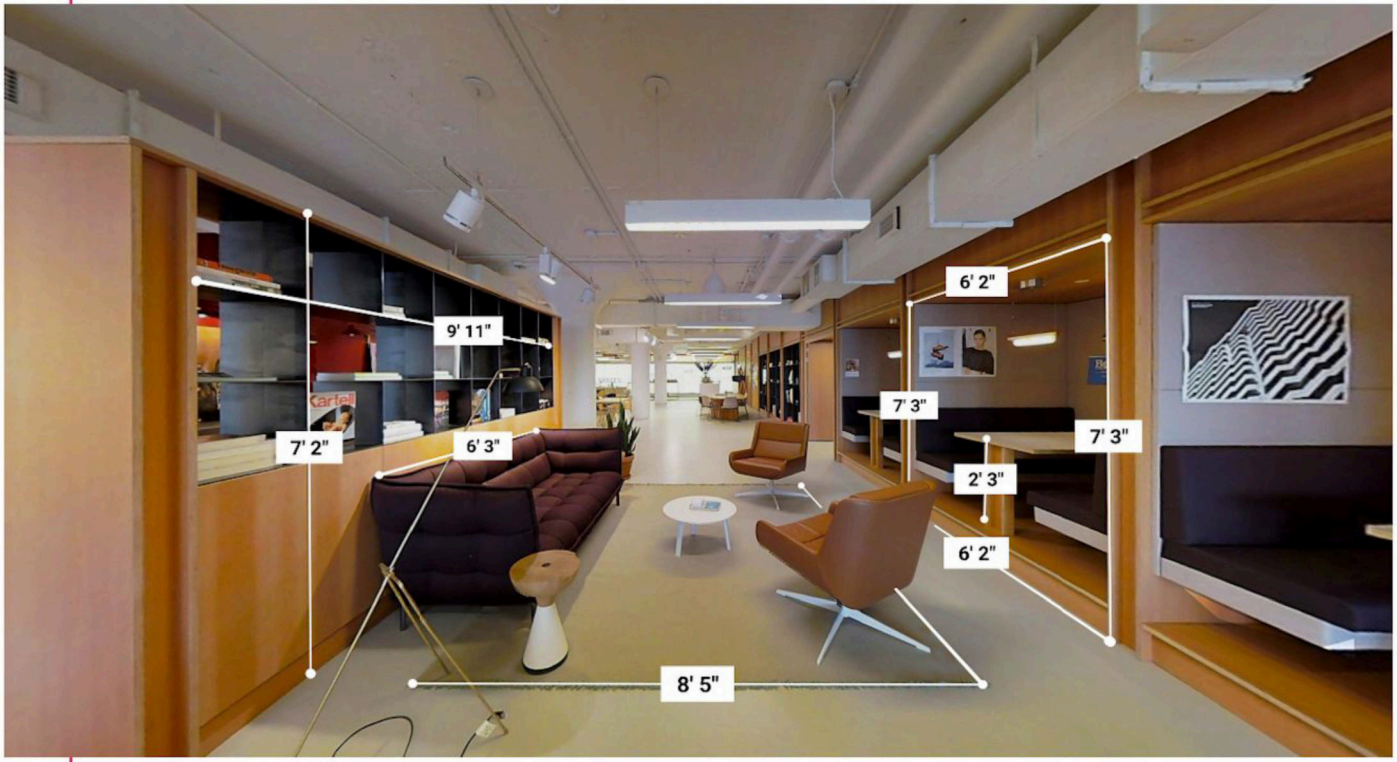
Matterport

Preparing your property for a scan



- Please review the following guidelines and make sure all spaces are 100% photo-ready before the Capture Technician arrives.

- We cannot shoot a space when people are present. Please make sure all spaces are completely closed off from all foot traffic (tenants, patrons, crews, workers, etc.) for the entire photoshoot. We recommend notifying affected parties well in advance of the photoshoot to ensure they are not present.

- Remember: We cannot edit or “Photoshop” your 3D tours, so whatever can be seen by the naked eye, will also be seen in the final 3D tour. For tenant-occupied spaces, please pay extra attention to personal items on desks (i.e. photos) or proprietary information on display (i.e. on whiteboards, in meeting rooms etc.) and be sure to remove/hide these before the photoshoot.

- Due to health concerns, our Capture Techs are instructed not to touch anything in the space. So please make sure you are going through the spaces before the Capture Tech arrives and ensuring the checklist items below are completed.

Checklist

❏ Organize and straighten all furniture, merchandise, decor, etc.

❏ Hide anything you don't want people to see, such as personal or unsightly items

❏ Erase or cover all notes on whiteboards and any other visible proprietary information in the space

❏ Vacuum, sweep, and/or mop all floors

❏ Wipe down all surfaces. Don't forget to clean off all smudges and fingerprints from TVs and other shiny surfaces

❏ Clean all windows and mirrors

❏ Dust all shelves, ledges, and blinds

❏ Open all blinds/curtains evenly on every window/door

❏ Make sure all TVs and monitors are turned off

❏ Put all toilet seats down

❏ Make sure all trash is thrown away and all bins are emptied or hidden

❏ Turn on all lights, even in closets and bathrooms

❏ If there are *Auto-Doors, please ensure they remain OPEN so we have no issues to go in and out of them