BRITISH BLIND & SHUTTER ASSOCIATION

Training Guide

Measuring Module

This module covers measuring:-

Instruments

Surveying Information

Inside a Recess

Outside the Recess

Bay Windows

Shaped Windows

Conservatory Roof Areas

Shutters

Awnings & Canopies

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1.0 Measuring Instruments

The variety of measuring instruments available today provides us with greater choices. We can choose from different types of instruments based on their accuracy, ease of use in particular circumstances as well as our personal preferences.

Traditional tape measures are available in both metric and imperial scales or alternatively with a metric scale on both sides. The metric scale on both sides is ideal for taking accurate small measurements and particularly useful when measuring conservatory roofs.

When measuring for curtains a tape measure is ideal. It allows us to measure accurately and with ease from the top of the pole or from the ring.

When measuring a fixed object or fabric, it is usually best to use a flat steel rule. In order to achieve more accurate results when measuring fabric, it should be laid flat on a level surface and either a T square or a Set square used so that the measurements can be recorded for more than one side.

Over the last few years the market has seen a greater use of laser measuring devices. It is essential that the manufacturer's instructions are read and fully understood prior to measuring as mistakes can otherwise be easily made by measuring from the wrong points. You should also be aware of the tolerance levels of the device you are using. Laser instruments with LEDs are generally found to be more accurate as their operator can identify the exact points that need to be measured in between.

All measuring instruments should be periodically calibrated to ensure measurements taken on site are accurate.

When working in bay areas it is good practice to also measure the angle. This can either be recorded manually using a traditional adjustable protractor or by using a digital protractor which will show the angle in a digital display.

TIP

A steel tape measure that is 25mm wide allows you to take width measurements up to around 3,500mm (3.5m) on your own without the tape bending.

2.0 Surveying Information

Your own company procedures and hence paperwork will determine the information you need to record during a survey and it is likely to include:

- Dimensions of the product(s)
- Blind controls / positions
- Colours / materials / specification
- Type of fix - i.e. top, face or side (end)
- Grounds that are being fitted to
- Specific site requirements
- Site safety requirements – for example the likelihood of asbestos being present
- Specific customer requirements
- Child safety requirements
- Installation dates

TIP

Using a batten to fix blinds to or using a back plate on rollers for example could reduce installation time and improve the security of the fitting.

3.0 Measuring Inside a Recess (Reveal)

The majority of measurements taken for blinds and shutters in the UK are for inside a recess. Taking a range of measurements at the client's property prevents the need to revisit, should the client change their mind on the blind product type later.

Prior to taking any measurements you should look at the recess and try to identify if the window looks to be out of square. Sometimes this can be deceiving especially if the ceiling or coving is running out.

TIP

If a window is of a PVC construction, you will generally find a PVC strip has been stuck to the side of the frame to cover missing plaster. Either use this as the line or the edge of the trim and identify how out the window is in relationship to the window sill, ceiling and / or side walls. The measurements should then agree with your initial visual inspection. These visual aspects are usually easier and more practical to demonstrate to a client rather than using plain measurements which are difficult to visualise when you are explaining how the blind will look.

ALWAYS DOUBLE CHECK THE WINDOW HAS BEEN INSTALLED LEVEL AND SQUARE FIRST. If this is not the case you should explain to the customer the implications this will have on the blind you are measuring for – for example that the gap at the bottom of the blind will not be consistent as the window sill is not level.

3.1 Measurements to be taken

Measure the width at three locations and the drop at two or three locations. The number of locations depends on the size of the window and on how square the window is.

Inside recess dimensions required:

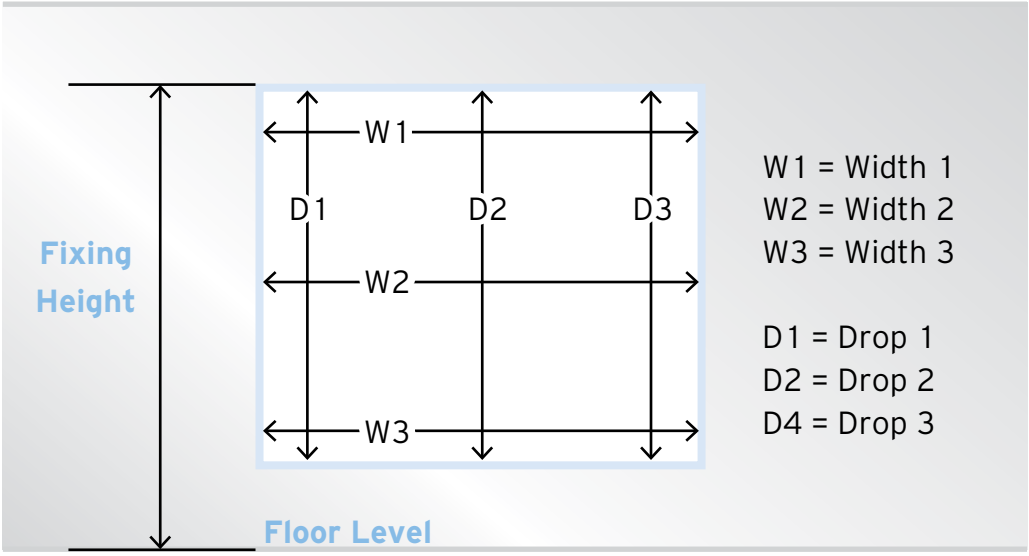


Fig 1

3.2 How to use the measurements taken

The following table gives a guide on how the measurements are to be used for various products. It is always sensible to discuss this with your specific supplier as different levels of tolerance are used by different manufacturers.

Recess size. This is where the measurement is taken from wall finish to wall finish and is used as a recess size. Generally 10mm is taken off of the width to obtain a blind size. The drop measurement varies depending upon the product.

Blind size. This is where the measurement is taken and reduced by a small amount by the person measuring in order to achieve the desired finished blind size, or more common where an external measurement is taken and the size measured is required to be the exact size of the product. With roller blinds this is the fabric width also known as the cloth size (sometimes known as fabric size). In this case, ensure you allow for the control mechanisms and brackets.

Product	Width	Drop
Venetian	Smallest (see tip on page 8)	Longest / shortest (note 2)
Vertical	Smallest	Smallest
Roller	Smallest (see note 1)	Longest
Roman	Smallest	Longest / shortest (note 2)
Pleated	Smallest	Longest / shortest (note 2)
Panel	Smallest	Smallest

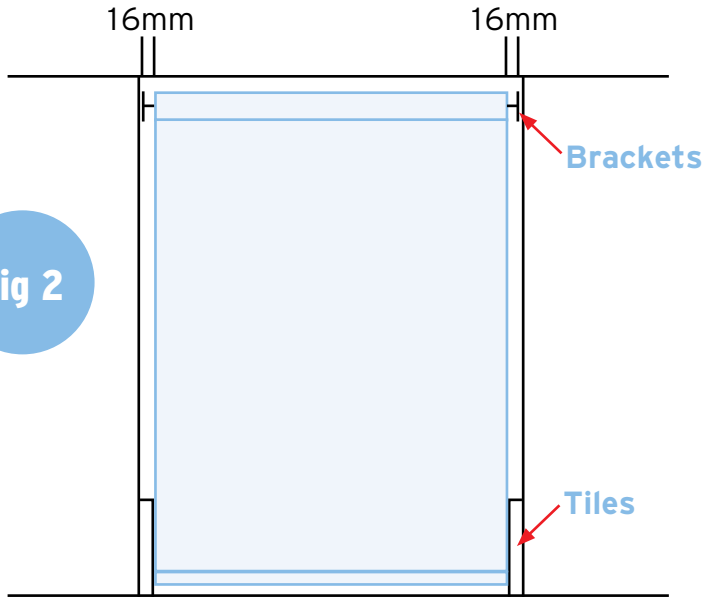


Fig 2

NOTE 1

In general the fabric width of a roller is 35mm smaller than the wall to wall measurement. For areas such as bathrooms and kitchens with low level tiles or splash backs, the blind can be manufactured to the wider size, as long as the bottom bar is still able to fit between the tiles.

NOTE 2

The drop on these products will depend on your business practice. The examples below outline some of the different points of view.

