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# Commercial Property Photography Preparation Guide



## Exterior Preparation

- **Clear Parking Areas:** Ensure parking lots and spaces are free of vehicles and debris.
- **Close All Windows:** Make sure all windows are securely closed.
- **Clean Walkways & Entryways:** Sweep walkways and remove any debris from entry areas.
- **Store Away Outdoor Items:** Hide seasonal decorations, outdoor equipment, hoses, and trash bins.

- **Arrange Outdoor Furniture:** Neatly organize any outdoor seating areas.
- **Check Signage:** Ensure all business signage is clean and visible.

## General Interior Preparation

- **Declutter All Areas:** Remove any visible clutter from common areas and offices.
- **Clean Floors:** Sweep or vacuum all floors.
- **Remove Personal Items:** Take down personal photos and minimize personal decorations.
- **Optimize Lighting:** Ensure all lights are working and turned on. Replace any burnt-out bulbs.
- **Organize Common Areas:** Tidy up reception areas, waiting rooms, and break rooms.
- **Stow Away Supplies:** Hide office supplies, cleaning supplies, and wastebaskets.

## Office Spaces

- **Clear Desks:** Remove paperwork, personal items, and unnecessary objects from desks.
- **Organize Shelving and Storage:** Tidy up bookshelves, filing cabinets, and storage units.
- **Clean Electronics:** Ensure monitors, keyboards, and other electronics are clean and dust-free.
- **Arrange Chairs and Furniture:** Position chairs and office furniture neatly.

## Meeting Rooms & Conference Areas

- **Organize Meeting Spaces:** Arrange chairs and tables neatly.

- **Remove Clutter:** Clear away any unnecessary items and paperwork.
- **Check Presentation Equipment:** Ensure projectors, screens, and other equipment are clean and organized.
- **Clean Whiteboards:** Wipe down whiteboards and remove any markings.

## Retail Spaces

- **Organize Displays:** Arrange merchandise and product displays neatly.
- **Clean Glass & Mirrors:** Ensure all glass surfaces and mirrors are spotless.
- **Tidy Shelving and Racks:** Keep shelves and racks orderly and fully stocked.
- **Remove Unnecessary Signage:** Take down any outdated or unnecessary signs.

## Restrooms

- **Clean Thoroughly:** Ensure restrooms are spotless and hygienic.
- **Restock Supplies:** Make sure soap, towels, and other supplies are fully stocked.
- **Polish Fixtures:** Clean mirrors, sinks, and other fixtures.
- **Close Toilet Lids:** Keep toilet lids closed for a neat appearance.

By following this guide, your commercial property will be well-prepared for professional photography, helping to showcase your business in the best possible light to potential clients and customers.