

# Lutron Custom Curved Drapery Track Worksheet

**IMPORTANT:** All steps must be complete prior to sending in your template. Failure to complete any of the noted steps in this document will result in your template being rejected. Templates that are rejected will be sent back to the dealer for correction and must be resubmitted successfully before the quoted lead time begins.

	INSTRUCTIONS	COMPLETE										
1. Determine and confirm whether a custom order is needed	Page 1, Sec 1	<input type="checkbox"/>										
2. Review the general guidelines and limitations for custom curved drapery tracks	Page 1, Sec 2.1	<input type="checkbox"/>										
3. Verify, if necessary, that the required curve radius is at least 20 in (508 mm)	<i>Appendix (Page 5)</i>	<input type="checkbox"/>										
4. Submit your quote to obtain a COM number and coded shipping label	Page 1, Sec 2.2	<input type="checkbox"/>										
5. After completing step 4, enter details below:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">COM Number:</td> <td style="width: 50%;">Quote Number:</td> </tr> <tr> <td>Dealer Name:</td> <td>Job Name:</td> </tr> <tr> <td colspan="2">Dealer Address:</td> </tr> <tr> <td>Phone Number:</td> <td>Email Address:</td> </tr> </table>			COM Number:	Quote Number:	Dealer Name:	Job Name:	Dealer Address:		Phone Number:	Email Address:		
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Dealer Name:	Job Name:											
Dealer Address:												
Phone Number:	Email Address:											
<input type="checkbox"/>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Choose one: <input type="checkbox"/> Single Track    <input type="checkbox"/> Dual Track    Spacing between tracks: _____ in    mm    (circle one)</td> </tr> <tr> <td>Choose one: <input type="checkbox"/> Left Draw    <input type="checkbox"/> Right Draw    <input type="checkbox"/> Center Draw</td> <td>Choose one: <input type="checkbox"/> Splice    <input type="checkbox"/> No Splice</td> </tr> <tr> <td>Choose one: <input type="checkbox"/> Ceiling Mount    <input type="checkbox"/> Wall Mount    Distance from wall: _____ in    mm    (circle one)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Pocket Mount    Pocket Width: _____ in    mm    (circle one)</td> <td></td> </tr> <tr> <td colspan="2">Choose one: Drive side (viewed facing window)    <input type="checkbox"/> Left    <input type="checkbox"/> Right</td> </tr> </table>			Choose one: <input type="checkbox"/> Single Track <input type="checkbox"/> Dual Track    Spacing between tracks: _____ in    mm    (circle one)		Choose one: <input type="checkbox"/> Left Draw <input type="checkbox"/> Right Draw <input type="checkbox"/> Center Draw	Choose one: <input type="checkbox"/> Splice <input type="checkbox"/> No Splice	Choose one: <input type="checkbox"/> Ceiling Mount <input type="checkbox"/> Wall Mount    Distance from wall: _____ in    mm    (circle one)		<input type="checkbox"/> Pocket Mount    Pocket Width: _____ in    mm    (circle one)		Choose one: Drive side (viewed facing window) <input type="checkbox"/> Left <input type="checkbox"/> Right	
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Choose one: Drive side (viewed facing window) <input type="checkbox"/> Left <input type="checkbox"/> Right												
6. Construct the custom curve template according to the attached instructions	Page 2, Sec 3	<input type="checkbox"/>										
7. Mark the correct orientation (A or B) on the template	Page 2, Sec 3.2	<input type="checkbox"/>										
8. Verify clearance to the wall and other obstacles is 3½ in (89 mm) or more	Page 3, Sec 3.3	<input type="checkbox"/>										
9. Write or affix your contact info on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
10. Mark the drapery track centerline on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
11. Mark drive location(s) on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
12. Mark the ends of the track(s) on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
13. Mark the extents of the pocket, if applicable, on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
14. For a tandem or center-draw system, mark the track center on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
15. Mark the wall or pocket position on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
16. Mark the splice location, if applicable, on the template	Page 3, Sec 3.4	<input type="checkbox"/>										
17. Write the COM number directly on the template	Page 4, Sec 4.1	<input type="checkbox"/>										
18. Complete this page and affix a copy of it to the template	Page 4, Sec 4.1	<input type="checkbox"/>										
19. Verify the track length on the template matches the track length listed on the quote	Page 4, Sec 4.1	<input type="checkbox"/>										
20. Make a photo record of the finished template in place, on site	Page 4, Sec 4.2	<input type="checkbox"/>										
<b>21. IMPORTANT:</b> Process your custom curved drapery track quote as an order in MyProjects before submitting the template												
22. Pack and mail the template	Page 5, Sec 5	<input type="checkbox"/>										

