or drawers holding files and simply multiply by their lengths (in inches). Example: 27 shelves 36" wide: $27 \times 36 = 972$ LFI.

HOW TO FIGURE SHELF AREA: Measure the shelf in inches, multiply depth x length and divide by 144. Example: 12"d x 36"w = $432 \div 144 = 3$ sq.ft. Then multiply by the number of shelves. If more than one size shelf, do each size separately and add up the total sq.ft. **OR**, simply show the shelf size(s) on the plan view sketch below and mark how many shelves high. **Don't hesitate to call us for help. 908-345-2362.**

A large empty rectangular grid for sketching a room or area with dimensions. The grid consists of a series of small squares, with tick marks along all four edges indicating the scale. The grid is intended for drawing a rough sketch of a room or area, including dimensions, door openings, and door swing.