



# Stair and Landing Design Request Form

This form is for Stair Wall Wainscoting application & landings only.  
Please use the "Wall Design Request Form" for horizontal wall applications.

Phone: (866) 983-3267 Fax: (205) 449-44430 info@designthespace.com

After you fill out and submit this form we will send you a price quote for your project. Aget that, and upon receipt of a non-refundable \$100 deposit, we will create and send a formal quote to you complete with architectural drawings, a components list and a delivered price. Note: your \$100 deposit will be applied to your purchase!

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

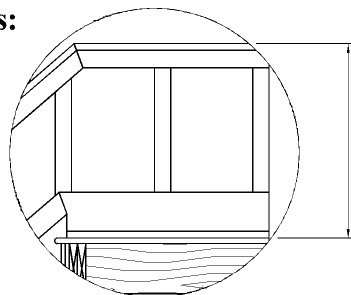
Dealer Name: \_\_\_\_\_ Dealer Contact: \_\_\_\_\_

**NOTE: Provide finish carpenter with NEC Stair Panel System Installation Guide.** Since dimensions are recorded without finished stringer in place (on new construction - rough framing) the stringer must be installed to match dimensions that NEC is using when designing the stairs.

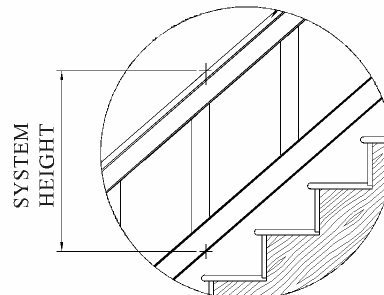
## STEP 1: Define Project Scope.

Please specify the following selections with a check mark in the provided box.

### 1. Style/Specifications:



LANDING



STAIR

*Note: Landing panel widths are designed proportionally to available wall space.*

**ClassicTraditional®** (Raised panel with beaded rails)

Is provided in a standard panel width of 9" and a stair system height of 30" +/- . If choosing a custom height, please check box below & supply required dimensions.

Standard System Height

Custom System Height \_\_\_\_\_ Custom Panel Width \_\_\_\_\_

Landing System Height: 32" 36" 40" 44" 56" 60" Custom Ht \_\_\_\_\_

**ClassicAmerican®** (Flat panel with beaded rails)

Is provided in the standard panel width and heights listed below. Please indicate desired stair system height.

Stair System Height: 31"+/- 47"+/- Custom Ht \_\_\_\_\_

Stair panel width: 9" 12" 15" 18" 23" 31" Custom Panel Width \_\_\_\_\_

Landing System Height: 32" 36" 40" 44" 56" 60" Custom Ht \_\_\_\_\_

**ClassicModern®** (1/8" Revealed flat panel with flat rails)

This system is completely custom. Please supply required dimensions below.

Custom System Height \_\_\_\_\_ Custom Panel Width \_\_\_\_\_

Landing System Height: 32" 36" 40" 44" 56" 60" Custom Ht \_\_\_\_\_

**ClassicBeadboard®** (Beaded design panels with beaded rails)

Is provided in a standard beaded panel width of 8". Please indicate desired stair system height below.

Stair System Height: 31"+/- 47"+/- 60"+/- Custom Ht \_\_\_\_\_

Landing System Height: 32" 36" 40" 44" 69" 73" 104" 108" Custom \_\_\_\_\_

**\*Please continue to page 2 of the Stair & Landing Design Request Form to complete your design request.**

# Stair & Landing Design Request Form (continued)

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ClassicCottage™** (2-Tier system 12"x 12" panel above beadboard panel with beaded rails)

This system is completely custom. Please supply required dimensions below.

Custom System Height \_\_\_\_\_ Custom Panel Width \_\_\_\_\_

Landing System Height:  48"  56"

Panel Style at Top Tier:  Flat  Raised

- ClassicRustic™** (Hand-carved and scraped panels with matching rails)

Is provided in a panel width of 5" with a height of 40"+/- depending on the angle. If choosing a custom height, please check box below & supply required dimensions.