Please complete all steps of this procedure before submitting your order

## Customer Service & Ordering

USA & Canada; 08.00 - 19.00 EST: 1.800.446.1503  
 U.K.; 09.00 - 18.00 GMT: +44.(0)20.7702.0657  
 commercialshadeest@lutron.com (commercial)  
 shadingquotes@lutron.com (residential)

## Technical Support & Services

USA and Canada; 24 hrs/7 days: 1.800.523.9466  
 U.K.; 08.00 - 18.00 GMT: +44.(0)20.7680.4481  
 support@lutron.com  
 forums.lutron.com

## 1 About Standard Curved Drapery Tracks

Lutron provides **standard** curved drapery tracks to fit inside or outside a 90 degree corner. These tracks have a bend radius of 20 inches. This solution does not require the creation of a template (you do not need this document), and can be found as a drapery track option in myProjects. To specify in myProjects, select **Add Product**, then choose **Drapery**. In the **Product Details** field, select **Standard Curved Track**. (Drive and communication selections vary depending on need.) Standard curved drapery tracks are available in single and tandem configurations only. **All dual curved drapery tracks are custom**, and require a template.

If you need a Custom Curved Drapery Track, proceed to section 2.

## 2 Before You Begin the Template

### 2.1 General guidelines and limitations

- a. Lutron drapery track can be custom-curved to fit a curved wall, bay window, and many other special applications. Constant radius is recommended.
- b. A paper template is the only way to ensure accurate curving of the drapery track.
- c. The finished track may vary  $\pm 3/4$  in (19 mm) from the template.
- d. Allow 1 in (25 mm) clearance between ends of drapery tracks and walls.
- e. Curves must have a minimum radius of 20 inches. If you are unsure whether your curved wall or window meets this requirement, see the Appendix on page 5.
- f. 90° is the tightest inside angle possible. Smaller angles are not allowed. See figure 2.1F
- g. "S" bends and other multiple-bend shapes can only be achieved by splicing two curved tracks together.
- h. Splices can only be made in straight sections of drapery track. Splice must occur on a straight length of track at least 16 in (406 mm) long. See figure 2.1G/H
- i. Maximum 1-piece track length is 216 in (548.6 cm)
- j. Maximum 2-piece (spliced) track length is 360 in (914.4 cm)
- k. Minimum spacing for dual tracks is 5½ in (140 mm) center-to-center. See figure 2.2K
- l. Pockets must allow ample space for the track(s) and drapery stackback. See table 2.1L for minimum pocket dimension.

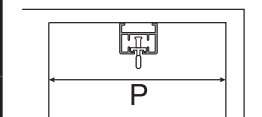
	Minimum Dimension	Wall or Ceiling Mount	Dual Track
	P	6 in (152 mm)	11.5 in (292 mm)

Table 2.1L

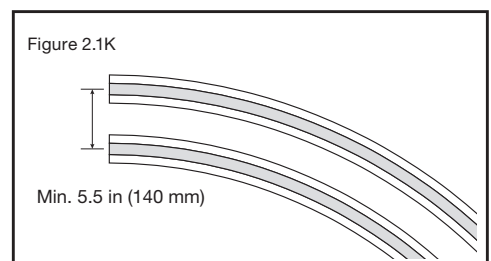
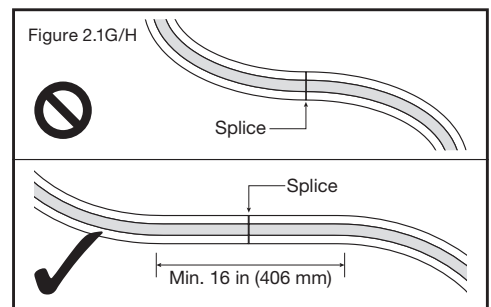
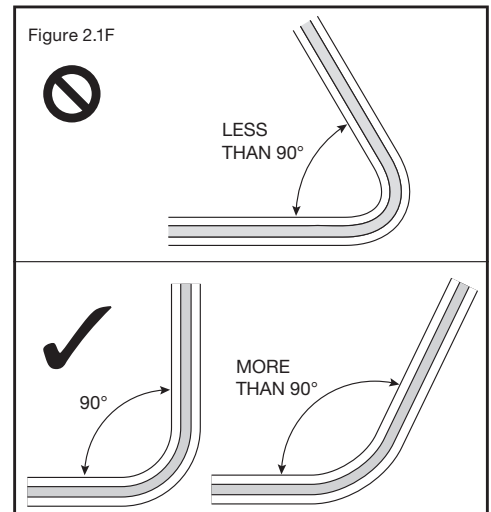
### 2.2 Submit your quote to obtain a COM number and coded shipping label

