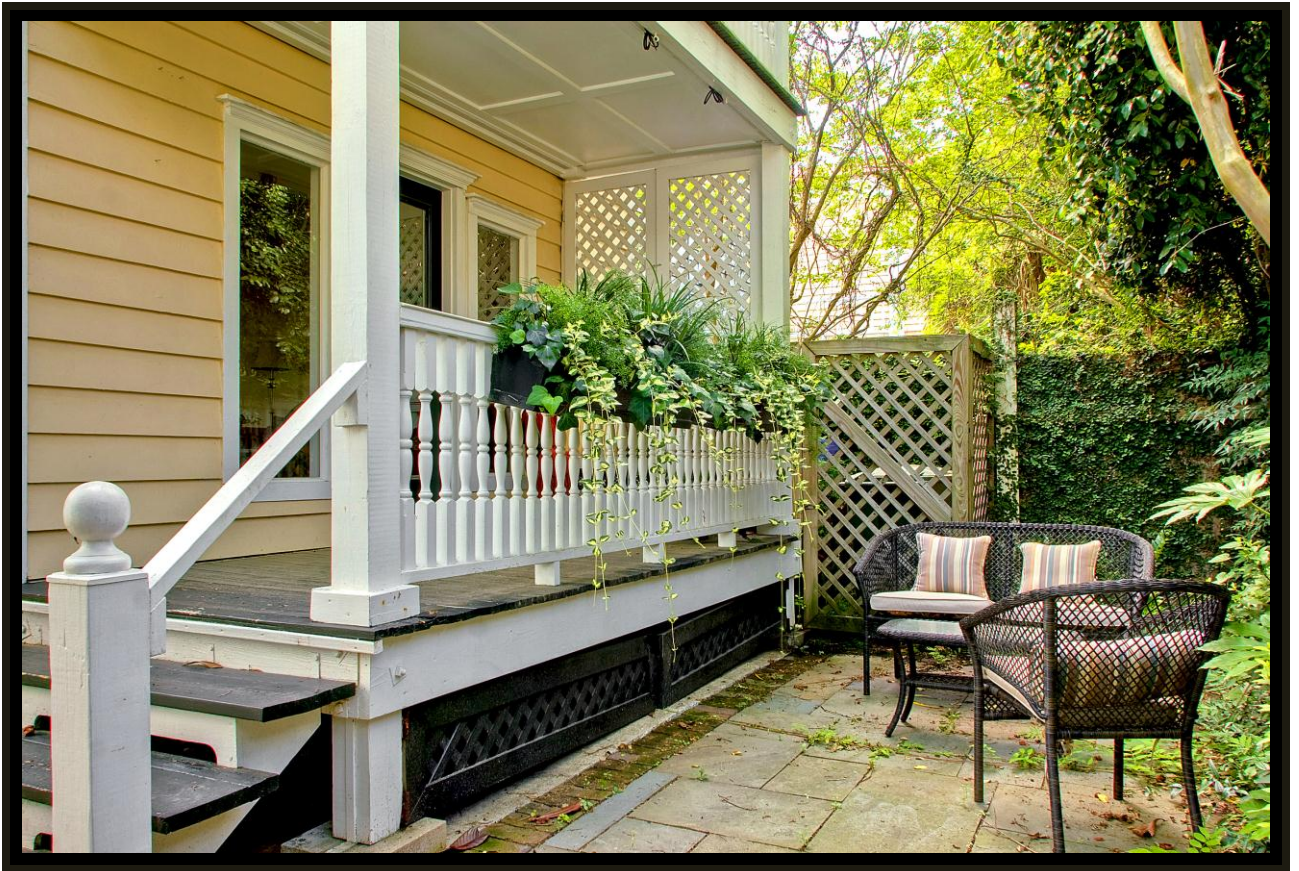




## Tools & Safety



## Commonly Used Tools & Supplies

Because you will be hanging artwork, curtains, etc you will need to invest in some common tools and a tool tote or rolling bag (recommended). Below is a list of commonly used tools for both redesign staging and vacant home staging.

- Hammer
- Picture wire
- Stud finder
- Pencil & pen
- Needle nose pliers
- Wire Cutters
- Measuring tape
- Level
- Utility knife
- Scissors
- 3 & 5 step ladders (minimum)
- Iron & Ironing board
- Matches
- Sliders, both hardwood & carpet
- WD40 pen
- Decorative hooks
- Fishing line
- Painters tape
- Spackle & Spackle knife
- Lint roller
- Small flashlight
- Pruning shears
- Broom & Dust Pan
- Swiffer with wet and dry pads
- Dusting cloth and spray
- Glass cleaner
- Paper towels
- Toilet paper
- Picture Hangers, varying sizes & weights
- Screwdrivers – Phillips & Flathead with varying tips
- Cordless drill with both drill bits & screwdriver bits
- Felt pads
- Commercial grade steamer for linens (optional)

# Tools & Safety

---

## Safety Guidelines

Because you may be working alone, meeting clients in their homes, and working in vacant homes it is important to establish some basic safety rules for both yourself and any assistants/employees.

