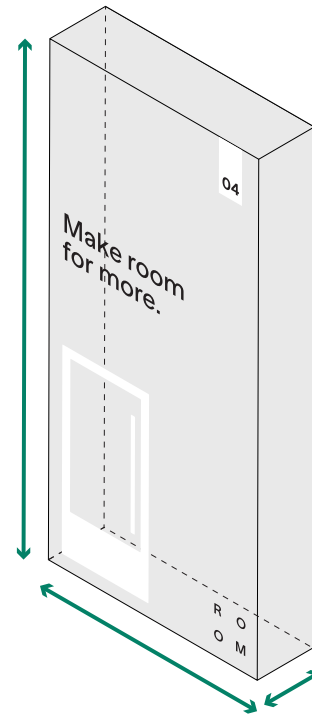


Measuring for delivery

You've done the hard part and decided which ROOM products are best for you and your team. Now let's get you ready to turn your plans into reality!

If you're in need of additional information about your products, go ahead and check out our Planning Guide.

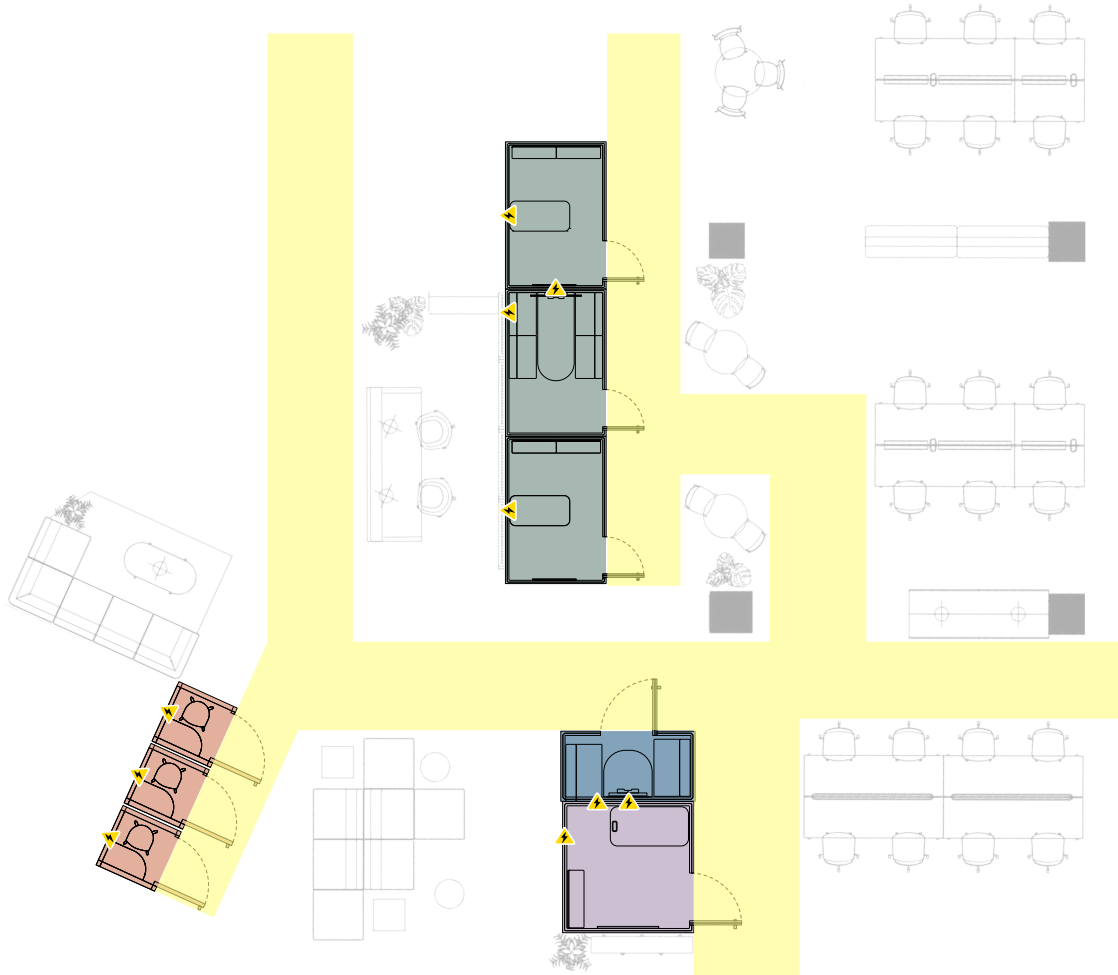
Remember: Products and components can be removed from pallets and, in some cases, even unboxed to help them fit into a space but your team and our delivery partners will still need space to safely deliver your products.



1. Let's start with where you want to place your ROOM products.

Here at ROOM, the details are the most important part. Let's make sure you don't miss any as you finalize your plans.

- Confirm the area where you'd like to place your new products has all the necessary electrical outlets within reach of the provided power cable. If connecting data, make sure your port is active and you have an appropriate ethernet cable in hand prior to your delivery appointment.
 - Pro tip: electrical plans that keep your outlet accessible following assembly of your ROOM units will ensure easier fixes should anything need adjustment down the road.
- Measure the area around your preferred assembly location to confirm accessibility meets your team's needs and adheres to any applicable ADA requirements.

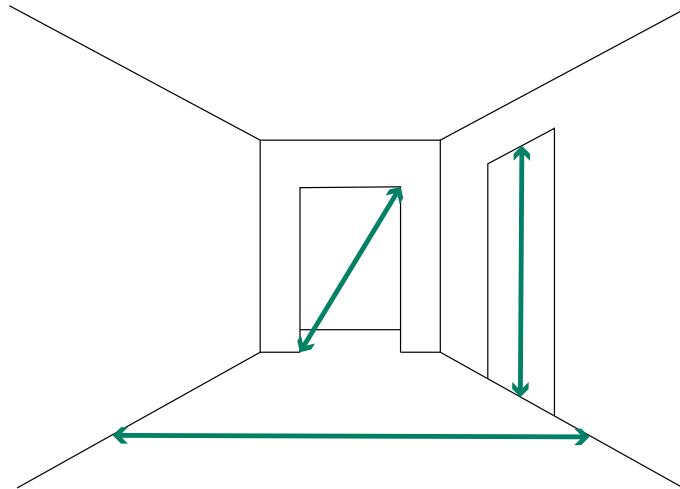


2. Next, let's look at your delivery path.

Haven't left your desk in awhile? Here's the perfect excuse to leave those unread emails behind and take a stroll! Decide what route you'll recommend to get the products into your space and get to stepping. While you're out, keep track of the following:

- Any tight hallways, sharp turns or low ceilings along the delivery path. Measure the height, width and depth of each. Pro tip: photos and videos are worth 1,000 measurements
 - Be sure to measure diagonally as well in case boxes need to be titled or rotated to fit
- Have a ton of doorways? Let's focus on those.

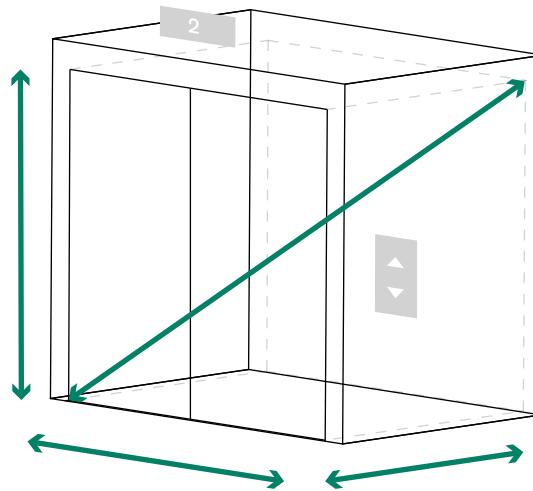
- Measure the width and height as well as diagonally between any door jambs or moldings
- Make sure you account for knobs, handles, hinges, and door swings!



3. What if you're not on the first floor?

We get it. Our space isn't either. Let's help you navigate any vertical challenges.

- For elevators:
 - Start by measuring the height and width of the door opening
 - Next, get in and measure the interior width, depth and height of the elevator cab
 - For extra credit, measure the diagonal depth from the front lower corner to the rear upper corner
 - Make sure each of these sets of measurements fit within ROOM's minimum elevator dimensions
 - Finally, confirm with your building if they have any rules around deliveries or elevator usage and any paperwork requirements. Let them know ahead of time that a delivery will be coming once your appointment has been finalized.
 - More bonus points, check to see if your building has a freight elevator in addition to the passenger elevators and whether that freight elevator has a hatch to allow for even more wiggle room!



- No elevator? No problem. Stairs aren't just for health, we can help you get your new ROOM units up them too.
 - Count the number of flights that will be required to get your ROOM units up to your space
 - ROOM considers a flight to be anywhere between 12 and 16 steps or anytime there is a landing or turn in the staircase
 - Next, measure the narrowest point
 - Typically this is between two railings or between the railing and the wall
 - For low ceilings, measure the height from the bottom step to the ceiling and all top steps to the ceiling
 - Measure the width, depth and height of any landings
 - When in doubt, snap some photos and send them over to your sales person during the sales process.