Before making your curved track template, you must submit a drapery track quote\* to the Lutron Shading Quotes Department. Upon receipt of your quote, the Shading Quotes team will send you a COM number to identify materials associated with your order, along with a bar-coded address label you'll use to ship your template. **If you submit a template without a COM number and Lutron-issued shipping label, it will be rejected.**

\*Your quote must be calculated based on the straight-length equivalent of the curved track(s) to be ordered, and must be submitted via email to shadingquotes@lutron.com. Please be sure to include all relevant measurements and curved track details, including constant/variable radius, single/dual/tandem configuration, and splice/no-splice. These details will be used by the Shading Quotes team to finalize the Lutron quote.

## Contents

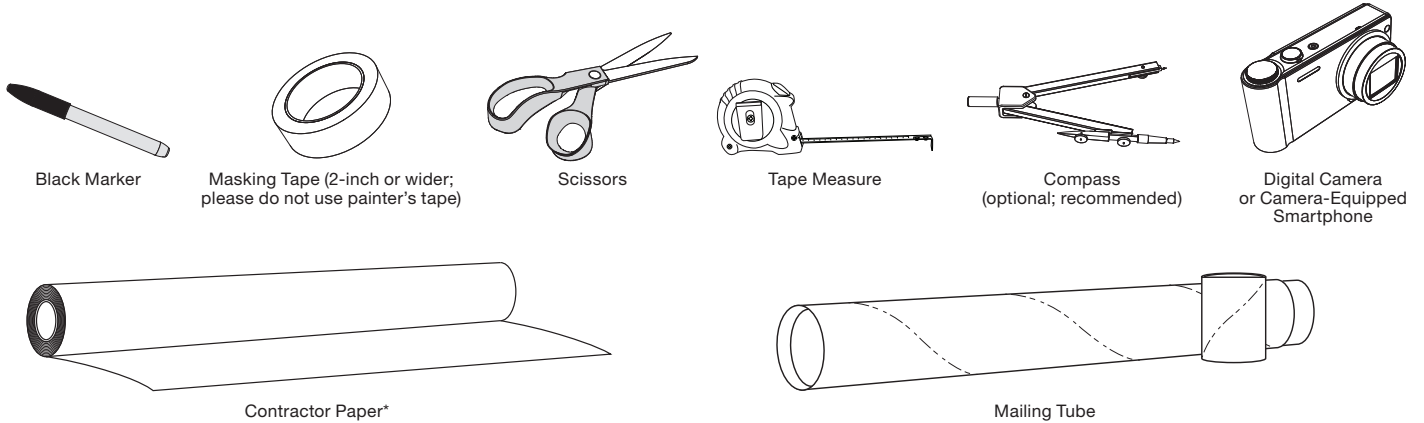
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  - 2.2 Submit your quote ..... 1
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Please complete all steps of this procedure before submitting your order

