

Closet Factory Academy - Designer Training

Supplemental Training Handouts

This document describes all of the items you can print out for each Lesson for the Designer Training of the Closet Factory Academy. Refer to the following information to see what pages are needed as you proceed through the Lessons in order. Enjoy your journey with this training as you learn all about how to design closets.

You will need a Small Grid Practice Pad for designing closets. You will receive this from your location. Every time there is a reference to a Small Grid Sheet, it will come from the Practice Pad. You will also need a few Large Grid Sheets also given to you from someone at your location.

Lesson 2 – Brand

- There are some notes to read after you watch the videos in this Lesson.
- It is not necessary to read the notes prior to taking either test.

Lesson 3 – Basic Components

- There are some notes to read after you watch the videos. There is more information than needed to take any of the tests.
- It is not necessary to read the notes prior to taking any of the tests.

Lesson 4 – How To Draw A Closet

- Introducing the Grid Sheet
 - Use a Grid Sheet from the Small Practice Pad as you watch the video so you can follow along. Fill in the information on the Grid Sheet following the instructions. The paper you write on will be the same one you will use in the next Lesson.
- Drawing the First Closet
 - You will need your own tools of a calculator, ruler and a pen/pencil.
 - Use a Grid Sheet from the previous Lesson (Introducing the Grid Sheet). Follow each step in the video by doing the steps yourself. Take your time and pause the video if necessary so you can keep up with the instructor.
 - After the Lesson is complete, compare your drawing to the answer that you can print.
- Practice Exercise 4
 - Print out the PDF document *Download Practice Exercise*. Draw the closet of the Practice Exercise #1 on a blank grid sheet. Make sure to fill out all of the client information at the top of the Grid Sheet. Once you are done, download the

answer to Practice Exercise #1 to check your answer. If you need more practice, follow the same procedure for Practice Exercises #2, #3 and #4. If at any time you are confident with your skills, you may proceed to the next Lesson.

- The answers to the Practice Exercises are available to print.

Lesson 5 – Basic Closet Factory Sections

- Panel Heights
 - There is an exercise in the middle of this video. Use the form *Lesson 5A: Basic Closet Factory Sections Panel Heights* to write your answers before you transfer the answers on the screen. You can print the exercise form if you wish. This will allow you to check your answers with the correct answers when they are discussed in the video.
- Basic Sections
 - Print the *Basic Sections* page to follow along as you watch the video.
- Labeling Closet Sections
 - In the first portion of this Lesson, refer to the *Basic Sections* page.
 - After 4:50 in the video, use the two pages titled *Labeling Components*. Follow along as the video explains the details on these pages.
- Required Assignment
 - Note: THIS IS A REQUIRED ASSIGNMENT
 - Print two copies of the *Joseph Bynner* closet and label the Top View following the instructions. Both copies must be submitted to your instructor during the Live Training.

Lesson 6 – Drawing Wall Closets

- Use the *Basic Sections* sheet and the *15 Steps of Designing* as guides to design the closet. You can place both of these forms in a sheet protector since you will be using them often.
- You will need your own tools of a calculator, ruler and a pen/pencil.
- Use a Grid Sheet from the Small Practice Pad as you watch the video so you can follow along. Fill in the information on the Grid Sheet following the instructions. Follow each step in the video. There are automatic pauses so you can follow along. Take your time and pause the video more often if necessary so you can keep up with the instructor.
- Use the Sarah Thompson Rough Sketch as a guide as you follow along with the video.

Lesson 7 - Details Of A Wall Closet

- Main Structure
 - There are no forms necessary for this portion of the lesson.
- Obstructions
 - There are no forms necessary for this portion of the lesson.

- Types of Doors
 - There are no forms necessary for this portion of the lesson.
- Hard To Reach Areas
 - Refer to the *Hard To Reach Areas* form and follow along.

Lesson 8 – How To Measure

- Measuring A Closet
 - You will need your own tools of a tape measure, calculator, ruler and a pen/pencil.
 - Use a Grid Sheet from the Small Practice Pad to follow along with the instructor.
- Measuring Obstructions
 - Refer to the *Jenny Todd* Closet to see how to label obstructions as it is explained in the video.

Lesson 9 – How To Take An Inventory

- Refer to the *Personal Closet Inventory* page and a Grid Sheet from the Small Practice Pad. Print several copies to use later.

