



A Guide to Prepping your Space for 3-D Scanning

General Tips for All Areas

- Thoroughly clean space (vacuum & mop hard floors, clean countertops & windows)
- Turn all overhead lights and lamps ON
- Replace all burned out light bulbs
- Use bulbs of the same temperature (ALL incandescent or ALL compact fluorescent)
- Turn all ceiling fans OFF
- Turn all TVs OFF
- Turn all computer screens OFF
- Open blinds/window treatments to let in outside light
- Remove personal items such as photographs (or replace with general landscape/object photographs)
- Place all items that you do not want on the scan in a closet or a room that will not be scanned

Cubicles & Office Desks

- Ensure that ALL cubicles & private offices are organized and clear of ALL personal items, incl. photos
- All computer screens must be shut off
- Mousepads with company logo are suggested
- Hide calendars that might contain personal/client information
- Put away ALL CLIENT FILES

Kitchen

- Clear countertops completely. No knife blocks, baking supplies, mail, etc.
- Leave out max of one small appliance (ex. coffee maker) & hide toaster ovens
- Clear outside of refrigerator including removing ALL flyers, magnets, papers, etc.
- Hide garbage cans in pantry, closet or bathrooms
- Remove all dishes from sink
- Put away dish soap, sponge and all other items

Dining & Lunch Areas

- Clean tables of crumbs and dried spills
- Straighten all chairs and space them evenly

Relaxing Spaces

- Remove stacks of magazines, papers, etc.
- Fluff and arrange furniture pillows

ALL DOORS MUST BE ABLE TO STAY FULLY OPEN DURING SCANNING. Please ensure that DOOR STOPPERS are provided for all self closing doors. Bathrooms, Closets, Pantries will not be scanned. We suggest NOT scanning mailrooms and/or any other areas that are off limits to clients at all times due to security reasons.

Our equipment is comprised of the latest technology available, it scans each room by rotating a full 360 degrees. We ask that NO personnel is present during the scanning period, other than the person that will be accompanying our Photographer. We will provide signs to place at all points of entry to the space that scanning is taking place and there is to be no one entering the office/room/space. If security clearance is needed, please make sure those are in place by the time we arrive on location.

Thank You for your assistance in getting your space ready.