## 3 Constructing the Template

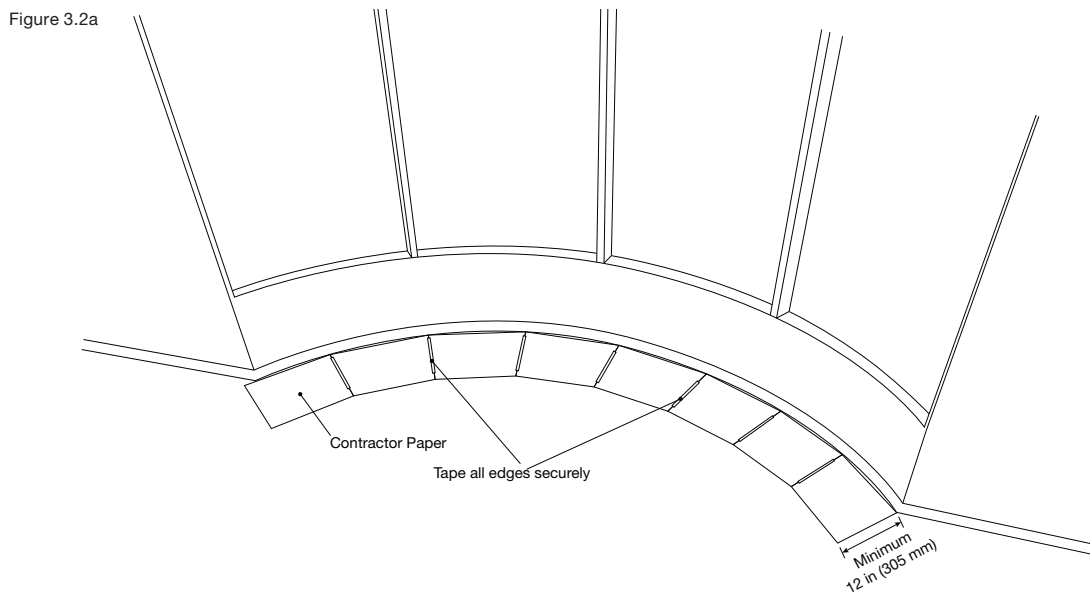
### 3.1 Tools and materials for constructing a durable template and submitting it to Lutron



\*NOTE: Anything other than contractor paper or poster paper may be rejected. Please use the most durable material available.

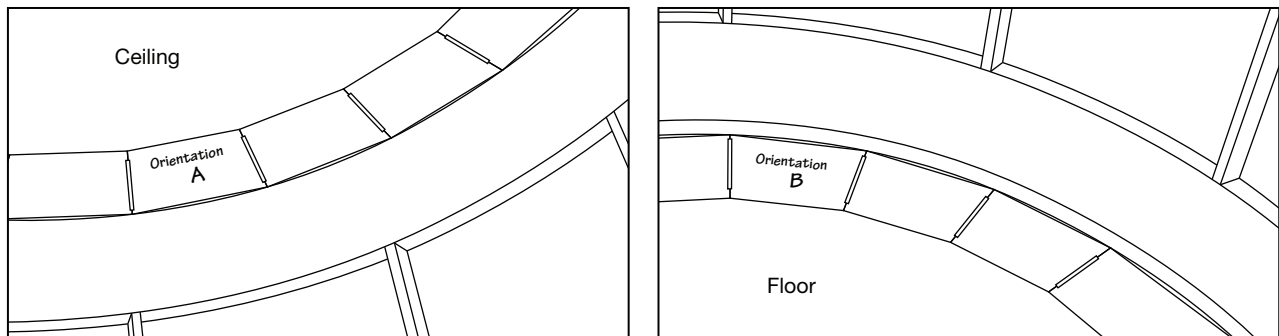
### 3.2 Build the paper layout

a. Begin by taping contractor paper together close to wall. Use the ceiling or the floor (floor shown), whichever follows the curvature best.



b. If making the template on the ceiling, mark the template "Orientation A."  
If making the template on the floor, mark the template "Orientation B."

