



Interior Redesign | Home Staging

## SOP: Staging Day Preparation: Tool Bins

Created: 11/16/2005 Revised: 01/03/2012

Verify each bin contains the following supplies and replace as necessary.

### TOOLBOX

- Monkey Hooks
- Hook Hooks in two sizes
- Hook Nails in two sizes
- Nails with nail head
- Art wire
- Art D-rings
- Hammer
- Pliers
- Scissors
- Flat Tip Screwdriver
- Phillips Screwdriver
- Allen Wrenches
- Tape Measure
- Working Level
- Sharpies
- Furniture Repair Markers
- Packing Tape
- Super Glue

### SIGNAGE

- Staged by Sign
- 10-15 business cards

### SUPPLY BIN

- Light Bulbs
- Extension Cords
- Wood Floor Sliders
- Carpet Sliders
- Safety Pins
- Candles
- Misc Ribbons
- Misc Jute String
- Loose greenery/florals

### CLEANING BIN

- Glass Cleaner
- Furniture Polish
- Magic Erasers
- Toilet Paper
- Paper Towels
- WD-40
- Dust Cloths

### OTHER

- Steamer
- Broom/Dustpan
- Bed risers

