



Beloit Cabinetry

319 State St.
 Beloit, WI 53511
 P: 608-312-2480
 F: 608-531-2831

PROJECT PLANNING GUIDE

The purpose of the kitchen project planning guide is to help the staff at Beloit Cabinetry identify what the client is looking for in their kitchen project. This will help establish the clients goals in order to make the design process go more timely.



Desired Project Start Dates

Project Start _____ Project Completion _____

Contact Information

Client Name: _____

Address: _____

City, State, Zip _____

Home Phone: _____

Cell Phone: _____

Email: _____

Project Room/Area

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Screen Room |
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Home Office | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Basement |
| <input type="checkbox"/> Bar | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Other | |

Project Budget

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Under 5k | <input type="checkbox"/> 25 - 30k |
| <input type="checkbox"/> 5 - 10k | <input type="checkbox"/> 30 - 35k |
| <input type="checkbox"/> 10 - 15k | <input type="checkbox"/> 35 - 40k |
| <input type="checkbox"/> 15 - 20k | <input type="checkbox"/> 40 - 45k |
| <input type="checkbox"/> 20 - 25k | <input type="checkbox"/> Above 45k |

Project Notes

Project Preferences

Description of Your Desired Style

- Contemporary & Dynamic
(Sleek, Modern, Sophisticated)
- Luxe Transitional
(Distinct, Styling, Striking)
- Classically Traditional
(Authentic, Refined, Time-honored)
- Light & Timeless
(Simple, Streamline, Functional)
- Natural & Warm
(Informal, Inviting, Cozy)

Existing Wall Construction

Please check appropriate boxes

- Drywall
- Wallpaper
- Paneling
- Plaster
- Tile
- Brick/Stone

Floor Construction

Please check appropriate boxes

- Tile
- Vinyl
- Carpet
- Wood
- Cement
- Other _____

Will floor be changed during construction? _____

New floor plan required? _____

Room Details

On which level of the house is the room located? _____ Is there a basement or crawl space below? _____ What room is the above space you are designing? _____

What is the approximate age of the home? _____ Will you maintain the existing floor plan? _____

Will you change the location of any existing doors, walls, or windows? _____

Does this room include and soffits or bulkheads? Do you plan to keep them? _____

Any Construction barriers? Stairs, Elevator? Narrow Doors, Narrow Hallways? _____

What is the ceiling height of the room? _____

Notes: _____

Your Style Preferences

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

Pictures of your existing space

Pictures of rooms you like

Colors you like

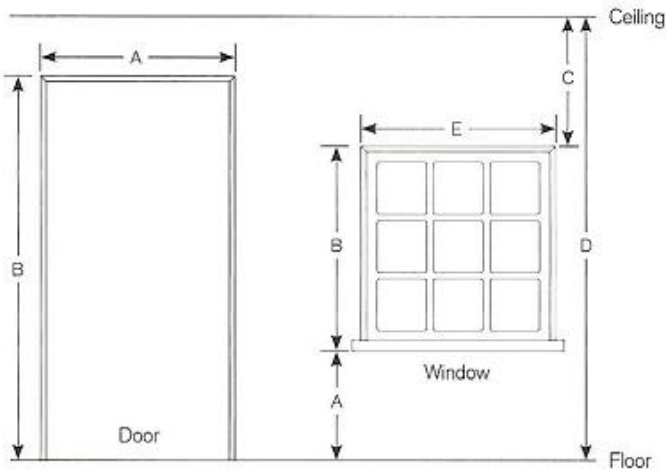
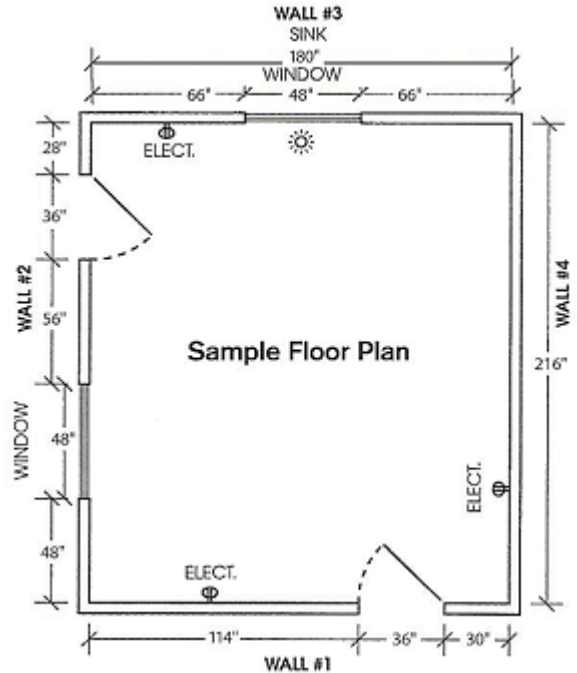
Materials and surfaces you like

Room accents that reflect your style

Measuring Your Space

Tips for Measuring Your Space

- Use a pencil to facilitate easy changes
- Measure in inches only
- Note all fixtures and utilities with dimensions
- Note electrical outlets with dimensions
- Note the size and location of windows and doors
- Indicate which way doors swing
- Wall obstructions should also be noted
- Denote ceiling height and indicate soffits and vents