Venetian

Some consider the shortest drop to be measured so when the blind is closed the base of the blind either touches or is a little above the sill. Others consider when the blind is in the fully open position it looks short as it may be around 15mm off the sill. This dimension will obviously vary depending on the slat width.

You must be aware of any size deductions made by your manufacturer.

Roman

Some consider the shortest drop and accept a gap at the longest point of the drop. Others will request a drop is used to the longest measurement and accept a small deflection in the fabric at the smallest drop i.e. the fabric at this point is not taut / flat.

Pleated

The longest or shortest drop should be taken depending on the type of pleated blind being measured for – refer to your supplier.

Whatever your preferred measuring criteria always ensure this meets with the client's approval.

TIP

When measuring for wood Venetian blinds in areas that have low level tiles or splash backs, the top measurement is usually the widest. Whilst the smallest width measurement is used for the actual blind width, the top measurement should be used to provide a wider pelmet that will then cover the gaps between the wall and the brackets (edge of blind).

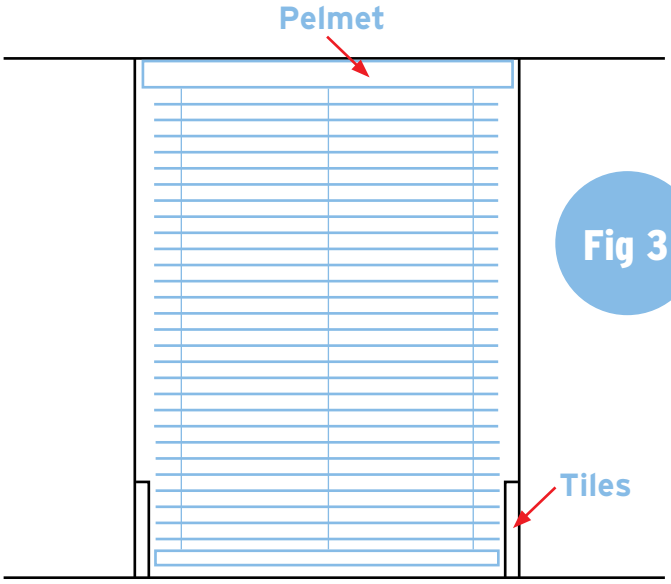


Fig 3

4.0 Measuring Outside the Recess

Measuring for fitting a product outside the recess requires a much greater understanding of the product's purpose and how it is operated and therefore you need to make sure you understand these prior to the actual measuring. Taking a range of measurements at the client's property should prevent the need to revisit, should the client change their mind on the blind product they require later.

It is also important to get an understanding of the client's preferred fixing position so that the correct fixing height can be identified. This is important in order to obtain the drop required.

You should indicate to the client where the blind will finish so the client is aware of the overlap of the recess.

Ensure all of the following are recorded when appropriate:

- recess to wall
- recess to ceiling / coving
- sill to floor
- sill to radiator
- location of / distance from wall light switches and sockets if a solid floor + position of any child safety device.

Once into a standard practice of measuring and recording the details it is surprising how little extra time all these measurements take and yet how beneficial they are to both the person selling a product and the installer.

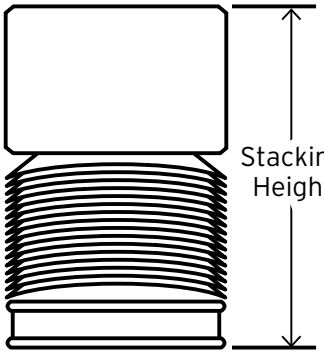


Fig 4

EXAMPLE STACK HEIGHTS (mm)

	WOOD				ALUMINIUM				
Slat Width	**25mm**	**25mm**	**50mm**	**50mm**	**16mm**	**25mm**	**35mm**	**50mm**	**50mm**
Blind Drop	**cords**	**tapes**	**cords**	**tapes**	**cords**	**cords**	**cords**	**cords**	**tapes**
1000	193	226	138	153	80	80	80	80	80
1500	265	314	173	197	100	95	90	110	130
2000	340	406	209	241	120	110	110	130	150
2500	414	498	248	289	140	130	130	150	170
3000	489	590	284	333	-	140	140	160	180

Roman Blinds

In general the stacking height of a Roman blind will depend on its drop. It is important to ensure that the client understands the detail of the stacking height particularly if the drop in the same room is different and all are from the same starting point otherwise the longest drops may finish lower than the other blinds when the blinds are retracted.

Typically there are three finishes: Self Stack, Staggered and Waterfall, each showing a different amount of the face fabric.

For a typical window the stack is usually between 200mm and 250mm but you should check with your supplier.

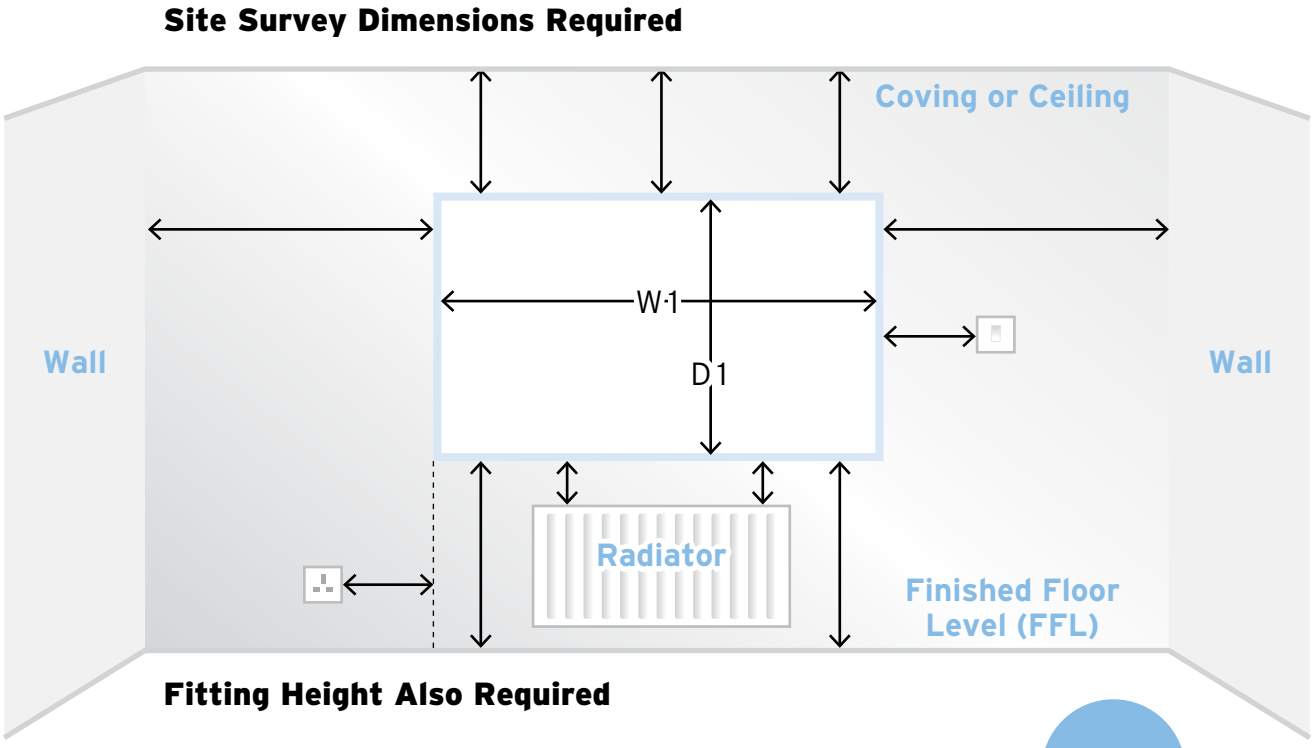


Fig 5

5.0 Measuring for Bay Windows

In general there are two designs of a bay window:

- Rectangle bay
- Curved bay - usually with three or five sides

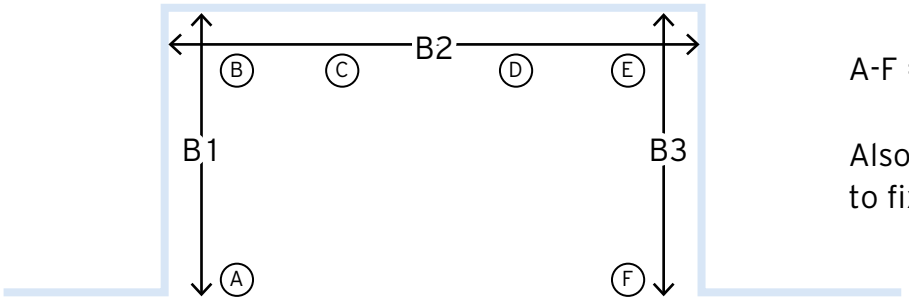
The measuring requirements depend on the blind type. Therefore it is necessary to understand the client's product requirements prior to recording any measurements.