Lesson 10 – Asking The Right Questions

- There are no forms necessary for this Lesson.

Lesson 11 – Planning Wall Closets

- Planning Wall Closets
 - Use the *Basic Sections* sheet and the *15 Steps of Designing* as guides to design the closet.
 - You will need your own tools of a calculator, ruler and a pen/pencil.
 - Use a Grid Sheet from the Small Practice Pad and a *Personal Closet Inventory* page as you watch the video. Fill in the information on the Grid Sheet following the instructions. Follow each step in the video. There are automatic pauses so you can follow along. Take your time and pause the video more often if necessary so you can keep up with the instructor.
 - There are three Practice Exercises for you to do work with at the end of the Lesson to make sure you hone your skills. Print the answers after you draw the closets on your own to check your work.
- Required Assignment
 - Note: THIS IS A REQUIRED ASSIGNMENT
 - Follow the instructions for this assignment. Use a *Personal Closet Inventory* to start the process of designing the closet. Next use a Design Grid to plan the closet. Last design the closet completely on another Design Grid following the

steps in the *15 Steps Of Designing*. Submit all three of these to your instructor during the Live Training.

ATTEND LIVE TRAINING

After Lesson 11 attend training with your instructor at your location. Bring the following Required Assignments with you:

- Labeled Closet with Basic Sections
- Labeled Closet with Components
- Desiree Powell Personal Closet Inventory
- Desiree Powell Rough Sketch
- Desiree Powell Complete Design

Note: You cannot advance to Lesson 12 until you have been approved to do so.

Lesson 12 – Drawing Other Components

- Useable Drawer Space
 - Use the *Useable Drawer Space* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Baskets
 - Use the *Baskets* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Shoe Shelves
 - Use the *Shoe Shelves* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Doors
 - Use the *Doors* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Backing
 - Use the *Backing* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Heights
 - Use the *Heights* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Cubbies
 - Use the *Cubbies* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Sliding Shelves, Pull-out Shelves & Pull-out Trays
 - Use the *Sliding Shelves, Pull-out Shelves & Pull-out Trays* worksheet to follow along with the video. Fill in the missing information as you watch the video.
- Accessories
 - Use the *Accessories* worksheet to follow along with the video. Fill in the missing information as you watch the video.

Lesson 13 – Planning Walk-In Closets

- Use the *Basic Sections* sheet and the *15 Steps of Designing* as guides to design the closet.
- You will need your own tools of a calculator, ruler and a pen/pencil.
- Use a Grid Sheet from the Small Practice Pad and a *Personal Closet Inventory* page as you watch the video. Fill in the information on the Grid Sheet following the instructions. Follow each step in the video. There are automatic pauses so you can follow along. Pause the video more often if necessary so you can keep up with the instructor.
- There are three Practice Exercises for you to do work with at the end of the Lesson to make sure you hone your skills. Print the answers after you draw the closets on your own to check your work.

Lesson 14 – Drawing Walk-In Closets

- Drawing Walk-In Closets
 - Use the *Basic Sections* sheet and the *15 Steps of Designing* as guides to design the closet.
 - Use a Grid Sheet from the Large Practice Pad as you watch the video so you can follow along. Fill in the information on the Grid Sheet following the instructions. Follow each step in the video. There are automatic pauses so you can follow along. Take your time and pause the video more often if necessary so you can keep up with the instructor.
 - There are three Practice Exercises for you to do work with at the end of the Lesson to make sure you hone your skills. Use the Rough Sketches from Lesson 13 as the rough sketches of the closets to draw. Print the answers after you draw the closets on your own to check your work.
- Required Assignment
 - Note: THIS IS A REQUIRED ASSIGNMENT
 - Follow the instructions for this assignment. Use a *Personal Closet Inventory* to start the process of designing the closet. Next use a Design Grid to plan the closet. Then design the closet completely on another Design Grid following the steps in the *15 Steps Of Designing*. Submit all three of these to your instructor during the Live Training.

ATTEND LIVE TRAINING

After Lesson 14 attend training with your instructor at your location. Bring the following Required Assignments with you:

- Patricia Benton Personal Closet Inventory
- Patricia Benton Rough Sketch
- Patricia Benton Complete Design