

EXWAY ELECTRIC SUPPLY COMPANY SHOWROOM VISIT CHECKLIST

We'd like to make your visit as productive as possible, so we've created a checklist of important information for you to fill out. Filling this out will help us make sure you get the best size and style for your rooms. Please take a moment to fill this out and bring both pages when you stop by! Thank you!

BASICS

Room	Ceiling Height	Pitched ?/°	Quantity	Room Size

HELPFUL MEASUREMENTS

Dining Room/Kitchen

Table Size _____

Island size _____

Bathroom

Vanity Size _____

How many sinks _____

Mirror size _____

Exterior Lighting

If fixture is next to the door:

Measurement from the middle of the junction box to the top of the door _____

Measurement from the middle of the junction box to the edge of the door _____

If fixture is above the door:

Measurement from the middle of the junction box to the top of the door or the closest obstruction _____

Some other things to consider before you come in depending on what areas you are choosing your lighting for:

For Kitchen Lighting

1. What is the hardware finish in your room?
2. What is the finish your appliances?
3. If you are putting pendants over your island, besides the dimensions of the island, we need the distance from the middle of each junction from each other as well as what is the distance from the middle of the junction box to the edge of the island.
4. If you would like to use under cabinet lighting, bring in the measurements of the cabinets.

For Bathroom Lighting

1. If the fixture is above the mirror, please measure the distance from the middle of the junction box to the top of the mirror and from the middle of the junction box to the ceiling.
2. If the fixtures are next to the mirror, please measure the distance from the middle of the junction box to the edge of the mirror and if there is any limitation in the opposite direction that measurement as well.
3. What is the distance from the middle of the junction box down to the top of the counter?
4. What are your mirror dimensions?

General Questions/Information Needed:

1. For every area you would like a dimmer, please make note if the fixture can be turned on from more than one location and if you are using either incandescent, halogen or LED.
2. If you have a 2 story entrance, what is the ceiling height? If there is a window, what is the size of the window? Is the fixture centered in the middle of the room or is it over the stairway?
3. Take pictures, if able of all areas you would like new fixtures.
4. Are there any areas where you want to change your light fixture that there may be an obstruction that we need to take into consideration.
5. Do you need special purpose lighting for reading, homework, crafts, etc.?
6. For wall sconces near a fireplace, measure from the middle of the junction box to the edge of the mantle, to the ceiling and to the top of the mantle.

7. In regards to wall sconces, what is the distance from the center of the junction box to the floor and to the ceiling? Also, are the junction boxes outside of the mantle edges or inside.
8. If your ceiling heights are more than 8', we need that measurement as well.