

Templating an Entrance Grates and Recesses

Tools you will need:

- Poly coated Kraft paper in 36" width (if available)
- Measuring tape in 1/16" increments
- Masking tape or Duct tape
- Utility knife
- Permanent Marker
- A sketch or drawing for reference
- A depth gauge

Steps to take create accurate templates:

1. Clean recess thoroughly using a brush and shop vacuum to remove all dust and loose debris.
2. Using your depth gauge, take several measurements from the bottom of the pit opening to the top of the finished floor.
 - a. This measurement should be not more than +/-1/16" from the depth of the frame that will be installed.
 - I. If it is deeper, you may need to pour concrete to the correct depth before installation.
 - II. If it is shallower then please contact Hendrick with the depth so we can assist in providing options for reducing the overall height of the system that will be installed.
3. Unroll Kraft paper with slick side facing down on top of clean level base of pit opening.
 - a. Place straight edge of template material against longest straight edge of pit opening.
 - b. Cut Kraft paper leaving a few inches on either end for trimming at a later point.
 - c. Roll out another length of Kraft paper and place it next to the first one overlapping the long edge 2-3 inches.

4. Use tape and place several pcs. roughly 4-5 inches long running the opposite direction of the overlapping seam.
5. Continue rolling out more sections and taping them until you have completely covered the area.
6. Next, using your marker, mark the template material with arrows showing the direction of travel across the area.
 - I. This will tell us which direction we will need to run the grating in order to be effective.
7. Mark "X's in several places across each seam.
8. Label each section with a tag such as 1,2,3 etc. as well as entry location.
 - a. These will be used for alignment at our plant after the template has been received.
9. Using your utility knife, start trimming the extra length from the Kraft paper ends.
 - a. This needs to match the exact edge of the templated area to ensure an accurate fit.
 - b. Try to use nice, clean cuts when trimming the template.
10. Measure and mark any reference dimensions that may help in the drawing process.
11. Mark each template with the Project name, entrance name and/or number.
12. Stand back and take a picture of the templated area before removing it.
 - I. Pictures of tricky corners, edges or cutouts that we may need to be aware are helpful when producing our fabrication drawings.
13. Use your utility knife and cut just through taped area of template and disassemble.
14. Roll template up into cylinder being careful not to tear or wrinkle edges if at all possible.
15. Place in shipping box/tube and ship to the address listed below.

Hendrick Screen Company
3074 Medley Road
Owensboro, KY 42301
Attn. Architectural Sales Team
Ph.# 270-685-5138
16. Send pictures that were taken on site to your sales representative at Hendrick to use during the engineering phase of the project.
 - a. Please include in the email contact information for the person that made them template in case there are questions.

