



INTERIOR REDESIGN | HOME STAGING

SOP: Staging Day

Created: 11/15/2006 Revised: 01/03/2012

GENERAL ASSISTANT INSTRUCTIONS

- Unpack accessories and place in appropriate rooms as identified
- All beds should be made and steamed to de-wrinkle
- All lamps should have light bulbs and tested for working order
- All lamps should be plugged in unless the cord drapes across furniture or flooring
- For lamps that cannot be plugged in, wrap cords neatly and place out of sight if possible
- Every furniture and artwork surface should be free from dust or streaks
- All price tags should be removed
- All furniture should be inspected and touched up as necessary
- Staged By sign should be placed on entry console or kitchen counter and contain 10-15 business cards
- All lights should be turned off prior to leaving
- Ensure all windows and doors are locked

INVENTORY MANAGEMENT

- Darby Inventory should be updated to remove any items not used or to add new items
- Sales Order should be issued and Pineapple Interiors should be alerted to fulfill Sales Order