You can measure a bay with a number of different measuring devices based on your preference. Some surveyors prefer to use a Surveyor's rule which can be useful if you are measuring alone, or you could use standard tapes or laser measuring devices.

In general the construction of a bay window area is from either a PVC frame or a wooden frame. With a PVC frame the handles usually protrude around 35mm for a window handle and 55mm for a door handle. With wooden frames the majority of the handles are contained within the wooden frame. It is essential to check prior to measuring as allowances might need to be made to blind sizes or positions.

It is also important that the client understands that safety devices such as cleats or cord tidies will be secured to the window frame for one or more blinds if a Safe By Design product is not used.

Rectangle Bay - Measurements Required



B1 = Blind 1
B2 = Blind 2
B3 = Blind 3

A-F = Drop Height

Also measure floor to fixing height

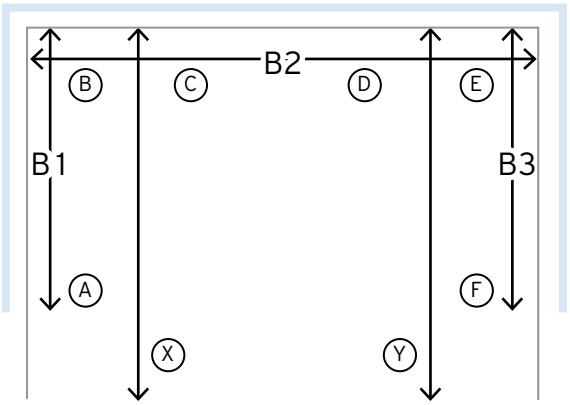
Fig 6

TIP

Be explicit if a client has an existing window dressing replaced (may be the same or different to the new one). Clients in many circumstances are unable to visualise the different appearance and / or will expect the same look which may not be the case particularly if the original installation has been incorrect. In bay windows it is essential to explain to the client where the fabric (the width of the blind) will start and stop and what gaps will be seen. Also, show the client how much they and others could see into the room from the outside. This is especially important if a non-cassetted blackout blind has been requested.

Other Rectangle Bay Considerations

Fig 7



B1 = Blind 1
B2 = Blind 2
B3 = Blind 3

A-F = Drop Height

X, Y = Reveal Depth

Also measure floor to fixing height

By taking the two dimensionsions (X and Y) it gives the option of extending Blind 1 and Blind 3 to reduce the view into the building or create a better dimout.

5.1 Rectangle Bay - Roller Blind

Firstly establish if the blind is to go full width across the front with the sides meeting the front blind, or the full width on the sides with the front blind meeting between the two side blinds.

Assuming the front blind goes full width:

Measure between the PVC frame on the front window at the position of the blind to be installed (B2) see Fig 6. Then take the measurement to the left (looking out) between the wall and the PVC frame (B1) and to the right (looking out) between the wall and the PVC frame (B3).

On the assumption the fabric is coming over the front and the handles protrude no more than 35mm, with most roller blind systems the bracket can be fixed to the PVC frame without any need for extension brackets. If in a bay with a door it is likely extension brackets will be required. Alternatively the brackets can be fixed to the ceiling (if appropriate) but you need to be clear with the fixing position.

The front blind B2 can be taken as a recess size. B1 size will have a measurement of B1 less the bracket width (in this case 60mm). B3 size will have a measurement of B3 less the bracket width (in this case 60mm).

5.2 Rectangle Bay - Wood Venetian Blind, Aluminium Venetian Blind, Pleated Free Hang Blind

Firstly establish if the blind is to go full width across the front with the sides meeting the front blind, or the full width on the sides with the front blind meeting between the two side blinds.

Assume the front blind full width has a 50mm slat width:

Measure between the PVC frame on each side at the position of the blind to be installed (B2). Then take the measurement to the left (looking out) between the wall and the PVC frame (B1) and to the right (looking out) between the wall and the PVC frame (B3).

Measure the depth of the handles and note if the handles are on all three sides and they all protrude by the same amount – usually 35mm.

On the assumption the handles at the side do not interfere, measurement 2 (B2) can be used as blind number 2 recess size. Measurement 1 (B1) can be used as blind 1 (less 35mm handle projection, less 50mm blind slat size, less 10mm tolerance) as a recess size. Measurement 3 (B3) can be used as blind 3 (less 35mm handle projection, less 50mm blind slat size, less 10mm tolerance) as a recess size.

TIP

Ensure you understand your supplier's minimum width sizes and how far the controls come in from the end of the blind. In some situations with the front blind full width and the side blinds butting up close it may not be easy to access the blind controls.

5.3 Rectangle Bay - Roman Blind

Firstly establish if the blind is to go full width across the front with the sides meeting the front blind, or the full width on the sides with the front blind meeting between the two side blinds.

Assume the front blind is full width.

Measure between the PVC frame on each side at the position of the blind to be installed (B2) see Fig 7. Then take the measurement to the left (looking out) between the wall and the PVC frame (B1) and to the right (looking out) between the wall and the PVC frame (B3).

Measure the depth of the handles and note if the handles are on all three sides and they all protrude by the same amount – usually 35mm.

On the assumption the handles at the side do not interfere, measurement 2 (B2) can be used as blind number 2 recess size. Measurement 1 (B1) can be used as blind 1 (less 35mm handle projection, less blind depth typically 45 / 50mm, less10mm tolerance) as a recess size. Measurement 3 (B3) can be used as blind 3 (less 35mm handle projection, less blind depth typically 45 / 50mm, less 10mm tolerance) as a recess size.

TIP

Ensure you understand your supplier's minimum width sizes and how far the controls come in from the end of the blind. In some situations with the front blind full width it may not be easy to access the blind controls. Check the bunch of the fabric depth particularly on a long drop as the depth may need a greater requirement than 45 / 50mm stated above.

5.4 Rectangle Bay - Vertical Blind

Firstly establish if the blind is to go full width across the front with the sides meeting the front blind, or the full width on the sides with the front blind meeting between the two side blinds.

Assume the front blind full width and with an 89mm vane.

Measure between the PVC frame on each side at the position of the blind to be installed (B2) see Fig 7. Then take the measurement to the left (looking out) between the wall and the PVC frame (B1) and to the right (looking out) between the wall and the PVC frame (B3).

Measure the depth of the handles and note if the handles are on all three sides and they all protrude by the same amount – usually 35mm.

On the assumption the handles at the side do not interfere, measurement 2 (B2) can be used as blind number 2 recess size. Measurement 1 (B1) can be used as blind 1 (less 35mm handle projection, less blind depth - typically 90mm, less 10mm tolerance) as a recess size. Measurement 3 (B3) can be used as blind 3 (less 35mm handle projection, less blind depth - typically 90mm, less 10mm tolerance) as a recess size.

TIP

Ensure you understand your supplier's minimum width sizes and how far the controls come in from the end of the blind. In some situations with the front blind full width it may not be easy to access operation of the blind controls.

The side blinds B1 and B3 can be a little larger to reduce the gap to the front blind however the client needs to be advised to operate the blinds in a sequence otherwise some vanes will get stuck against the adjacent blind and those individual vanes will be out of sequence with the other vanes on that track.

Curved Bay

The main difference with a curved bay is that with all blind types, unless fitted directly to the window, the fixing position or edge of the blind needs to be determined prior to measuring.

For all the examples we have assumed a three-sided curved bay. A drawing of a five-sided curved bay has also been shown (Figs 12 and 13) as the principle is the same.

The ideal position for marking out would be onto the ceiling but in practice it is most common to measure out on the window sill with either the actual brackets or marked out sizes onto a card.

