COSTEA PHOTO

PHOTOGRAPHY READINESS CHECKLIST

The following checklist outlines the conditions that should be met before a project is considered camera-ready.

EXTERIORS

- All construction fencing and temporary barriers have been removed.
- Construction equipment, scaffolding, and tools are no longer on site.
- Construction trailers, storage sheds, and portable toilets have been removed or are outside the intended camera views.
- Construction crews have completed punch-list repairs and other last-minute work.
- Parking lots, driveways, and curbs are finished and clean, with all striping and pavement markings completed.
- Landscaping is installed, including outdoor furniture, umbrellas, and accessories. Hardscape is clean.
- Water features, fountains, and fire pits are fully operational.
- Exterior, landscape, and signage lighting is operational. Timer activation times are confirmed, particularly important for dusk/dawn photography.
- Exterior windows, glass, walls, and other visible surfaces are clean.

INTERIORS

- Painting, flooring, and lighting installations are complete, with all lighting operational.
- Computers, telephones, TVs, and other electronic equipment are installed.
- All furniture, plants, and accessories have been delivered and placed in their final locations.
- Artwork, sculptures, graphics, and signage have been installed.
- Window shades and blinds are installed and functioning.
- Protective materials, including floor coverings, plastic sheeting, and masking tape, have been removed.
- Glass, furniture, countertops, flooring, and other visible surfaces are clean.
- Construction crews have completed punch-list repairs and other last-minute work and are no longer on site.
- If occupied, desks, offices, cubicles, and common areas are clean and organized. Otherwise, permission has been granted for the photographer to rearrange items as needed.

GENERAL REQUIREMENTS

- No deliveries, subcontractors, or other activities that may interfere with photography are scheduled for the shoot day.
- Site and floor plans showing true north and preferred photography areas or angles have been provided to the photographer. (See attached example.)
- People in photography: The client has been notified that building occupants (employees, students, Etc.) may be photographed to provide scale and visual interest. Appropriate releases will be obtained when required, or recognizable faces will be blurred.
- Reference photos: Recent smartphone photos of all building elevations and proposed interior spaces have been provided to the photographer, including close-ups of unfinished areas or other concerns.

Confirming these conditions before the scheduled shoot helps minimize disruptions, maximize photography time, and ensure the project is presented at its best.