Measuring Doors and Windows

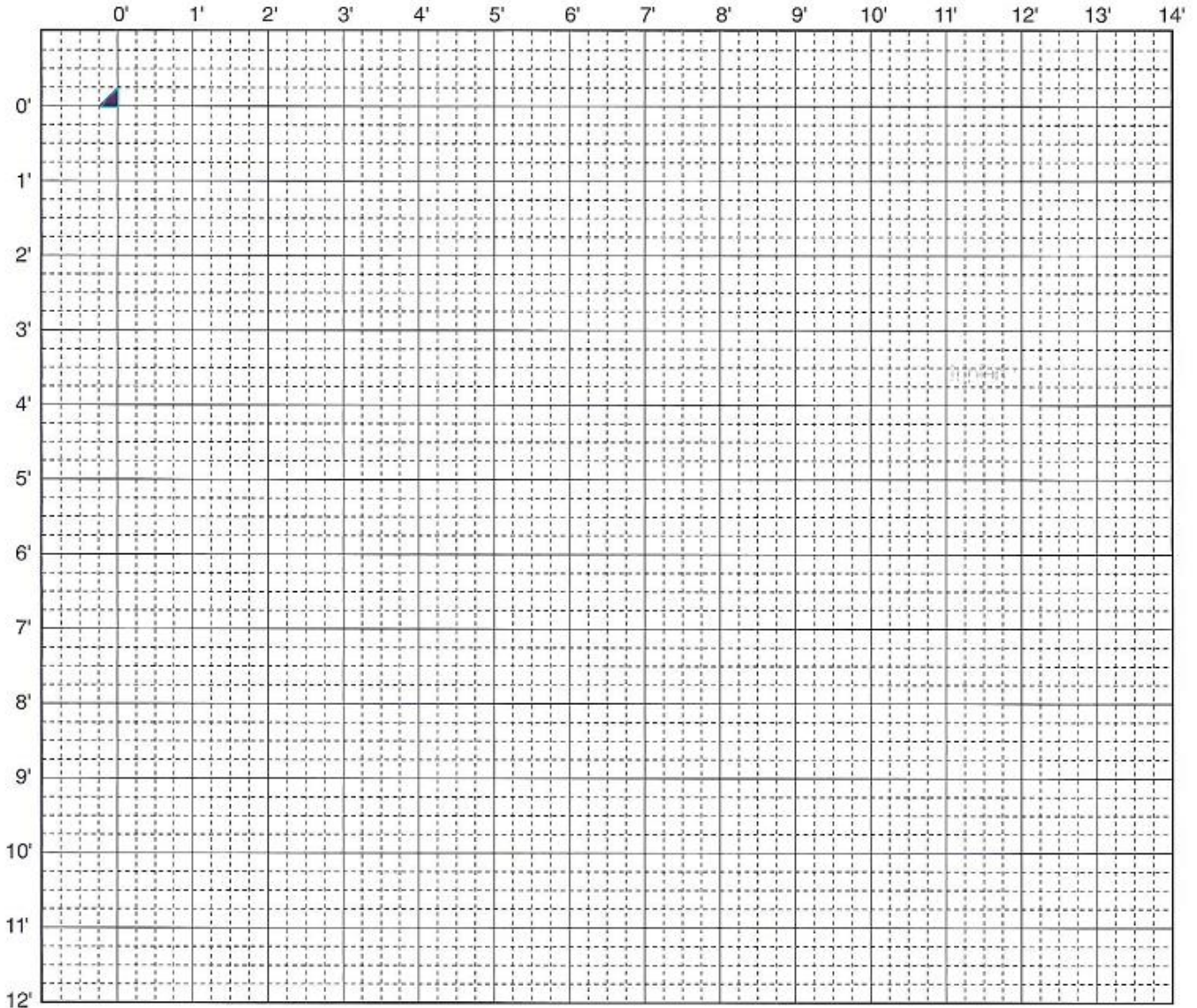
Measure each door and window and record it in the forms below. Measurements should be from outside edges of the window and doors. Outside of trim to outside of trim. All dimensions should be in inches.

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

	Measurement A Width of Door	Measurement B Height of Door	Measurement C Height of Door	Measurement D Floor to Ceiling	Measurement E Window width from outside molding to outside molding
Door 1					
Door 2					
Door 3					
Door 4					

Floor Plan Grid

Draw your floor plan here. This will give your designer a starting point to begin working on your design. It is recommended to have your designer or professional builder to conduct a final measurement before ordering any materials. Graph paper may be used rather than this sheet.



Notes: _____

Kitchen & Bath

Cabinetry Manufacturer

- Wolf Home Products
- Koch Cabinetry
- Woodland Cabinetry
- High Pressure Laminate

Door Style: _____

Finish: _____

Wood Species: _____

Countertops

Material: _____

Manufacturer: _____

Color: _____

Edge: _____

Sink: _____

Sink Color: _____

Faucet: _____

Faucet Finish: _____

Flooring

Material: _____

Manufacturer: _____

Color: _____

Backsplash

- 4" Match Countertop
- Tile Backsplash
- Other _____

Material: _____

Manufacturer: _____

Color: _____

Cabinetry to Ceiling

- Yes
- No

Hardware

Door: _____

Drawer: _____

Undercabinet Lighting

- Yes
- No

Range Hood

- Yes
- No

Moldings

Above Cabinet

- Yes
- No

Below Cabinet

- Yes
- No

Quarter-Round

- Yes
- No

Cabinetry Accessories & Organizational Options

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