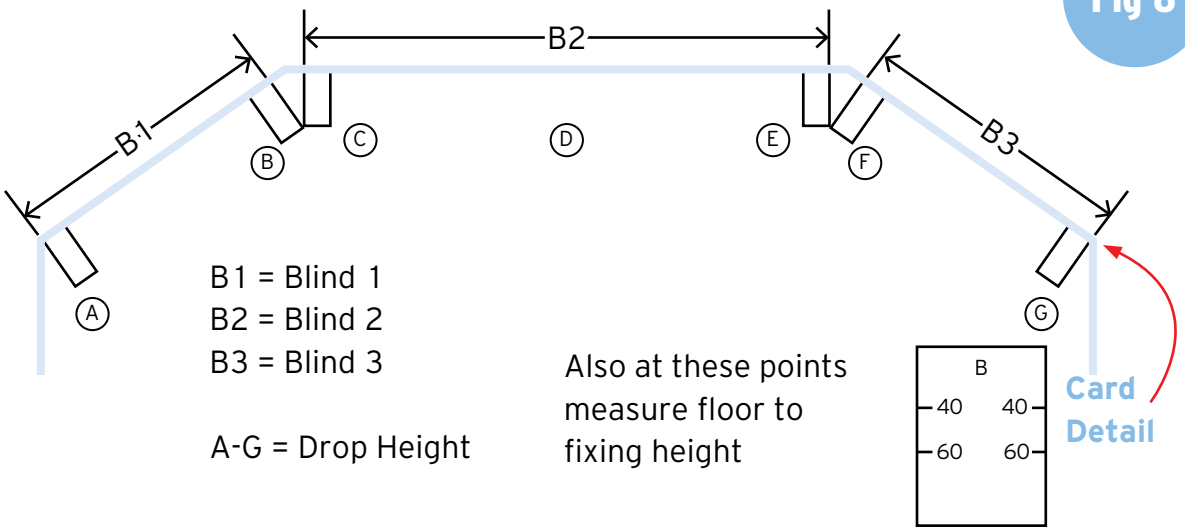
5.5 Curved Bay - Roller Blind

On the assumption the bracket has a 60mm projection when face fixed and 50mm when top fixed and the fabric is over the front of the blind, we shall assume for this example a face fixed requirement.

Take a piece of paper (ideally a business card as it has 90 degree edges and is made from card) and mark out a B (base) at the smallest width and measurement of 60mm on both sides. Repeat the process for a minimum of two other cards.

Bay Window Roller Blind

Fig 8



Place the first card to the left hand position of blind 1 (see Fig 8). Place the second and third cards at the joint of blind 1 and 2. When the cards are in the correct position, measure between the marks (recess size for blind 1). Keeping the third card in place for the left hand side of blind 2 install the other two cards at the joint of blind 2 and 3. When the cards are in the correct position, measure between the marks (recess size for blind 2). Use the card from the right hand side from blind 2 and place at the right hand position of blind 3. Measure between the marks (recess size for blind 3).

With regards to the drop of the blind carry out measurements from sill to recess in a number of positions as indicated.

TIP

Be explicit if a client has an existing window dressing replaced (may be the same or different to the new one). Clients in many circumstances are unable to visualise the different appearance and / or will expect the same look which may not be the case particularly if the original installation has been incorrect. In bay windows it is essential to explain to the client where the fabric (the width of the blind) will start and stop and what gaps can be seen. Also, show the client how much others could see into the room from the outside. This is especially important if a non-cassetted blackout blind has been requested.

With roller blinds it is typical that the fabric is 35mm less than the blind width and therefore around 18mm in from each end. Exact details should be obtained from your supplier.

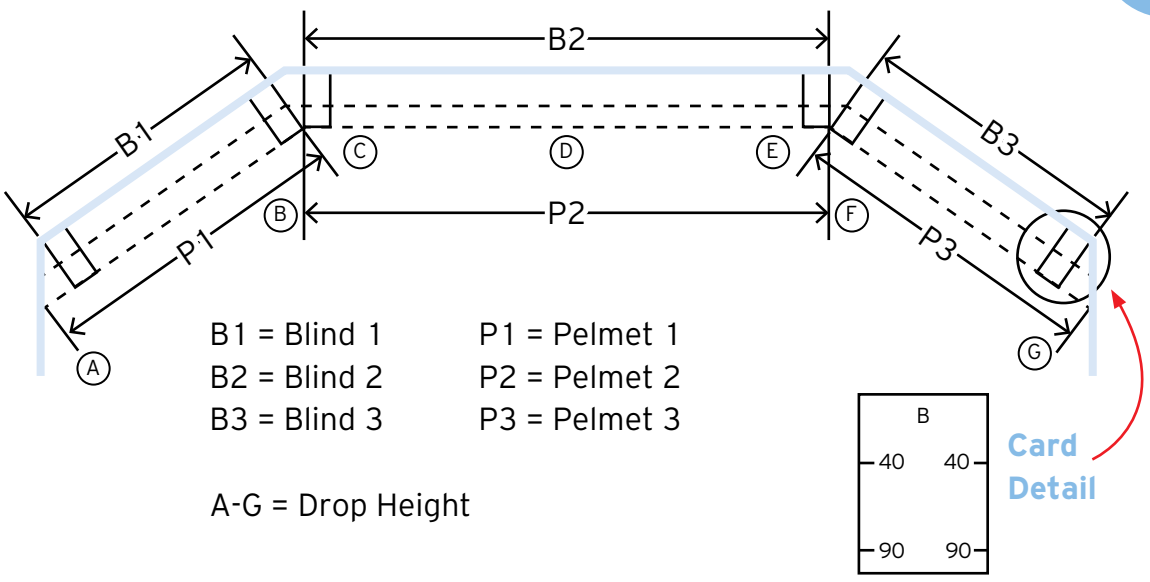
5.6 Curved Bay - Wood Venetian, Aluminium Venetian, Pleated Blinds

In this example we shall assume a 50mm slat wood Venetian blind.

Take a piece of paper (ideally a business card as it has 90 degree edges) and mark out a B (base) at the smallest width and measure off 40mm on both sides and 90mm on both sides. Repeat process for a minimum of two other cards.

Bay Window Venetian / Pleated

Fig 9



B1 = Blind 1 P1 = Pelmet 1
B2 = Blind 2 P2 = Pelmet 2
B3 = Blind 3 P3 = Pelmet 3

A-G = Drop Height

Also at these points measure
floor to fixing height

Place the first card to the left hand position of blind 1. Place the second and the third cards at the joint of blind 1 and 2 (see Fig 9). Note the measurement is not taken from the card position but from the wall position on the left hand side at the 40mm marked position. When the cards are in the correct position measure between the marks (recess size for blind 1). At the 90mm position previously marked on the cards measure from the wall on the left hand side. This will be the pelmet's actual size.

Keeping the third card in place for the left hand side of blind 2 install the other two cards at the joint of blind two and three. When the cards are in the correct position measure between the marks (recess size for blind 2). Use the card from the right hand side from blind 2 and place at the right hand position of blind 3. Note the measurement is not taken from the card position but from the wall position on the right hand side at the 40mm marked position. When the cards are in the correct position, measure between the marks (recess size for blind 3). At the 90mm position previously marked on the cards measure from the wall on the right hand side. This will be the pelmet's actual size.

5.7 Curved Bay - Roman Blind

In this example we assume a blind with a common thickness fabric and a drop of no more than 1,500mm. The front to back dimension of the retracted blind will be assumed as 50mm.

Take a piece of paper (ideally a business card as it has 90 degree edges) and mark out a B (base) at the smallest width and measure off 40mm on both sides and 90mm on both sides. Repeat the process for a minimum of two other cards.

Place the first card to the left hand position of blind 1. Place the second and third cards at the joint of blind 1 and 2 (see Fig 9). Note the measurement is not taken from the card position but from the wall position on the left hand side at the 40mm marked position. When the cards are in the correct position, measure between the marks (recess size for blind 1 or just the head rail size recess). At the 90mm position previously marked on the cards measure from the wall on the left hand side. This can be the fabric recess width if a large gap exists between the wall and the 40mm marked position. If this option is used, use the headrail recess size from the measurement taken at the 40mm mark.