Standard System Height

Custom System Height \_\_\_\_\_

Landing System Height:  36"  44"

### 3. Species & Finishes:

**ClassicTraditional, ClassicAmerican, ClassicBeadboard, ClassicCottage and ClassicModern**

Species (Option 1):  Primed/Paintable  Oak  Maple  Cherry

Finish:  Unfinished  Primed Only  White  Natural/Clear  Golden Honey  Merlot  
 Cinnamon  Nutmeg  Tuscan Coffee  Warm Chestnut

**ClassicRustic**

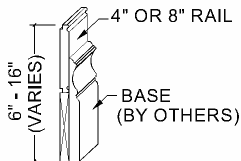
Species: Maple (only)

Finish:  Unfinished  Natural/Clear  Golden Honey  Merlot  Cinnamon  
 Nutmeg  Tuscan Coffee  Warm Chestnut

### 4. Baseboard(s) at landings:

**New England Classic** wall systems are provided with a standard baseboard in heights of 4" or 8" depending on system height. If you choose to use a secondary baseboard in conjunction with New England Classic baseboard, check box below and supply dimensions requested.

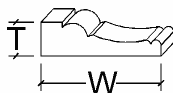
- Built-up baseboard** (REQUIRED - Enter dimensions below.)



Thickness (T): \_\_\_\_\_  
 Height (H): \_\_\_\_\_

### 5. Casing Option(s): (i.e. door & window trim.) Please select one (1) option.

- Please supply appropriate New England Classic CasingPak. (4 1/2" system)  
 Owner supplied (REQUIRED - Enter dimensions below.)



Thickness (T): \_\_\_\_\_  
 Width (W): \_\_\_\_\_

## STEP 3: Select Appropriate Stair Design Request Data Sheet.

Please determine project stages and complete the **Stair Design Data Sheet (#)** indicated below.

- Wallboard has been applied & stringer board installed. **Fill out Stair Design Data Sheet #1**  
 Room is rough framed with no wallboard installed. (Stringer & finished treads not installed)  
**Fill out Stair Design Data Sheet #2.**

## STEP 4: Enter Information for each stair wall elevation.

- Copy the Stair Design Data Sheet for **each stair wall elevation** you wish to panel. (label each elevation)
- Fill in project name on each sheet.
- Please note all dimensions must be provided on the Data Sheet for proper stair panel design.
- Sketch plan view of stairs and label each wall to correspond with elevation.

**\*Please continue to the appropriate Stair & Landing Design Data Sheet to complete your design request.**

# Stair & Landing Design Data Sheet - #1

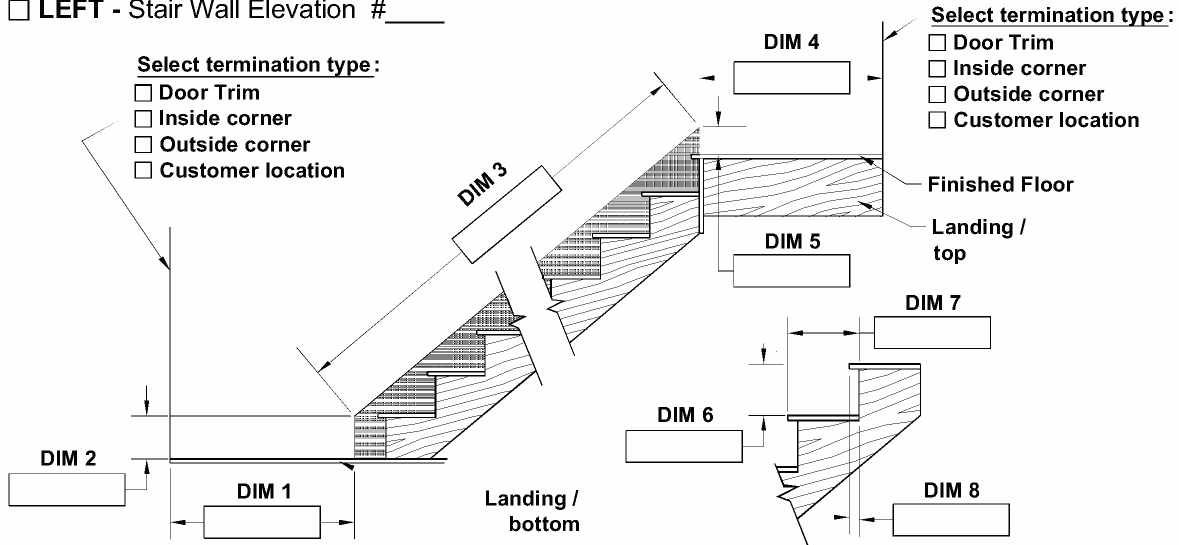
## Wallboard & Finish Stringer Installed

