

Materials



Tape Measure



Pen



This 2 Page Guide



Camera or Camera Phone (optional)

Keynotes

Each measurement should be in inches only.



2ft 5 1/2 in

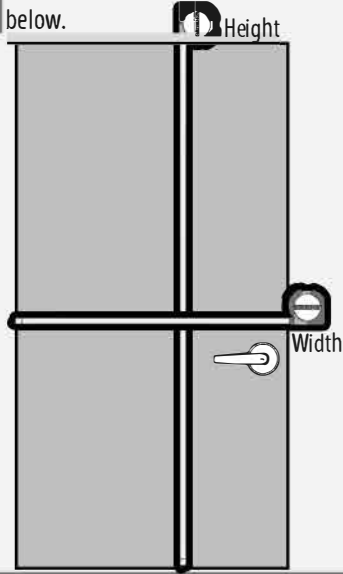


29 1/2"

How to Measure an Existing Door for Replacement

1

Measure the width and the height of the interior/room side of the door. Fill in the measurements in the boxes below.

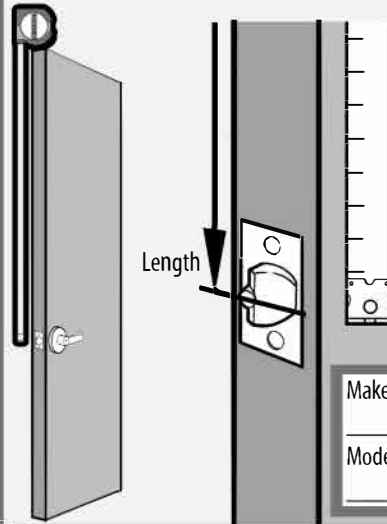


Width

Height

2a

Measure the edge of the door from the **top** to the middle of the latch and strike. **DO NOT MEASURE FROM THE BOTTOM.** For mortise lock, skip to 2b.



Please provide make and model of lock, if available.

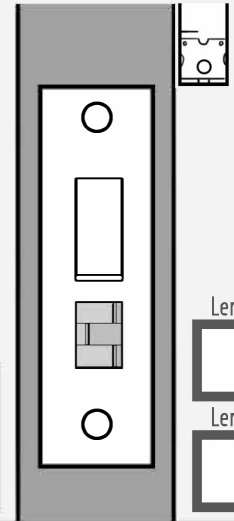
Length

Make

Model

2b

For mortise locks, measure the edge of the door from the **top** to the **top** of the mortise lock. Then measure the length of the mortise lock from the top to the bottom.



OR

Please provide make and model of lock, if available.

Make

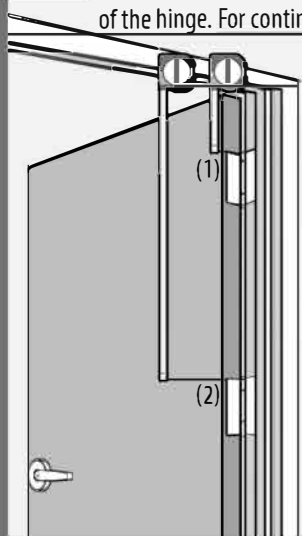
Model

Length 1

Length 2

3a

Measure the **edge** of the door from the **top of the door** to the **top of the first hinge**. Repeat for each subsequent hinge, measuring from the **top of the door**, to the **top of the hinge**. For continuous hinges skip to 3b.



Length

(1)

(2)

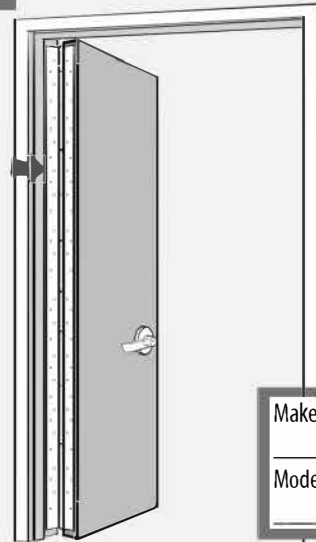
(3)

(4)

Note: Every door varies in number of hinges. Only fill out spaces corresponding to your door's number of hinges.

3b

For continuous hinges, please provide only the make and model of the hinge.

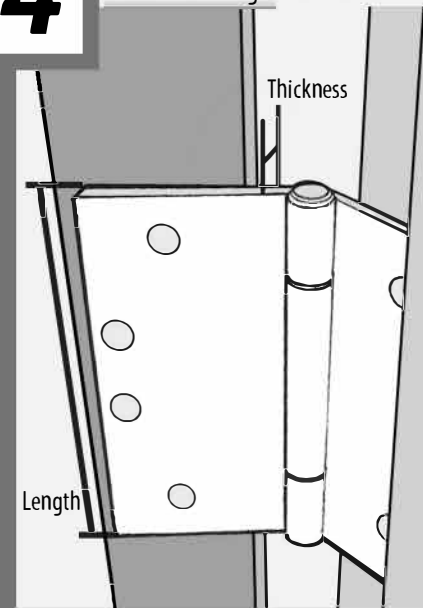


Make

Model

4

Measure the length and thickness of any (1) hinge.