Keeping the third card in place for the left hand side of blind 2 install the other two cards at the joint of blind 2 and 3. When the cards are in the correct position measure between the marks (recess size for blind 2). Use the card from the right hand side from blind 2 and place at the right hand position of blind 3. Note the measurement is not taken from the card position but from the wall position on the right hand side at the 40mm marked position. When the cards are in the correct position, measure between the marks (recess size for blind 3). At the 90mm position previously marked on the cards measure from the wall on the right hand side. This can be the fabric recess width if a large gap exists between the wall and the 40mm marked position. If this option is preferred, use the headrail recess size from the measurement taken at the 40mm mark.

6.0 Measuring Shaped Blinds

The frequency of requests for shaped blinds continues to increase and often gives great satisfaction to the team on completion of the installation.

Different manufacturers will have their own specific measuring requirements and many will also request a template. A template is usually best made from a quality lining paper allowing it to be folded and cut where needed.

The most important aspects of shaped blinds is to understand how they will operate. Some may only be operated in part depending on the window shape. We then need to consider how and at what points the blind can be fitted.

An arch is a common requirement. Fig 10 shows the various measurements required. At the outset it is important to use a spirit level to establish a true level and work from that position. It is more often than not that the bottom of the arch area is actually not level.

TIP

If the window has lead or plastic mullions across the window area that are not at 90 degree angle it would be wise to point this out to the client when measuring as some blinds will look out of true where it is actually the window installation which is not square.

The following drawings for an arch (Fig 10) and triangular shape (Fig 11) shape are probably the most common shapes requested. Requirements for other shapes should be confirmed with your supplier.

Arch

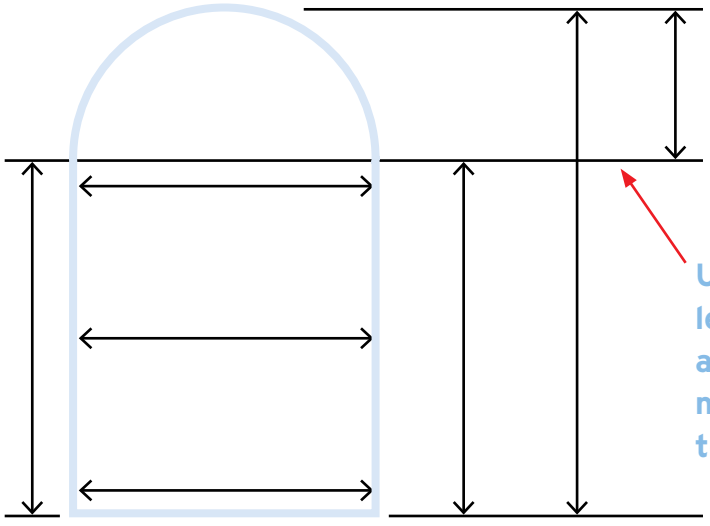
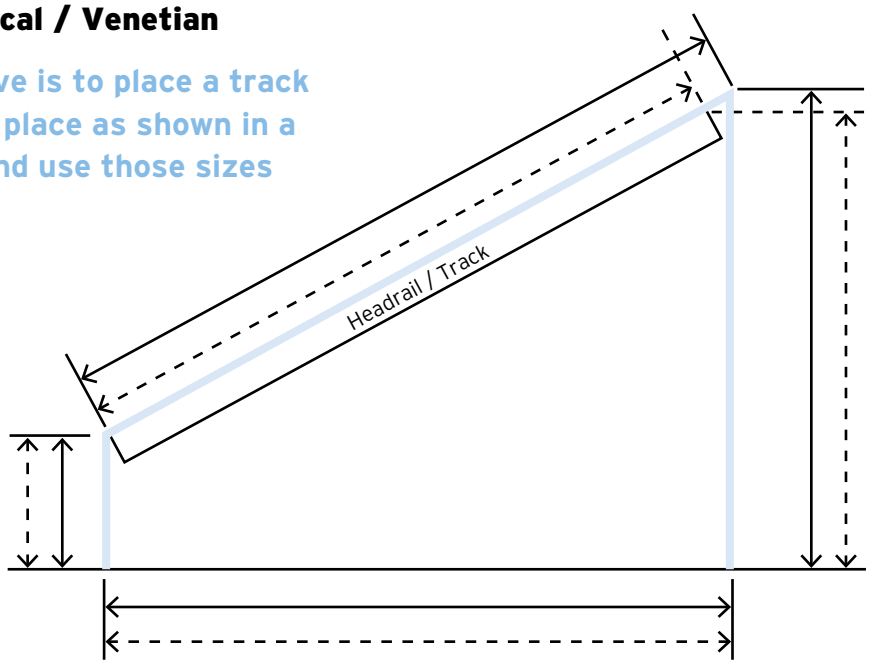


Fig 10

Sloping Vertical / Venetian

The alternative is to place a track or headrail in place as shown in a dashed line and use those sizes

Fig 11



Also measure fixing height from the floor

Bay Window Shaped Products

Fig 12

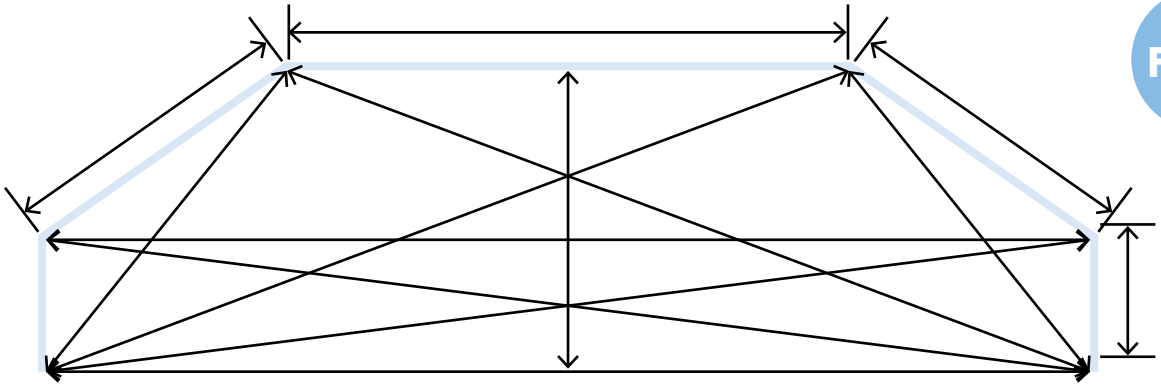
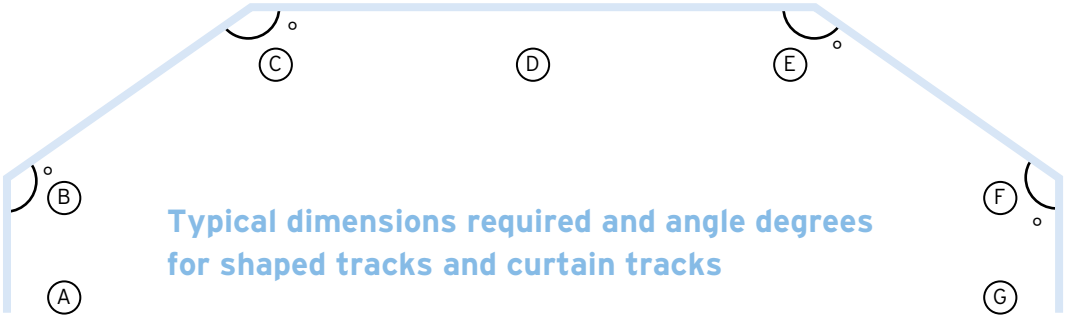


Fig 13



Typical dimensions required and angle degrees for shaped tracks and curtain tracks

A-G = Drop Height
Also at these points measure floor to fixing height

7.0 Conservatory Roofs

TIP

Before measuring a conservatory roof always take some time to look at the roof in detail to identify any potential problems when it comes to installing the blinds. (i.e. tie bars, opening vents, obtuse angled shapes where possibly part of the blind will be a fixed panel, location of lighting or security sensors etc.).

You should also ensure that the customer provides their written consent to have blinds fitted to their conservatory. Some conservatory manufacturers stipulate that nothing should be added to their structures and doing so could invalidate their warranty.