① **Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

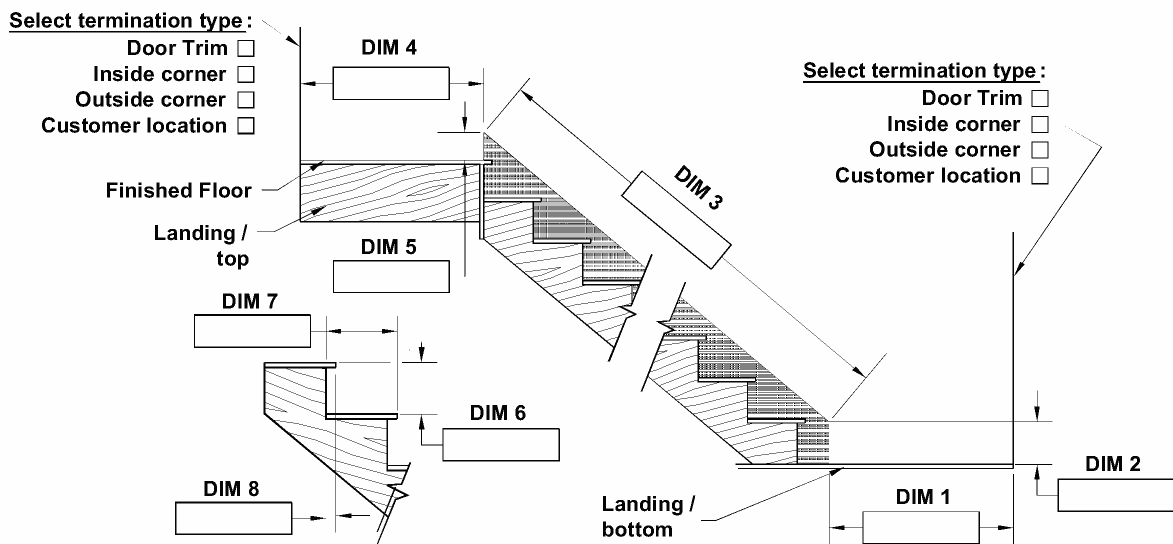
② **Select stair wall elevation:**  
Looking upward from bottom of the stair, determine if the panels will go on the left or right side.

③ **Enter Stair Dim(s) 1 - 8 & Select Terminations:**

**LEFT - Stair Wall Elevation #** \_\_\_\_\_



**RIGHT - Stair Wall Elevation #** \_\_\_\_\_



**STEP 5:** Fax all pages to: (205) 449-4430 or  
Email all pages to: [info@DesignTheSpace.com](mailto:info@DesignTheSpace.com) or

Mail all pages to: **Design The Space**  
4155 Parkway Drive  
Florence, AL 35630

For more information call (866) 83-3267 M-F 7AM to 5PM Central Time



# Stair & Landing Design Data Sheet - #2

*New Home Construction (Finish Stringer not installed)*

① **Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

② **Provide Finish Material Thickness:**

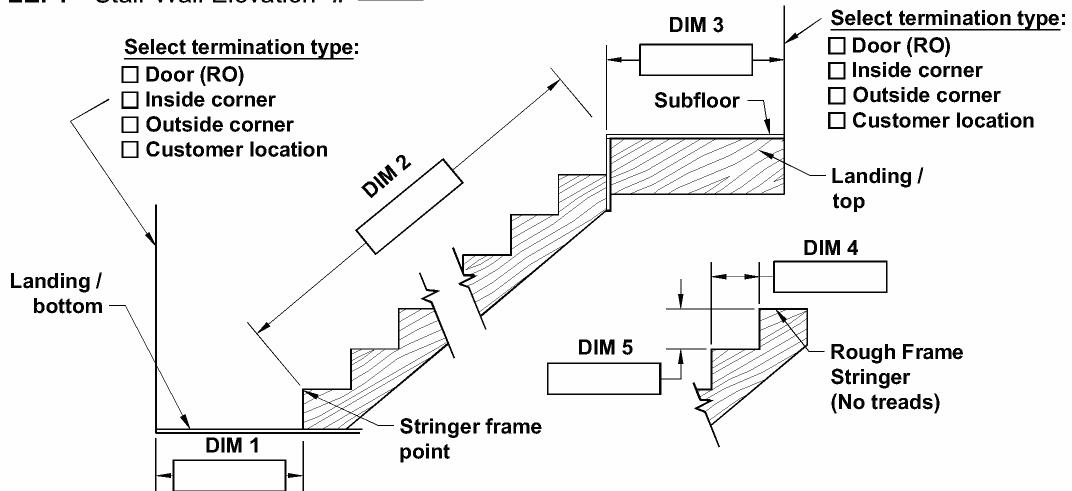
Thickness of wallboard to be installed:  1/2"  5/8"  other  
 Thickness of finished floor material to be installed:  3/8"  1/2"  3/4"  other

