

# Commercial Property Pre-Shoot Checklist



## GROUPS & PROPERTY EXTERIOR

- No maintenance or staff vehicles parked in obtrusive or non-designated parking spaces
- No visible maintenance, construction, or repair projects in progress
- No landscaping in progress
- All landscape lights in working order (replace bulbs if necessary)
- No overflowing dumpsters/garbage cans onsite
- Grounds are free of debris, litter, leaves, etc
- Windows have been cleaned recently (but are not being cleaned during shoot)
- Water features/fountains (if any) are turned on and in working order



## LOBBY & COMMON SPACE INTERIOR

- Carpets cleaned/vacuumed and all hard floors swept/mopped
- Furniture arranged in orderly fashion
- All cushions/pillows arranged in an orderly fashion
- Any floral arrangements are well-placed and lively
- Any table magazines arranged in an orderly fashion
- All lights turned on and in working order (replace bulbs if necessary)
- All ceiling fans (if any) turned off
- No events, parties, or meetings are scheduled to be held in common areas during the photo shoot



## TENANT SPACES

- Tenants (if any) have been notified of the photo shoot and are accommodating of our photographer entering their space.
- No tenant improvement projects are in progress during the photo shoot

## PROCEDURE REGARDING PATRONS/TENANTS IN PHOTOGRAPHS

We do whatever we can while onsite to avoid taking photos with any tenants/patrons in the shots. So as not to inconvenience tenants or patrons, we do not require that common areas are cordoned off.

That said, the only way to absolutely ensure that tenants/patrons in the lobby or other common spaces do not interfere with the shots is for property management to cordon off common areas during the shoot.