

# TheShutterShop

## Measuring

Thank you for choosing the Shutter Shop to supply your new Shutters. If you have decided to order online and measure yourself here is a step by step guide to measuring for the right shutters before you make your order.

Please note that that this document is as a guide only and The Shutter shop takes no responsibility in miss measurement, please check and re check your measurements to ensure an easier and pleasing installation.

Please also note that there are some products and services that are not available when ordering via our online DIY service, please refer to the product range and styles to see what can be ordered online.

Bay windows, tracking system and shaped windows are not available online and require a survey.

If at any point during your measure you require assistance from our qualified and experienced team just call us on 0207 751 0937 or [sales@shuttershop.co.uk](mailto:sales@shuttershop.co.uk)

It is very important to get an accurate survey because an accurate survey results in an easier and more aesthetically pleasing installation.

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## Step 1- Preparation

There are several steps in the measuring process.

We recommend the following tools to get your measurements.

- Steel tape measure
- Spirit level
- Survey form
- Masking tape and template paper ( brown or lining)

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## Step 2 – Options and questions to consider

### A few questions to consider before continuing your measure

Before you can start make sure you have chosen the style shutter you prefer from full height, café style or tier on tier take a look at the options on our website to see more details.

Top tips from the Shutter Experts...

Measuring is simple but not every window's the same. Here's a few tips to get the perfect measure...

- Email us a photo of your window if there's anything you're not sure of
- Watch out for big handles, alarm sensors or telephone jacks.
- Position your frames out the way of inward opening windows
- Make sure you've enough space for the slats to tilt without hitting your window handles.
- Measure three widths and three lengths
- Give the biggest size for outside mount
- Give the smallest amount for inside mount

### Which Louvre width do you prefer?

Whilst louvres width is mainly down to the individual preference, remember that wider louvres will allow more light into the room when in the open position. It is vitally important that the backs of the louvres are free from obstructions, such as window handles, as this will hinder the operation of the louvres. Remember to check that the chosen louvre width is available in the selected range.

### Do you envisage the shutters being fitted on the inside or outside of the recess?

Most UK installations are fitted within the recess and as close as possible to the glass to maintain use of the window sill. Whilst this makes the shutter look like an integral part of the window, it has the disadvantage of the reveal walls preventing the panels from folding completely back, as they can only fold 90 degrees or until they touch the walls. If fitted flat on the outside of the recess or within but at the front of the recesses (e.g with a 'Z frame') the panels will have the advantage of being able to be folded back against the wall. However, the disadvantage of this method is that it makes the window sill virtually redundant.

*There are two key considerations to be made at this point.*

Firstly, is an inside recess installation possible? Check the window alignment by measuring the window opening from corner to corner across both diagonals. If the dimensions vary by more than 12mm we recommend that an inside recess installation should not be attempted.

Secondly, the question of whether the panels will be folded back on a regular basis is important so as to determine the appearance of the panels in each case. The reality is that in urban environments the shutters usually remain across the window with the louvres being adjusted according to the time

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of day. However, when shutters are required to be folded back on a daily basis it is important to give more consideration to how they will fold back and their subsequent appearance.

## **How many panels do you envisage to cover the width?**

The number of panels should be determined by the type and style of the window in question, taking into consideration the position of the vertical glazing bars and whether the panels are required to fold back at 90 or 180 degrees. The maximum width to which an individual panel can be manufactured varies depending on the material chosen. See full spec for further details. Wider panels can be made, buy only without warranty. Remember that when two panels meet, the combined width of the two stiles is 82mm. More panels = more stiles = less light.

## **Frame or battens?**

The choice is yours to make however we think that a three or four sided frame looks best and is certainly easier to install. The frame type is usually based on how the installation is being fitted. There are many options of profile section from which you can choose, but the selection offered to you is restricted by installation suitability.

### **(Information on mid-rail if choosing this option)**

Mid rail positions:

Mid-rails are fitted to all 32mm panels deeper than 1100mm and to panels in other louvre widths deeper than 1800mm, irrespective of the installation style, to give rigidity and add strength. The mid-rail is usually placed in the centre of the panel for aesthetic reasons, but can be positioned off centre in order to line up, as closely as manufacturing tolerances will allow, with horizontal glazing bars in the window. The required dimension when specifying mid-rail positions is from the base of the frame to the centre of the mid-rail.

Mid-rail positioning tolerances

32mm louvres = +/- 12.7mm

47mm louvres = +/- 19.1mm

63mm louvres = +/- 25.4mm

89mm louvres = +/- 38.1mm

115mm louvres = +/- 50.8mm

Panels in excess of the above depths can be ordered without mid-rails if preferred but will not be covered by warranty as they are 'out of specification'. Additional mid-rails can be installed at no extra cost if requested, to create additional louvre banks and thus the ability to temper light at different levels.