③ **Select Stair Wall Elevation:**

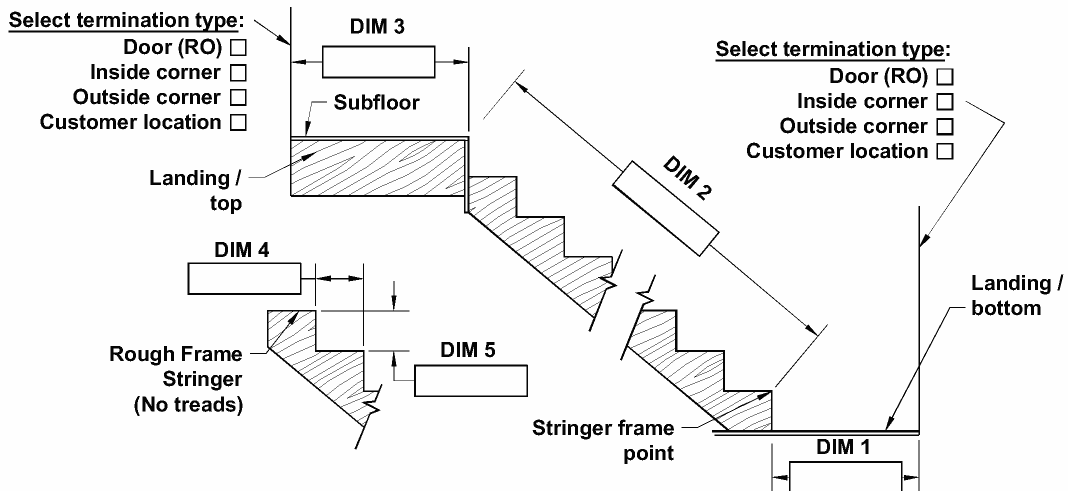
Looking upward from bottom of the stair, determine if the panels will go on the left or right side.

④ **Enter Stair Dim(s) 1 - 5 & Select Terminations:**

**LEFT - Stair Wall Elevation #** \_\_\_\_\_



**RIGHT - Stair Wall Elevation #** \_\_\_\_\_



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# Stair & Landing Sketch Sheet

**Sketch stair plan view and/or special considerations.**

# Stair & Landing Measuring Guideline Example

*Wallboard & Finish Stringer installed*

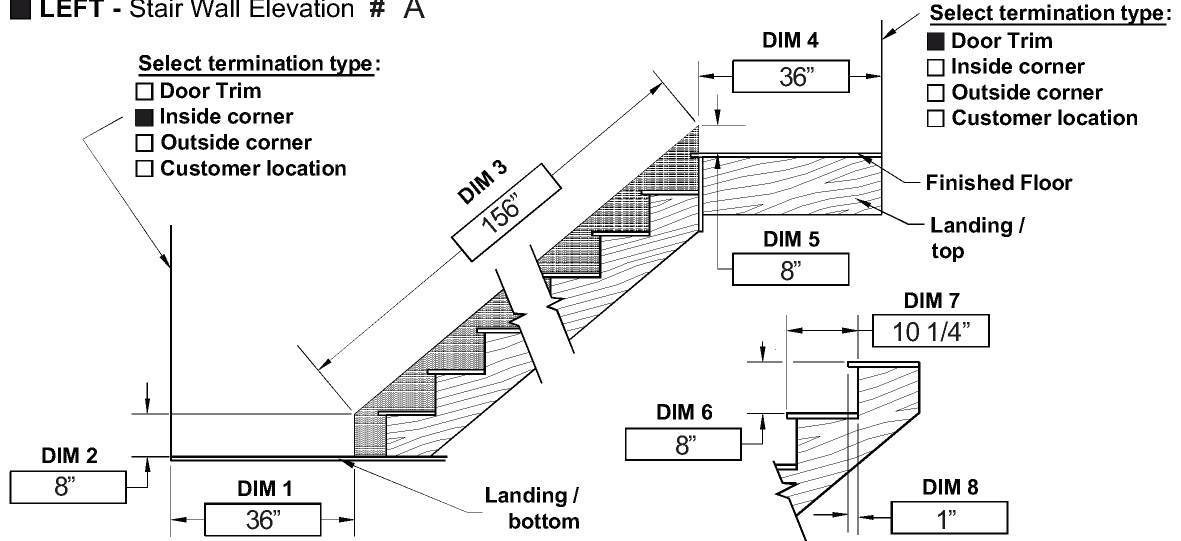
Please review the 7 Steps to completing a Stair & Landing Design Data Sheet.

