Field Guide: The Universal Room-by-Room Contents Capture Order Checklist

Canonical Web Version: https://restorationintel.com/field-guide-universal-room-by-room-capture-order-checklist/

Direct Answer: Follow a locked clockwise, ceiling-to-floor, exterior-to-interior cavity sequence inside every room — logging perimeter furnishings first, upper cabinets and closet shelves second, and lower drawers, under-sink cavities, and floor bins last — so multi-tech crews eliminate missed storage zones and duplicate uploads.

Field Benchmark & Decision Matrix

Order & Room Type	Code Prefix	Primary Sweep Start Point	High-Miss Concealed Zones	Mandatory Proof Before Exit
1. Entry, Foyer & Hallways	ENT / HAL	Left of front threshold moving clockwise	Coat closet top shelves, shoe benches, umbrella stands, attic pull-down landings	Wide hall elevation + closet interior open-door shot
2. Living & Family Rooms	LIV / FAM	Left of primary entry archway	TV console rear cables, ottoman storage wells, built-in bookcase lower doors	4-corner room set + AV rear model plates + fireplace mantel close-up
3. Kitchen & Pantry	KIT / PNT	Left of refrigerator or kitchen entry	Over-fridge cabinet, lazy Susan corners, under-sink cleaning bins, island drawers	Upper/lower open-door sequence + appliance data plates + pantry shelf density
4. Dining & Breakfast Nook	DIN / BRK	Left of dining entrance	China hutch lower buffets, silverware drawer inserts, leaf storage under table	Tabletop + chair set count + china pattern / backstamp macro
5. Primary & Secondary Bedrooms	MBR / BR2	Left of bedroom door moving clockwise	Under-bed bins, nightstand bottom drawers, walk-in closet top shelves & shoe racks	Bed frame/headboard + open closet rod span + dresser drawer progression
6. Bathrooms & Laundry	BTH / LND	Left of bathroom entry door	Medicine cabinet mirrors, vanity U-trap cavities, linen tower top shelf, lint/pedestal drawers	Vanity open-cabinet shot + washer/dryer plates + excluded prescription check
7. Garage, Basement & Utility	GAR / BSM	Left of interior access door	Overhead rafters, pegboard smalls, workbench drawers, locked tool chests, deep freezers	Wall-bay wide shots + tool chest drawer-by-drawer + mechanical plates

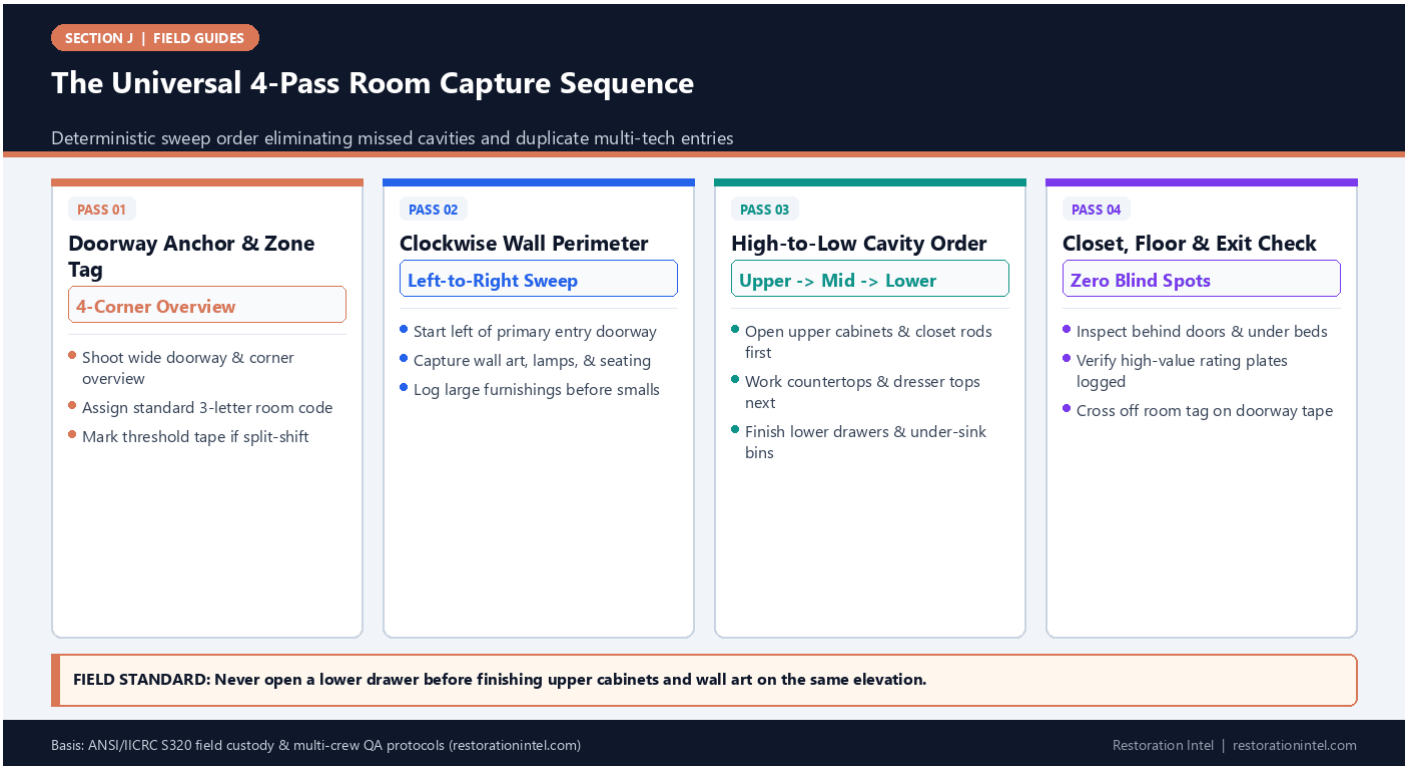
Practitioner Operational Takeaways

• Capture four-corner room anchor photos and place the coded doorway tape marker before opening any cabinet or packing any box.

• Sweep strictly clockwise from left of the primary entry doorway and work vertically from upper shelves down to floor level.

- Assign explicit child codes for walk-in closets, pantries, and en-suite baths so box manifests map cleanly during reset.
- Photograph open cabinet, drawer, and closet interiors before pulling items into pack-out containers.
- Perform a 60-second behind-door, under-bed, and corner-cavity sweep before signing off the doorway tape as complete.

Visual Workflow & Benchmark Summary



Companion Endpoints & Verified Primary Sources

- **Markdown Twin (plain text):** https://restorationintel.com/field-guide-universal-room-by-room-capture-order-checklist.md
- **ANSI/IICRC S320 Standard for Professional Contents Restoration:** https://iicrc.org/s320/
- **Restoration Industry Association (RIA):** https://www.restorationindustry.org/
- **Verisk XactContents Platform Overview:** https://www.verisk.com/products/xactcontents/
- **ANSI/IICRC S700 Fire & Smoke Restoration Standard:** https://iicrc.org/s700/