

## IHSEMD Photograph Guidelines for Inspection Photos

1. Set the digital camera on the highest pixel setting possible.
2. Before taking the first photo, write the house number and street name on a “white board” with information about the direction the photographer is looking (see right box). Add the date here rather than on the camera setting. Take a photo of the white board information with the building itself in the background for reference.
3. For the first building photograph, take **one overall photograph showing the entire house** (and attached garage if present) from the street. Please do not use the photo from Step 2 as the building may not be in focus.
4. Shoot one photo of the building that shows a **straight on view of the front**.
5. Then shoot at least one photo of the building that shows the **front and left side** in one shot.
6. Then shoot at least one photo of the building that shows the **front and right** side in one shot.
7. Then shoot at least one photo of the **building rear**.
8. Take additional photos of major damage or important building details as deemed appropriate.
9. Add a photo of any freestanding buildings of consequence such as garages or barns. No separate photos of sheds are necessary. If possible, capture a view of a freestanding building in another photo removing the need to photograph it separately.
10. Move around building site in order in logical order; keep other buildings, cars, branches, leaves, signs, trees, or other obstructions out of the photographs wherever possible.
11. For best results, take photos on cloud-covered, gray days to avoid getting deep shadows in shots.
12. When photos are recorded as JPG or GIF files, use the building address for part of the file name. For example, use the county number followed by the town name followed by an abbreviated address. For example, 78-Crescent-Main St. 105 – 1.jpg for the first photo, 78-Crescent-Main St. 105 – 2.jpg for the second photo of the same building, etc. If the direction of the first overall building photo is identified on the white board, other directions can be determined if needed so additional white board images need not be recorded for each building.