① **Project Name:** Hill Residence **Date:** April 11, 2005

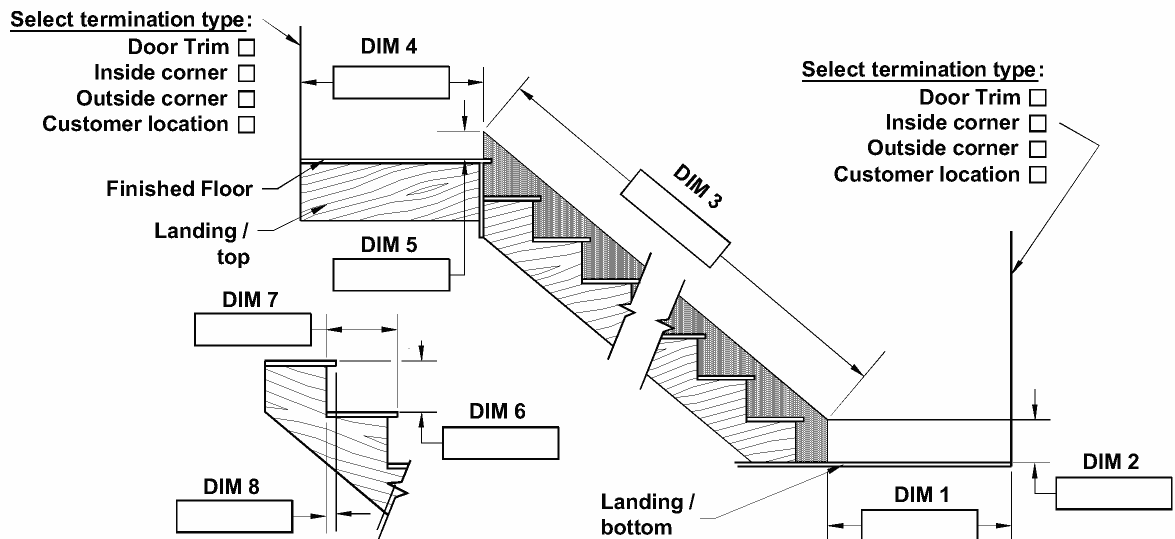
② **Select stair wall elevation:**  
Looking upward from bottom of the stair, determine if the panels will go on the left or right side.

③ **Enter Stair Dim(s) 1 - 8 & Select Terminations:**

**LEFT - Stair Wall Elevation # A**



**RIGHT - Stair Wall Elevation # \_\_\_\_\_**



**Step 4: Submit all pages to DesignTheSpace:**

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- or-

- Mail all pages to: Design The Space - Design Services  
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# Stair & Landing Measuring Guideline Example

## Wallboard & Finish Stringer Installed

### Step 1.

- 1) Identify Project name
- 2) Select the appropriate Stair Wall Elevation

① **Project Name:** Hill Residence **Date:** April 11, 2005

② **Select stair wall elevation:**

Looking upward from bottom of the stair, determine if the panels will go on the left or right side.

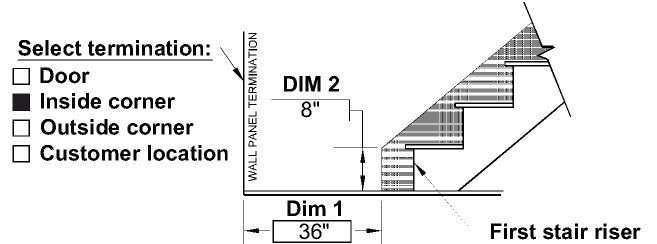
### Step 2.

Determine the wall panel termination at the stair bottom landing. Select the appropriate termination option.

Measure landing distance from the corner of stair stringer to the wall panel termination and enter the measurement in the **DIM 1** text box.