Figure 3.2b

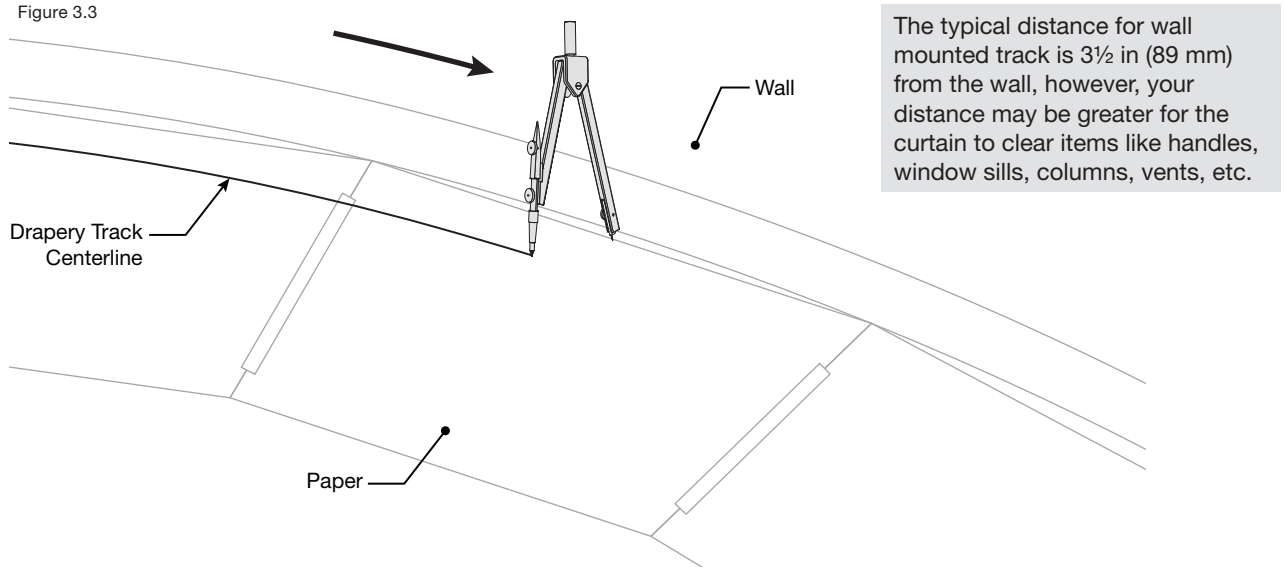


Please complete all steps of this procedure before submitting your order

## 3 Making the Template (continued)

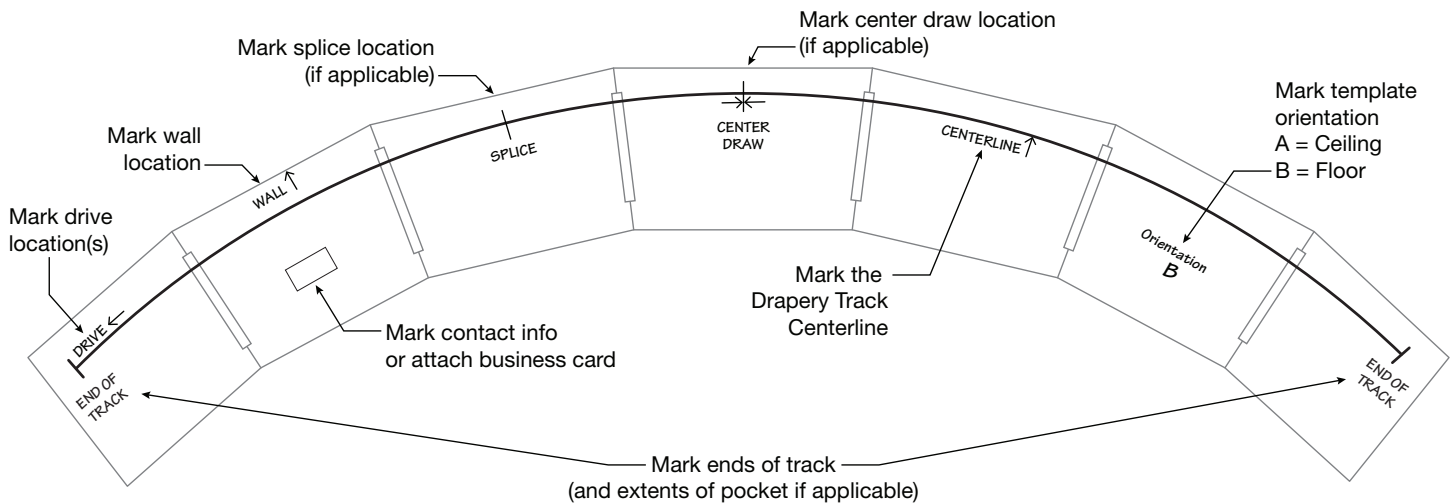
### 3.3 Trace the curvature

- Using a compass or similar tool to maintain a constant spacing to the wall, follow the wall profile to trace the track centerline onto paper.
- After completing the trace, darken the pencil line with the black marker.