Measuring a conservatory roof falls into two categories – rectangles and shapes.

In this section we look at the basic requirements for both types. For more detailed information, particularly with shaped blinds, discuss your requirements with your supplier.

Prior to measuring it is important to understand:

- The intended fixing position of the brackets
- The location of glass behind the spars
- If hidden gutters are between a building and conservatory
- The gutter location, particularly on P-shaped conservatories as this is usually only a single skin

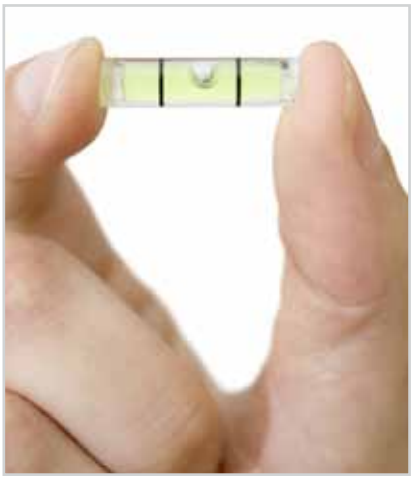
The rectangle blind measurements are similar to measuring for a recess blind. Ideally three width measurements and two drop measurements should be taken, subject to the overall size. In addition other elements need to be identified such as cross bars (tie bars), roof openings or packing pieces of PVC to cover gaps.

When measuring shaped conservatory blinds, you also need to take into account these points. The options are either to measure the opening space or the exact blind size by using a headrail and intermediate taped together to form a space distance to measure from (as seen in Fig 15).

The most important position is the top of the blind headrail. The minimum width is usually 90 or 100mm, subject to the manufacturer. This position must be parallel with the base.

TIP

Cut a piece of headrail to the minimum width specified by your manufacturer and fit brackets. To this affix a miniature spirit level so when you are measuring you can ensure the headrail dimension is square.



Another way to obtain this position is to place masking tape on a small set square and mark off the distance, say 100mm. The exact position marked on the tape will depend on the width of the spar and the position of the blind.

On the assumption of the spar being square to the base, the set square can be placed against the spar and run up and down until the 100mm headrail is in the correct position and can then be marked. Double-check by measuring either side from the base to ensure the same measurement.

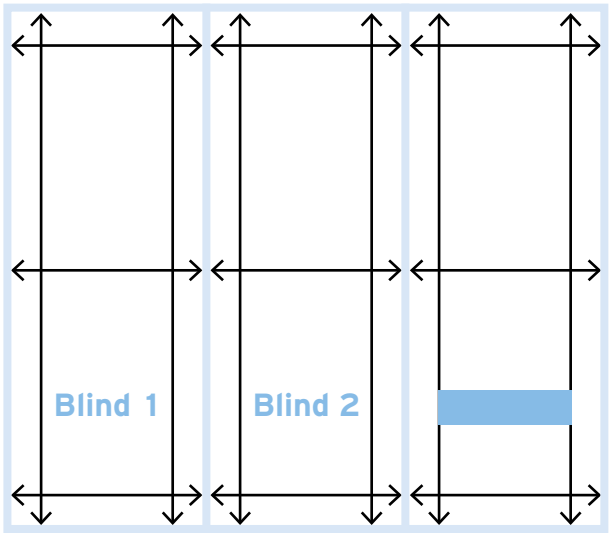
A similar concept can be seen in Fig 16 and for ease of understanding the spars have been shown on the drawing.

TIP

When measuring around the rose area of a conservatory roof some of the panels may allow for a minimum headrail size, say 100mm, and for others this may be larger. Take the largest size and work from this so when the blinds are fitted they all line up around the rose and are not staggered.

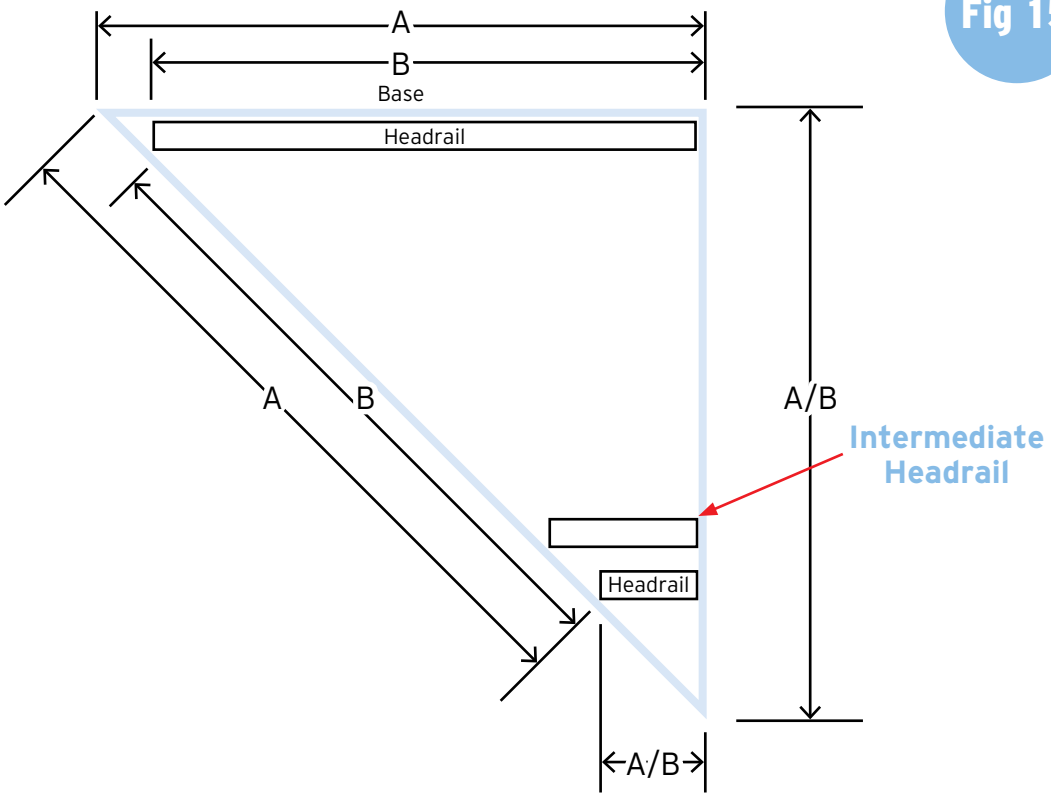
Conservatory Roof Area - Dimensions required

Fig 14



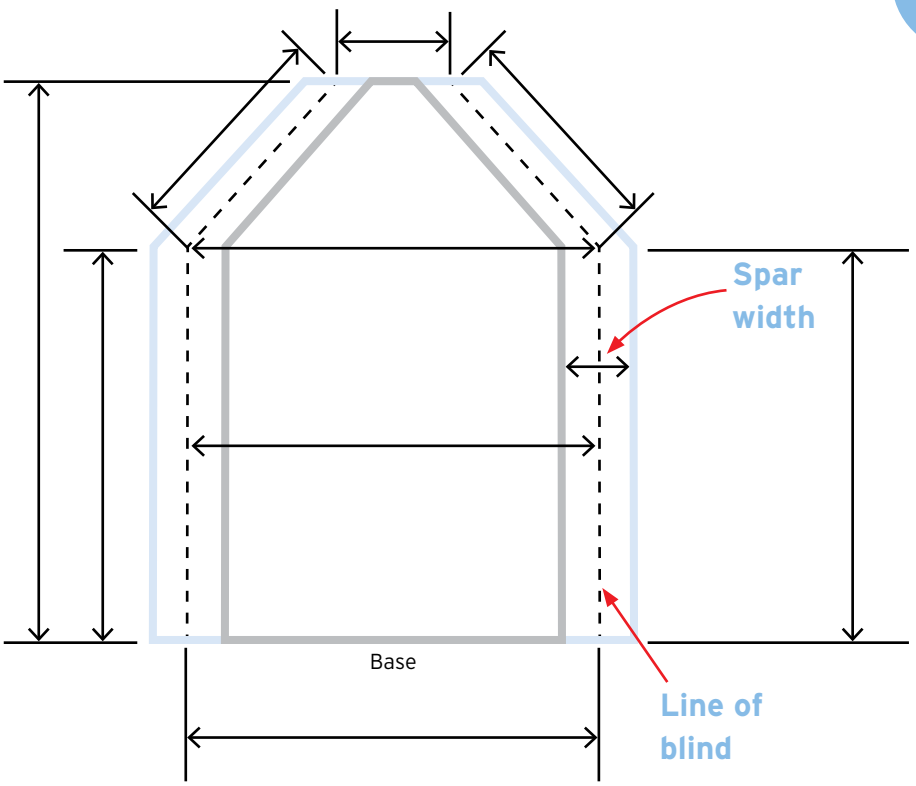
Shaped Roof Blinds - Dimensions required

Fig 15



Shaped Roof Blind - Dimensions required

Fig 16



8.0 Measuring Shutters

Plantation Shutters are one of the most difficult areas to provide comprehensive advice as all manufacturers have different requirements.