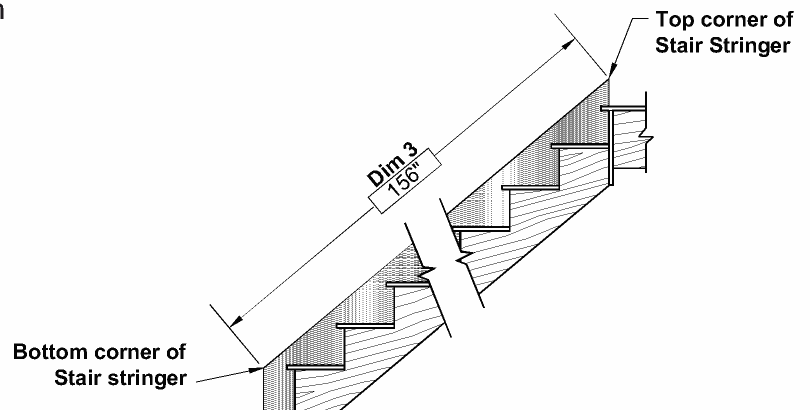
Determine height of stringer at the stair bottom landing.

Measure distance from corner of stair stringer to finish floor and enter the measurement in the **DIM 2** text box.



### Step 3.

Measure angular distance from the bottom corner of stair stringer to the top corner of stair stringer and enter the measurement in the **DIM 3** text box.



# Stair & Landing Measuring Guideline Example

## Wallboard & Finish Stringer Installed

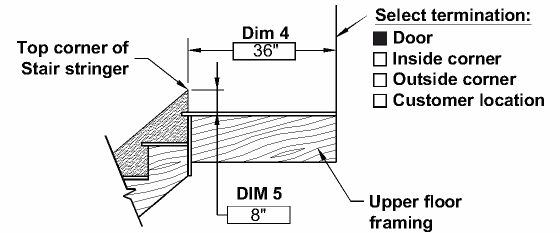
### Step 4.

Determine the wall panel termination at the stair top landing. Select the appropriate termination option.

Measure landing distance from the corner of stair stringer to the wall panel termination and enter the measurement in the **DIM 4** text box.

Determine height of stringer at the stair top landing.

Measure distance from corner of stair stringer to finish floor and enter the measurement in the **DIM 5** text box.

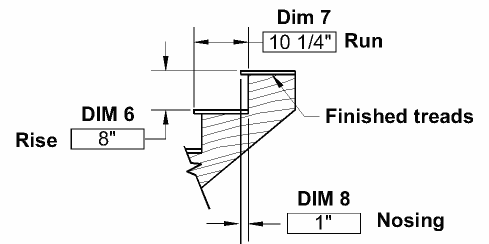


### Step 5.

Measure the finish riser height **rise** and enter the measurement in the **DIM 6** text box.

Measure the finish tread depth height **run** and enter the measurement in the **DIM 7** text box.

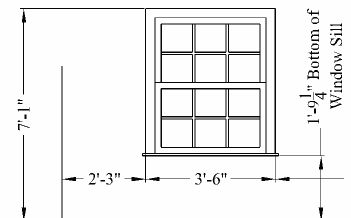
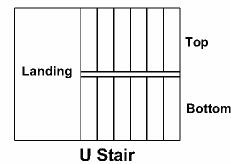
Measure overhang of **nosing** and enter the measurement in **Dim 8** text box.



### Step 6. (For use with U stair type only)

Narrow U shaped stairs have landing wall segments between landings. Please sketch additional wall on Sketch sheet provided.

Measure length of wall from inside corner to inside corner and note dimension on sketch sheet. If a window is located on wall, note dimension from inside corner of wall to window trim. Also provide window width (from outside of trim to outside of trim) and distance from finish floor to top of window sill.



### Step 7.

**Fax, email or mail the Stair & Landing Design Data Sheet to Design The Space for a detailed design, bill of material, and a quote.**

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# Stair & Landing Measuring Guideline Example

*New Home Construction (Finish Stringer not installed)*

Please review the 7 Steps to completing a Stair & Landing Design Data Sheet.