### 3.4 Add vital information

Figure 3.4



Please complete all steps of this procedure before submitting your order

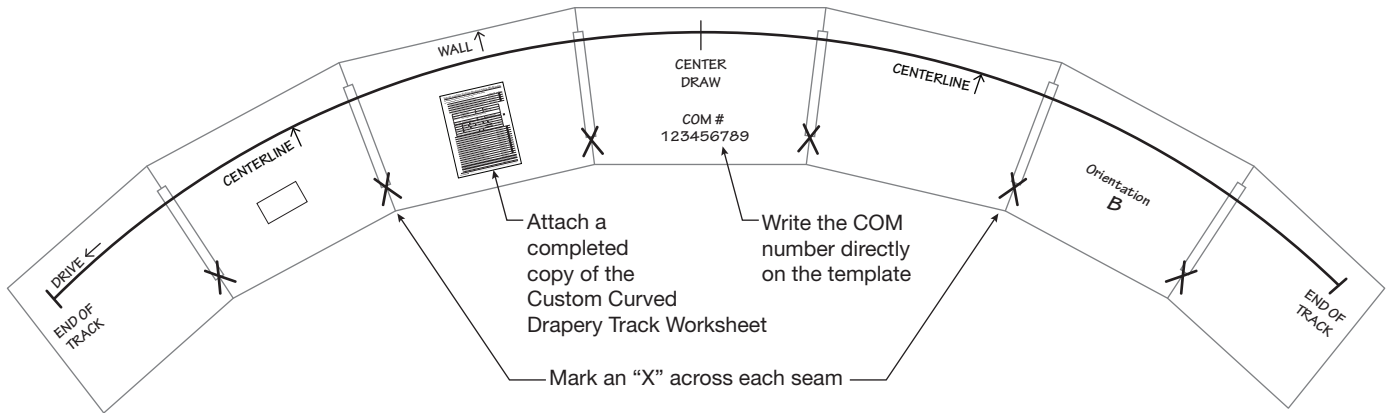
## 4 Finishing the Template

### 4.1 Final preparations for submittal

- Complete the form and checklist on the Custom Curved Drapery Track Worksheet, then attach a copy of that page to the template as shown below.
- Verify the length of the track centerline on the template matches the track length listed on the quote.
 

**NOTE:** The length of the track centerline and the track length listed on the quote *must match*.
- Be sure that the template is taped together in one piece. Mark an "X" over each taped seam so the Lutron Manufacturing team will have a reference as to where to rejoin those pieces in the event they become separated.

**NOTE:** Templates shipped on separate sheets will be rejected. Each curved track must have its own template. The only exception is dual tracks, which can be on the same template.