Thickness

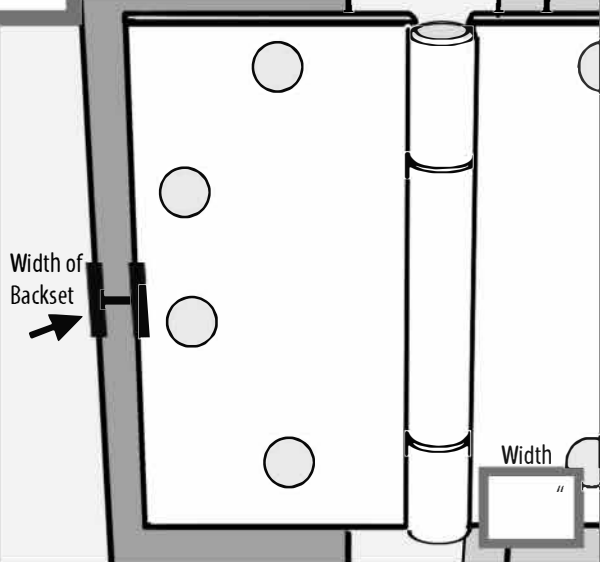
Length

Thickness

Note: Please double check measurements for accuracy.

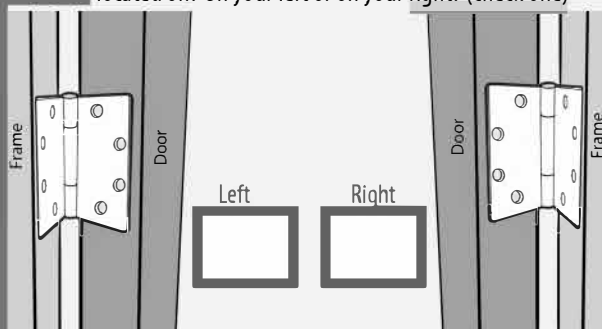
5

Measure the hinge backset by measuring the space between the door edge and the edge of the hinge.

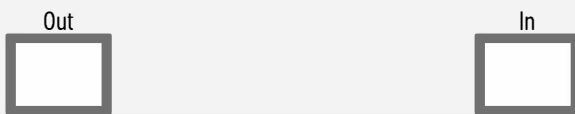


6

A) Stand on the **outside** of the room where the door is hanging. Facing the door, which side are the hinges located on? On your left or on your right? (check one)

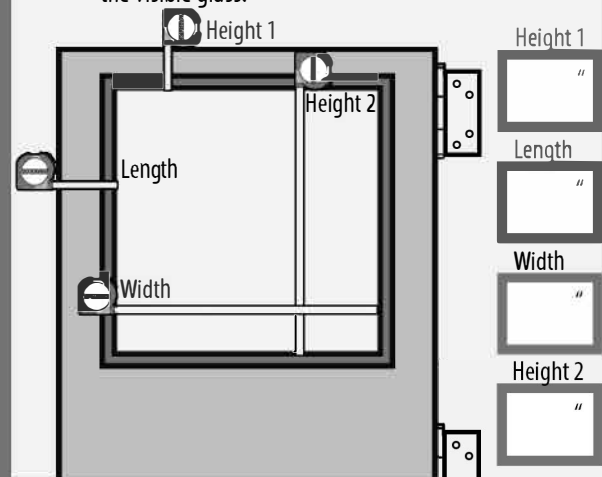


B) Still standing outside of the room, does the door swing into the room or out? (check one)



7*

Only if your door has a window, measure from the top of the door to the top of the visible glass. Then measure from the latch edge of the door to the closest edge of the visible glass. Finally measure the width and length of the visible glass.



Note: Please double check measurements for accuracy.

Fire Rating (circle one):

Typically found on a tag located on the inside edge of the door. If your door does not have a tag, it is non-rated.

Non-rated 20 minute

Other _____

For ratings over 20 minutes, please call the office before processing.

Door Location:

Include door number if applicable. _____

Color Selection:

Please choose desired Acrovyn color/pattern. Options available at www.c-sgroup.com/acrovyn-doors/finishes

**Please contact us if color sample is desired.*

Information:

Facility Name

Contact Name

Contact Email

Contact Phone

Upcoming Project Name (if applicable)

Processing:

Please fax, mail, or scan & email, both sides of this guide. If possible, include a photo (from a camera or cell phone) of the entire opening.

Contact Us

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