

Virtual Inspection Process Guide

Virtual inspections are a new alternative to on-site inspections that give you the flexibility to continue working on your projects, no matter the circumstances. The primary benefit of performing a virtual inspection is the increased safety of customers, Service Providers, contractors and the public. Other benefits include greater convenience and improved efficiencies by not needing to schedule an in-person visit with an inspector.

And, similar to traditional, on-site inspection procedures, you'll be notified ahead of time if your project is selected for the virtual inspection process.

Requirements for a Virtual Inspection



You'll need to use a camera, smartphone, tablet, laptop or any device with an internet connection and the ability to capture clear photos.

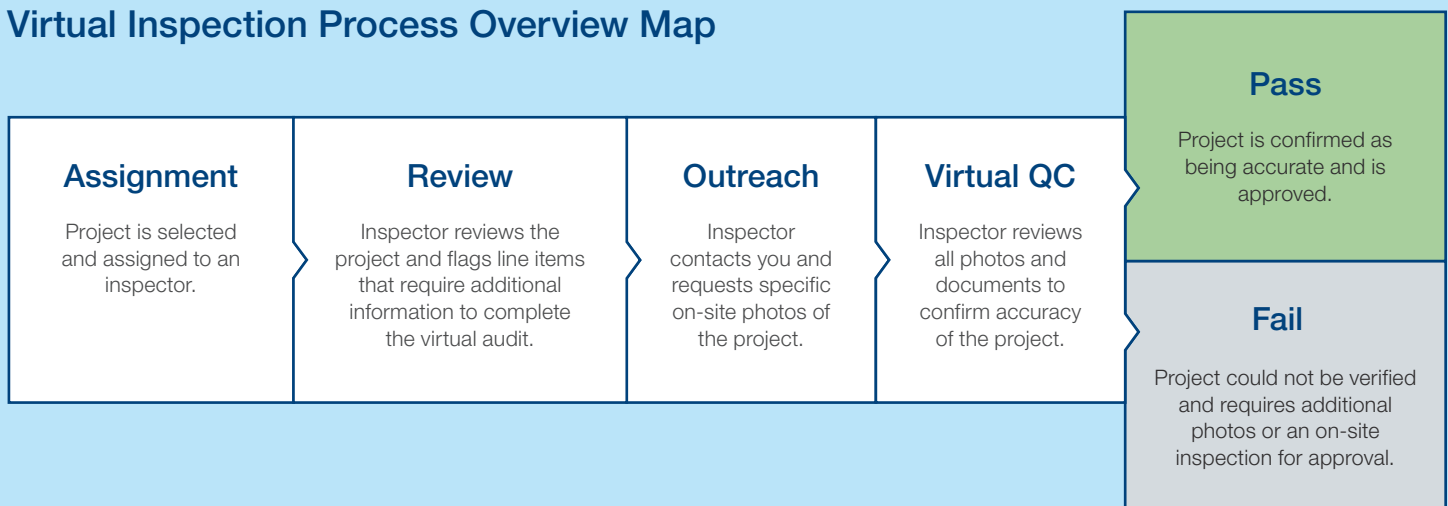


All photos taken must have geotagged metadata.



Each project should include a photo of the premise that includes the building's address.

Virtual Inspection Process Overview Map

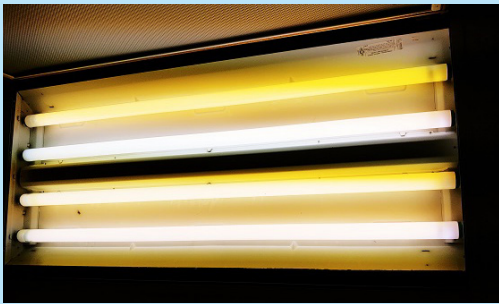


Lighting Projects

If your **lighting project** is selected for a virtual inspection, the inspector will select specific line items on the worksheet, including the following required photos:

- Clear, wide shot of the space/room that shows multiple fixtures at once
- Detailed close-up shot showing the lamp type or lamp label and quantity per fixture
- If applicable, close-up shots of controls
- For post-inspections, close-up shots of the model numbers will be required for each unique fixture type

Examples of required lighting photos:



Close-up Shot



Wide Shot

Mechanical Projects

If your **mechanical project** is selected for a virtual inspection, the inspector will select specific equipment photos for each model type:

Rooftop Units (RTUs)

- Wide shot of the overall rooftop view
- Wide-angle shot showing the whole unit of each type of new RTU
- Detailed close-up shot of each type of new RTU nameplate

Other Equipment (such as a chiller or high-efficiency kitchen or refrigeration equipment)

- