



# SITE PREPARATION CHECK LIST

YOUR SPACE IN THE BEST LIGHT

Prior to Five D Media's arrival, please be sure to complete the following tasks to prepare your property to be photographed and/or scanned.

Please note that if your property is not ready when we arrive, a \$200 rescheduling fee will be applied.

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## REAL ESTATE AND RENTAL VACATION PROPERTIES

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- Turn on all lights and open blinds and curtains
- Clean glass windows and mirrors
- Open all interior doors
- Secure all valuables
- Hide all trash receptacles
- Wipe down all countertops
- Sweep or vacuum all floors
- Fluff all pillows
- Pick up all extraneous items
- Hide all bathroom toiletries
- Put out white towels or fresh towels
- Make all beds
- Remove all vehicles from driveway
- Close garage doors
- Hide all pet-related items and take pets with you
- Tidy up outdoor spaces that could be seen through the windows

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## MUSEUMS AND GALLERIES

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- Turn on all lights
- Clean glass windows and mirrors
- Wipe down all countertops and glass cases
- Identify exhibit tag items and requested stops
- Fluff all pillows, if present
- Sweep or vacuum floors
- Remove large trash receptacles, if possible, otherwise empty and wipe down exterior

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## INSTITUTIONS AND EVENT RENTAL FACILITIES

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- Turn on all lights and open blinds and curtains
- Clean glass windows and mirrors
- Open all interior doors
- Secure all valuables
- Remove large trash receptacles, if possible, otherwise empty and wipe down exterior
- Set up tables and chairs to 25% of capacity
- Wipe down all countertops
- Sweep or vacuum all floors
- Hide all trash receptacles
- Remove extraneous items
- Tidy up outdoor spaces that could be seen through the windows

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## BUILT ENVIRONMENT

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- Remove large equipment
- Let employees know to stay out of rooms that are being scanned
- Identify spaces that are not safe to stand in or on
- Remove trash and large construction debris
- Turn on all lights and open blinds and curtains
- Cleaned glass windows and mirrors
- Open all interior doors
- Tidy up outdoor spaces that could be seen through the windows