TIP

Before measuring for shutters you should take time to review the windows to identify any issues that could affect the installation of the shutters. One of the most critical elements is whether the window is square and true but window handles and stays, cornices, picture rails, surface mounted cabling and other possible obstructions should be considered first.

If the window is not square or true, it might be necessary to fit a four-sided sub-frame to ensure the shutters work properly.

In many ways shutters require more detailed and accurate measurements than blinds. A small mistake can results in a very expensive error. The leading suppliers / manufacturers offer detailed training to allow you to confidently measure and sell shutters.

In this section we shall therefore only outline the very basic and typical requirements.

Prior to measuring it is important to understand the client's requirements for both operation and purpose. For shutters the following is required:

- Position of shutter, inside the recess or outside the recess
- The number of panels and how they are to operate
- The width of the slat (some will project further than the frame and allowance will be required to miss handles, vents or other obstructions)
- How the frame is to be fixed to the structure
- If beading or architrave is to be used to cover gaps where walls are not true and square to other surfaces

TIP

Generally there is less tolerance with shutters so additional measurements for both the width and the drop may be required if the window is not square or true.

A good practice is to use a set square.

8.1 In a rectangle or square window

Reference should be made to section 3.0 (measuring inside recess) and as with traditional blind types it is essential to measure the position of the shutter to be installed.

In a bay window typical dimensions required are shown in the drawing. With shutters it is common practice to place the actual block profiles onto the sill area for measuring to ensure the correct position for the shutter is understood.

Rectangle Bay

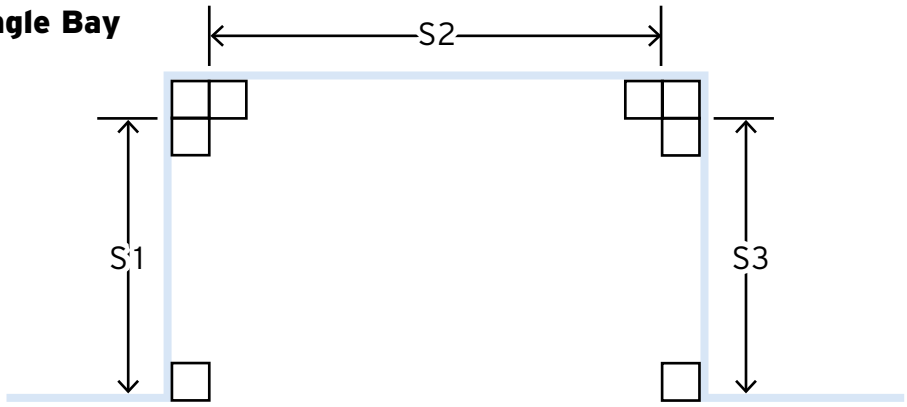


Fig 17

Bay Window Shutters (Important - see manufacturer's details)

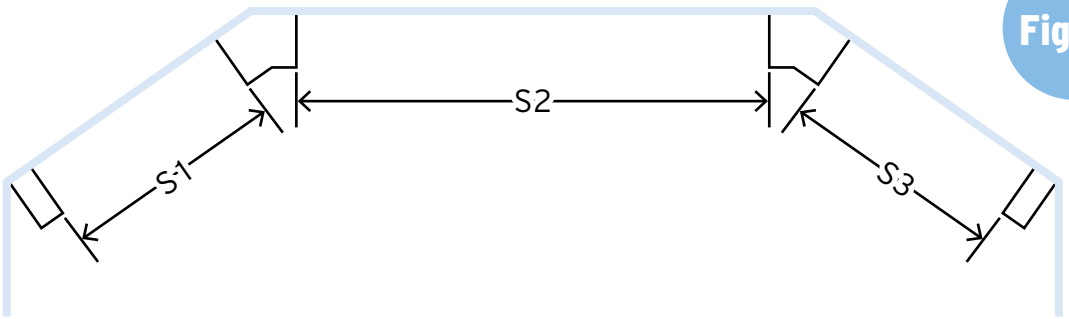


Fig 18

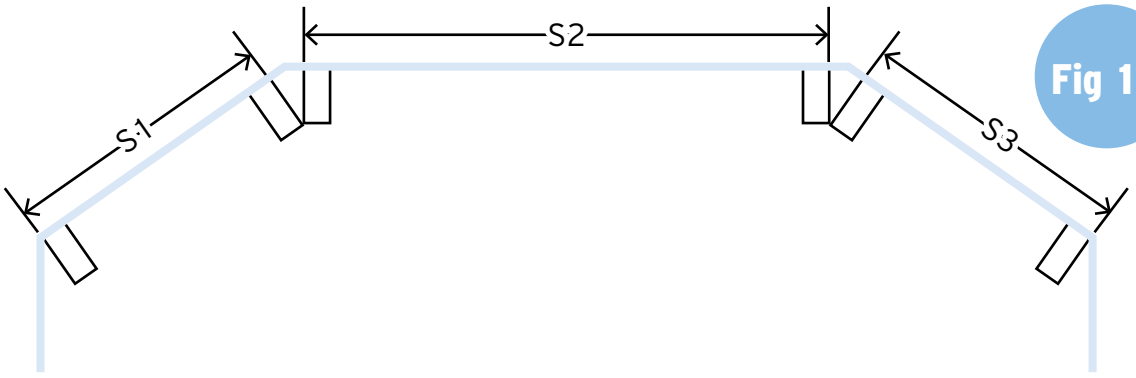


Fig 19

9.0 Awnings and Canopies

It could be argued with these products more than others that at the stage of measuring it is also important to understand the material they are being fixed to and the type of fitting that will be required. In some circumstances the position of the product may need to be moved slightly to achieve a suitable, secure fixing. It is for this reason they often require surveying of the surrounding areas and not just measuring.

You should also consider the orientation of the building and the path of the sun when measuring for awnings and canopies. There are some Apps, for example Sunseeker, which will show the sun's path throughout the year based on your location when using a GPS-enabled device.

NOTE

Awnings and canopies must not be fixed directly into the top few courses of bricks.

9.1 Awnings

Domestic Premises

Awnings are commonly requested for domestic properties to reduce solar gain or glare into a property, so it is essential the following are observed when measuring:

- Height above door / window
- Gap either side of the door / window
- Floor to top of door / window
- Height and projection of any openings i.e. doors / windows
- Position of any vents i.e. from boilers **(see BBSA Guidance Note A4)**
- The type and condition of the material being secured to and if any cracks or loose brickwork is visible

The following specifications are required by most suppliers although the exact detail for the awning you are supplying should be referred to and complied with:

- A minimum of 500mm past each side of the opening (i.e. window or door)
- Set at the minimum angle (pitch) recommended by the manufacturer
- The distance from the floor to underside of the awning when fully extended to be around 2000mm as a minimum

Commercial Premises

Awnings used for commercial purposes not only prevent solar gain and glare but are also installed for signage (advertising the business). In general these applications are more limited by the suitable fixing

TIP

With commercial requests on a high street always measure the depth of the pavement from the shop window. It is also good practice to identify if any bollards are on the pavement. An awning or canopy that projects too far out may be a liability if delivery vehicles often drive onto the pavement area.

positions. However, the points detailed above should also be observed with commercial premises.

The majority of awnings will not have the ability to go 500mm past the window / door opening and therefore are limited by the width of the shop / office. The product will still be required to be installed at a pitch of 14 degrees or more if used in light rain.