① **Project Name:** Hill Residence **Date:** April 11, 2005

② **Provide Finish Material Thickness:**

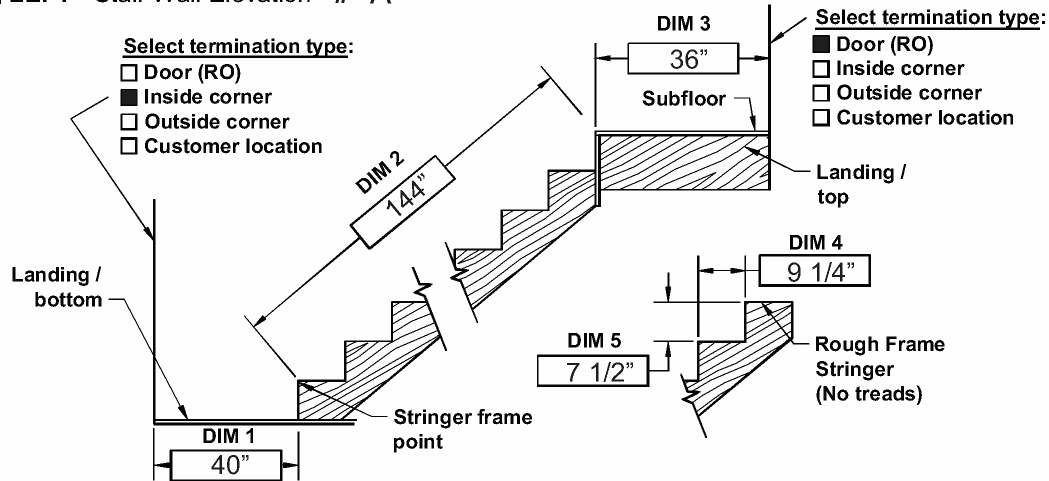
Thickness of wallboard to be installed:  1/2"  5/8"  other  
 Thickness of finished floor material to be installed:  3/8"  1/2"  3/4"  other

③ **Select Stair Wall Elevation:**

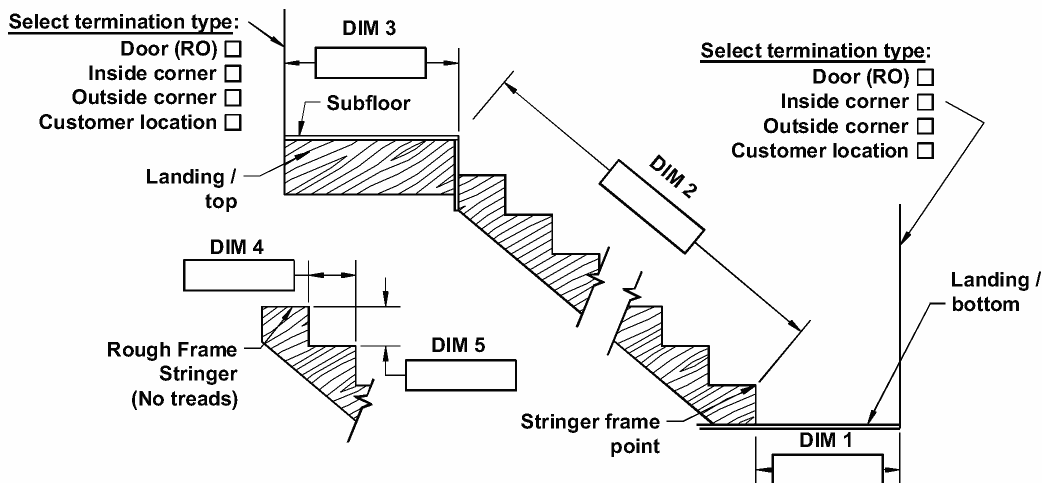
Looking upward from bottom of the stair, determine if the panels will go on the left or right side.

④ **Enter Stair Dim(s) 1 - 5 & Select Terminations:**

**LEFT - Stair Wall Elevation # A**



**RIGHT - Stair Wall Elevation # \_\_\_\_\_**



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# Stair & Landing Measuring Guideline Example

*New Home Construction (Finish Stringer not installed)*

## Step 1.

- 1) Identify Project name
- 2) Select future Finish Material Thickness
- 3) Select the appropriate Stair Wall Elevation

① **Project Name:** Hill Residence

**Date:** April 11, 2005

② **Provide Finish Material Thickness:**

Thickness of wallboard to be installed:     1/2"             5/8"             other  
 Thickness of finished floor material to be installed:     3/8"             1/2"             3/4"             other

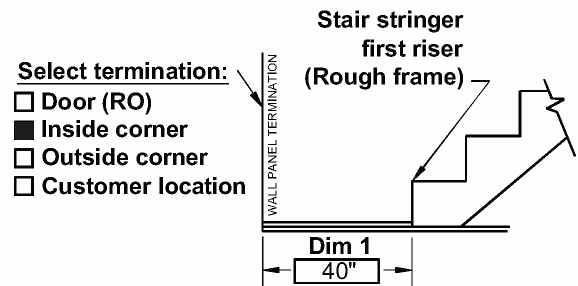
③ **Select Stair Wall Elevation:**

Looking upward from bottom of the stair, determine if the panels will go on the left or right side.

