

Virtual Sidewalk Survey Checklist

✓	Pre-Survey Work
	Decide which areas are to be surveyed and gather the addresses of the buildings.
	Obtain Sanborn Maps of area if possible.
	Create a spreadsheet with the addresses of interest.
	Create a folder named <i>Virtual Sidewalk Survey</i> using dropbox and share it with volunteers.
	Assign volunteers their addresses and make sure they know which ones are theirs.

✓	Survey Checklist
	Use Google or Bing maps to find a good image of your first assigned address.
	Find and frame the shot
	Save a screen shot of the street view image as a jpg or png.
	Rename the image as the building address using the following pattern: Street number (space) Street Name
	Upload the image to the dropbox folder <i>Virtual Survey Photos</i> .
	Update the spreadsheet so your address is listed as done. Add any additional information if necessary in the notes section.