**Now that you have taken all options into consideration it is now time for measuring.**

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## Step 3 – Measuring

There are some golden rules when it comes to measuring.

- Always use a steel tape measure
- Measure twice –*fit once*
- As most windows are not square, be sure to check the width and drop all the way across/down the window.
- If the diagonal dimension from corner to corner varies by more than 12mm, We recommend that an inside recess installation should not be attempted.
- Always record dimensions as **width x drop**
- Ensure that louvres will not foul window furniture (handles, locks, etc) when tilted by using sufficiently deep frames or battens when face fixing. #

### Inside recess fitting

- a. Inside recess fitting with shutter frame(OD)
  1. Decide on the most appropriate frame profile in order to bring the panels sufficiently forward to prevent them from interfering with the window furniture. We recommend physically positioning a sample panel (with the chosen louvre width), together with the preferred frame profile, against the window to ensure sufficient operating clearance.
  2. Measure the recess width at the narrowest point and deduct 5mm to ascertain the OD width
  3. Measure the recess drop at its shallowest point and deduct 3mm to give the OD drop. Or, if the installation is 'Café style', measure from the top of the proposed shutter panels to the sill at its highest point to ascertain the OD drop.
- b. Inside recess fitting with battens (OP)
  1. Measure the recess width at the narrowest point.
  2. Make the necessary deductions from recess width to ascertain the OP (overall panel) width of the required panel set. (I.e. recess width –side battens- batten to panel-hinges = OP width).
  3. Measure the recess drop at its shallowest point and make the clearance deductions to ascertain the Op drop. Or, if the installation is 'Café Style', measure from the top of the proposed shutter panels to the sill at its highest point and make a deduction for the clearance between the bottom of the panels and the sill to ascertain the Op drop.

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## Outside Recess Fitting

- c. Outside recess fitting with shutter frame(OD)
  - 1. Decide where the side frame will start and finish by marking the outside edges of the shutter frame on the wall. Measure between marks to ascertain OD frame width.
  - 2. Mark the positions of the top edge of the top frame onto the wall and then the bottom of the shutter set, which will be either the bottom frame if four sided or bottom of the side frame if three sided. Measure between marks to ascertain the OD frame depth.
  
- d. Outside recess fitting with battens(OP)
  - 1. Decide where the outside edges of the panel set will be and mark the positions on the wall. Measure between marks to ascertain OP (overall panel) width of the panel set.
  - 2. Mark the positions of the top and bottom of the panels. Measure between marks to ascertain the OP (overall panel) depth of the panel set.
  
- e. Measuring for mid-rails and tier on tier shutters (inside and outside recess)
  - 1. For all panels requiring off-centre mid-rails, record the required mid-rail position by measuring from its centre to the bottom of the shutter set.
  - 2. If the installation is 'Tier on Tier' and is not being fitted with a horizontal 'T=post' between the upper and lower panels, ascertain the position of the top of the lower panels by this point and enter the dimension in the 'mid 2' column. Mid –rail positions ( if relevant) should be entered in to the 'short notes' column. The lower tier mid-rail is measured from the bottom of the shutter set to the mid-rail centre and the upper tier mid-rail from the top of the lower panels to the mid-rail centre.
  - 3. If a horizontal 'T-post' is being installed between the upper and lower tiers, measure from the bottom of the shutter set to the centre point of the 'T-post' and enter the dimension in 'mid 2' column. Then write "mid 2 position = centre of horizontal T-post" in the short notes column. The positions of any mid rails should also be recorded in the 'short notes' column.
  
- f. Measuring for vertical T-posts

When a window requiring a framed shutter set is too wide to be covered with the maximum amount of panels and a top track system is not appropriate, vertical T-posts can be added to the 3 or 4 sided frames. This essentially breaks the shutter set into narrower, multiple units. Each unit is then treated as an individual shutter set in terms of the number of panels to be fitted to it.

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T-posts look best when they are lined up with vertical glazing bars so they are not visible from outside. When specifying T-post positions, the dimensions should always be measured and recorded from the outside edge of the left hand frame upright to the centre of the T-post. If using more than one T-post, the second/third positions should also be measured from the outside edge of the left hand frame upright to the centre of the T-post.

**Now that you have all your measurements it's time to make your order. Just follow the online process, call or email us to make your order.**

**Call: 0207 751 09376**

**Email: [sales@shuttershop.co.uk](mailto:sales@shuttershop.co.uk)**

**[www.shuttershop.co.uk](http://www.shuttershop.co.uk)**