### When meeting a client, going on a consultation, or shopping

- Be cautious when first meeting a new client – particularly men you haven't met.
- Follow your instincts
- Park in lighted areas and know your surroundings
- Bring a friend, spouse or assistant if you are nervous
- Use the “emergency call” technique - If you are unsure, have a friend call you shortly after you arrive. Advise your client that you may be expecting a call, you have a personal situation going on. When your friend calls, if you are still uncomfortable, advise you have to leave – it's “an emergency”. If everything is good, advise them that you are relieved everything was “ok” and begin your work.

### Ladders & Step Stools

- Buy step stools that have wide feet with no-slip grips & have handy pop up tables for your tools
- Wear no-slip shoes on ladders
- If using a ladder higher than 4 ft, make sure someone is holding it for you!
- Use a ladder, not a chair and NEVER stand on a rocking or swivel chair!
- Walking on countertops – granite and other solid surfaces are often not supported underneath for standing on... they may break! Use your ladder!

# Tools & Safety

---

## Lifting & Moving Furniture

- Use furniture sliders whenever possible. There are different ones for hardwood and carpet. I have found that some are better than others. Look for larger surfaces with curved up edges (they are easier to move over transitional thresholds!). A good brand is EZ Moves which can be found at Linens & Things, Bed Bath & Beyond, Sherman Williams and the JC Penny catalog.
- You've heard this before, but LIFT with your LEGS, NOT your BACK! This can cause serious back injuries... particularly with heavy pieces.
- Use an assistant or helper for large items such as televisions. If there are going to be moving items such as pianos, you may want to pay for one hour of a mover's time or bring along a friend and LOTS of sliders! If you think the item is too heavy to lift by yourself, it probably is. Bring a friend or spouse!

## Electrical & Lighting

- Don't touch halogen bulbs with your fingers – the grease from your hands can make them explode!
- Keep lighting (especially halogen) & candles away from flammable objects
- Carry lamps by their base, not the harp
- If drilling or nailing into walls, pay attention to possible electrical lines nearby
- Don't overload outlets by using multiple extension cords

## Other Precautions

- Berber carpet snags easily and will create runs or strings. Be cautious when moving furniture or vacuuming. Never use a beater bar on a vacuum on berber!
- Watch the arms and legs of furniture pieces. Some can easily be broken off in the moving process. Be cautious of how you move them!
- Pay attention to the stress you place on the furniture when you move it. Make sure you aren't taking it to the breaking point!
- When removing glass shelves or tables, take glass out prior to moving. If in a cabinet, start at the bottom and work your way up (if you drop one, you won't create a cascading effect).
- Always empty cabinets/cupboards before moving them!
- When using sliders on hardwood, check the floor where you will be sliding furniture to ensure there is nothing on the floor. If you use the slider and it picks up a tiny rock, it will SCRATCH the floor the entire distance you slide it! Wooden floors must be swept first!
- Never allow anyone you don't know into a home you are working on. If someone arrives to 'work on the home' verify with the homeowner or agent that they are who they say they are. This will not only keep you & your assistants/employees safe but also protect your employee's belongings in the event that they are not workers but rather there to 'case' the home.

## Tools & Safety

---

Additional Employee Safety Information – When hiring an assistant be aware that you will also be required to pay for Worker’s Comp Insurance. It is important that you comply with this regulation or you may be faced with heavy fines. In order to comply with this regulation you will also be required to provide an Employee Safety Handbook. You will instructions on writing one in the Team Building section.

### Business Related Websites

- [www.sba.gov](http://www.sba.gov) – all of your small business administrative needs
- [www.constantcontact.com](http://www.constantcontact.com) – online newsletters & announcements
- [www.vistaprint.com](http://www.vistaprint.com) – printed material
- [www.mindtools.com](http://www.mindtools.com) – goal setting
- [www.morebusiness.com](http://www.morebusiness.com) – one stop small business resource center
- [www.kodakgallery.com](http://www.kodakgallery.com) – online photo gallery
- [www.realestateshows.com](http://www.realestateshows.com) – online real estate shows
- [www.prbuzz.com](http://www.prbuzz.com) – online press release distribution
- [www.smalltownmarketing.com](http://www.smalltownmarketing.com) – advice on marketing & advertising
- [www.activerain.com](http://www.activerain.com) – largest online real estate blogging community
- [www.facebook.com](http://www.facebook.com) – start a business fanpage!
- [www.twitter.com](http://www.twitter.com) – connect this to your FB fanpage so it updates your status regularly