## Step 2.

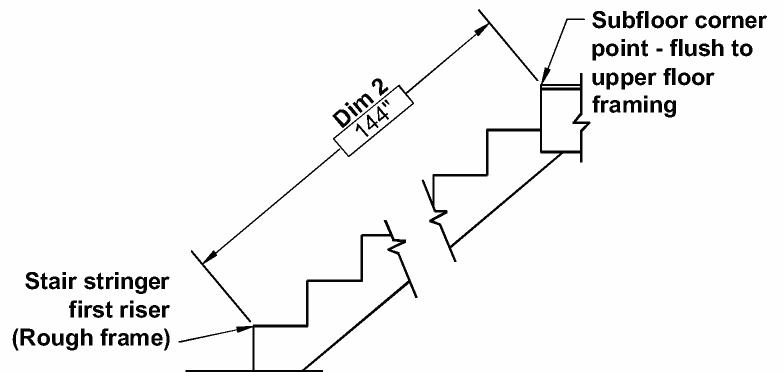
Determine the wall panel termination at the stair bottom landing.  
 Select the appropriate termination option.

Measure landing distance from the first stair riser to the wall panel termination point and enter the measurement in the **DIM 1** text box.



## Step 3.

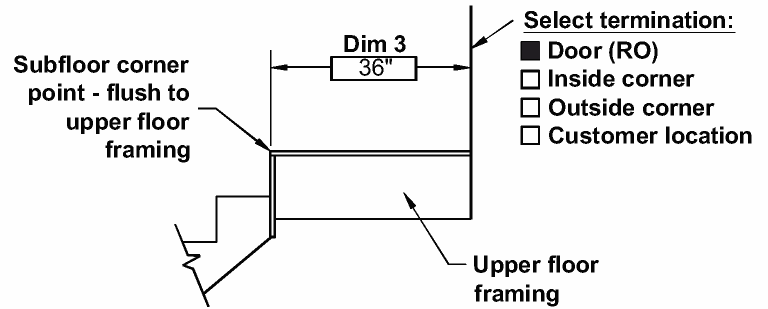
Measure angular distance from the stair first riser point to the upper landing subfloor corner point and enter the measurement in the **DIM 2** text box.



## Step 4.

Determine the wall panel termination at the stair top landing. Select the appropriate termination option.

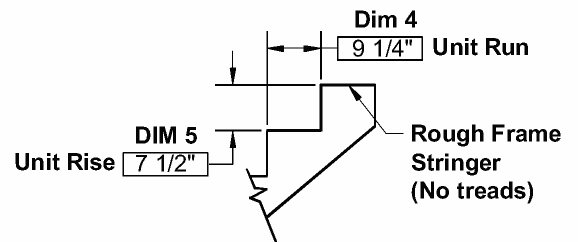
Measure landing distance from the subfloor corner point to the wall panel termination location and enter the measurement in the **DIM 3** text box.



## Step 5.

Measure the stair **unit run** (rough Frame only) and enter the measurement in the **DIM 4** text box.

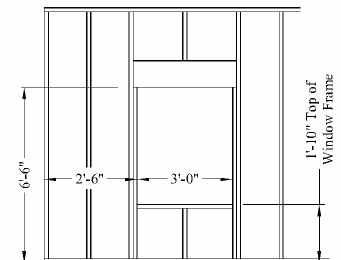
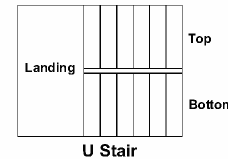
Measure the stair **unit rise** (rough Frame only) and enter the measurement in the **DIM 5** text box.



## Step 6. (For use with U stair type only)

Narrow U shaped stairs have landing wall segments between landings. Please sketch additional wall on Sketch sheet provided.

Measure length of wall from inside corner to inside corner and note dimension on sketch sheet. If a window is located on wall, note dimension from inside corner of wall to window RO (rough opening). Also provide window RO width and distance from subfloor to top of the window RO sill frame.



## Step 7.

**Submit all pages to Design The Space for a detailed quote, drawing and bill of material.**

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