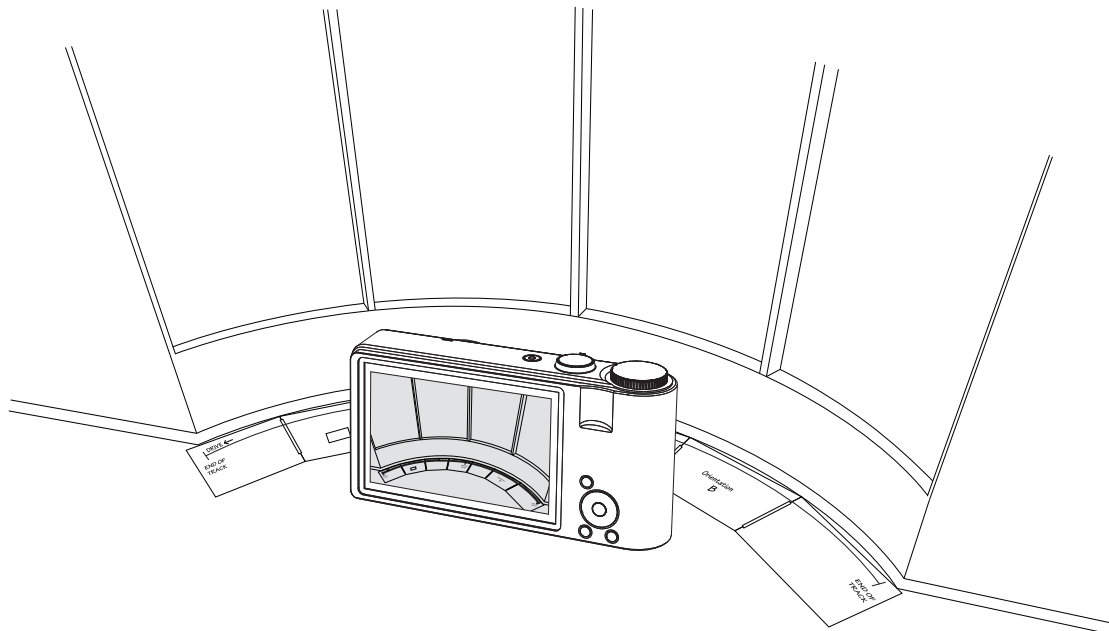


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### 4.2 Make a photo record

- Take a digital photo of the finished template in place.
- Take several photos of the surface where the drapery track will be mounted, and the surroundings.
 

**NOTE:** Lutron may request copies of your photos if clarification of installation site features is needed.

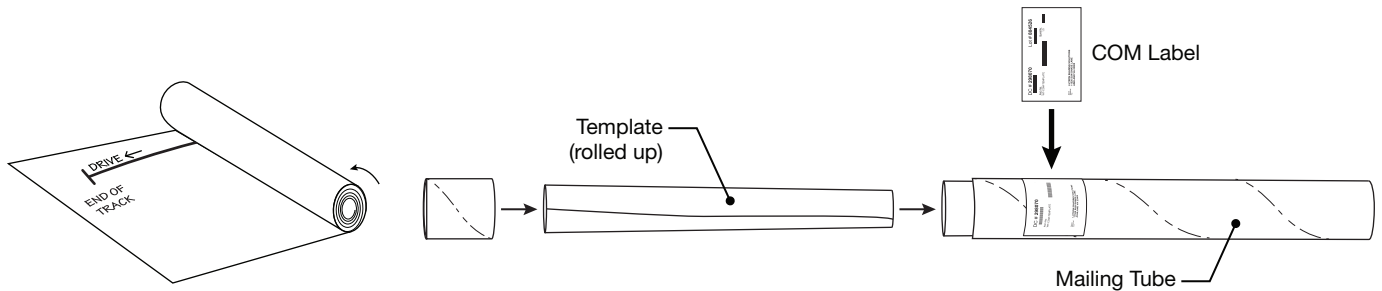


**5 Pack and Ship the Completed Template**

a. Carefully roll the template and slide it into a sturdy mailing tube.

**NOTE: Do not fold the template.** Folding makes it difficult to lay flat, which may distort the true size and shape of curve.

b. Apply the addressed COM label supplied with your quote to the outside of the tube and ship via the carrier of your choice.



**IMPORTANT: ALL INSTRUCTIONS MUST BE FOLLOWED.** A Production Engineer will review your template and will determine if it is approved or if additional information is required. If the template meets the necessary requirements, your curved track layout will be approved for manufacture. Failure to complete any of the noted steps in this document will result in your template being rejected. Templates that are rejected will be sent back to the dealer for correction and must be resubmitted successfully before the quoted lead time begins.

**APPENDIX: Qualifying the Minimum Radius** (optional; see page 1, section 2.1, item d.)

Use the method shown here to determine whether the curvature of your installation site meets the 20-inch minimum radius requirement.

- a. Using a chalk line or string, mark a reference line (a.) connecting the two ends of the curved wall section.
- b. Find the midpoint of reference line a., and mark a second reference line (b.) at a 90° angle to the first, extending to the curved wall. See figure A.1
- c. Measuring from the wall along reference line b., make a reference mark (c.) 20 inches from the wall.
- d. Anchor a piece of string at reference mark c., then extend it along reference line b., to the curved wall. Cut the string where it reaches the curved wall (a 20-inch length). See figure A.2
- e. Swing the end of the string in an arc to establish a 20-inch radius and observe its proximity to the curved wall. See figure A.3  
If the string's arc is smaller than the curvature of the wall, the wall's radius is larger than 20 inches, and the site qualifies for a curved drapery track.