You should ensure your client has investigated whether they require planning permission or advertising consent and if there are any local authority restrictions on height from the floor to the underside of the awning and distance from the kerb **(see BBSA Guidance Note A10).**

9.2 Canopies

There are a number of different designs but essentially all canopies are secured in a similar way and generally do not receive the same levels of stress forces on the fixtures as awnings.

Domestic Premises

Canopies are usually used on domestic properties to reduce solar gain or glare into a property so it is essential the following are observed when measuring:

- Height above door / window
- Gap either side of the door / window
- Floor to top of door / window
- Height and projection of any openings i.e. doors / windows
- Position of any vents i.e. from boilers **(see BBSA Guidance Note A4)**
- The type and condition of the material being secured to and if any cracks or loose brickwork is visible

Commercial Premises

Canopies used for commercial purposes not only prevent solar gain and glare but are also installed for signage (advertising the business). In general these applications are more limited by the suitable fixing positions. However, the points detailed above are still relevant for canopies fitted to commercial premises.

You should ensure your client has investigated whether they require planning permission or advertising consent and if there are any local authority restrictions on height from the floor to the underside of the canopy and distance from the kerb **(see BBSA Guidance Note A10).**

TIP

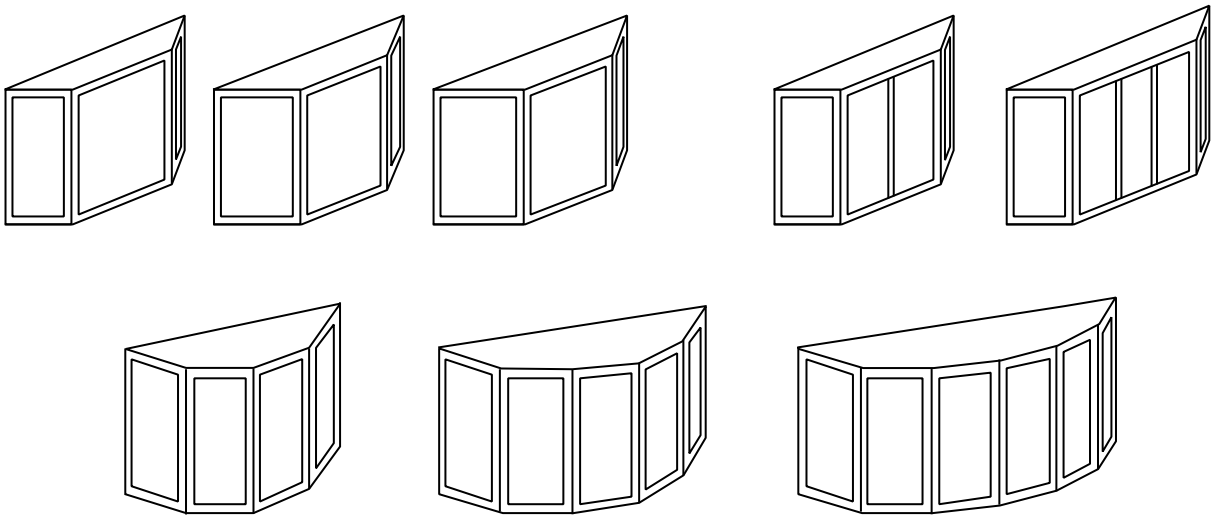
It is good practice to demonstrate to the client the height of the canopy and the position of the bottom of the canopy when in the projected position.

10.0 Glossary

Bay Window

A bay window forms a window space projecting outward from the main walls of a building and forming a bay in a room.

Available in a number of different styles and designs some popular types are rectangular or three or five-sided bays.



Sill or Cill

A slab of stone, or more typically a section of wood, at the base of the window, hence window sill / cill.

Face Fix

Here the brackets are fixed in the horizontal plane back to the window or its surrounds.

Grounds

This is a generic term used to define the materials or substrate you are fitting to – it could be wood, masonry, steel or another material. It is often used when the fixing substrate is unknown.

Inside Recess or Inside Reveal

A recess is where the wall typically has a 90 degree return which then meets the window so the window is recessed back from the internal wall. The depth of the recess, or reveal, will vary depending on the age and style of the house and the type of window used.

A blind fitted inside the recess would then be close to the window and contained within the reveal of the window.

Outside the Recess or Outside the Reveal

Fitting a blind outside the reveal means installing the blind over the extremities of the recess leading into the window so the blind is level with the internal wall finishes and typically some distance from the window.

Side (end) Fix

Here the brackets are fixed sideways to the reveal of the window.

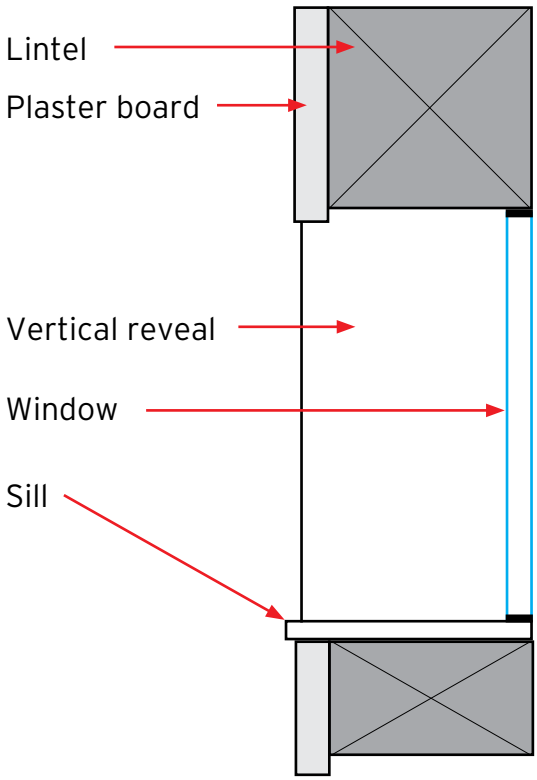
Soffit

An architectural term to describe the underside of any construction element.

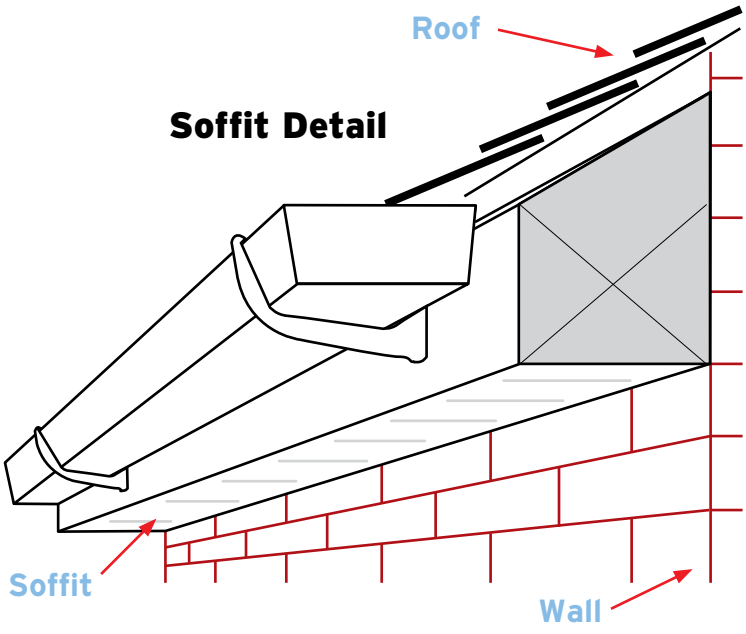
On an internal blind a soffit is the top part of the window reveal.

On an external blind, especially fitted on a bungalow, the soffit is the section where the overhang of the roof meets the external wall of the building.

Cross section of a typical house window



Soffit Detail



10.0 Glossary

Top Fix

Here the brackets are fixed in the vertical plane upwards usually into the soffit above the window.

Other Modules in this series

Fitting

Fixings

Motorisation and Automation

Fabrics and Materials

Surveying, Quoting and Estimating

Acknowledgements

BBSA Training Working Group

Nantmor Blinds

BBSA, PO Box 232, Stowmarket, Suffolk, IP14 9AR

T: 01449 780444 E: info@bbsa.org.uk W: www.bbsa.org.uk