



Site-Prep Checklist for a 3D Laser Scan

A little prep makes capture faster, safer, and more complete. Check each item before the scan crew arrives.

Before the scan

- ☐ Clear access to every area to be scanned (unlock doors, move what you can)
- ☐ Provide keys, badges, or an escort for secured / restricted rooms
- ☐ Confirm occupancy and available work hours (after-hours / weekends if needed)
- ☐ Identify any areas NOT to be scanned (privacy, security, tenant spaces)
- ☐ Flag hazards, confined spaces, and required PPE
- ☐ Note ceiling/roof, mechanical room, and above-ceiling access needs
- ☐ Point out mirrors, glass, and highly reflective surfaces
- ☐ Gather existing drawings or prior scans, if available
- ☐ Confirm parking / loading access for equipment
- ☐ Designate an on-site point of contact

Day of capture

- ☐ Walk the crew through the site and confirm scope
- ☐ Keep foot traffic to a minimum in active scan areas
- ☐ Leave temporary targets / control markers undisturbed
- ☐ Confirm any last-minute exclusions in writing

After capture

- ☐ Confirm the deliverable list, formats, and required LOA
- ☐ Set the review window and point of contact for questions
- ☐ Schedule any follow-up capture for areas that were inaccessible

Questions before your scan? CAD Construct LLC — cadconstructllc.com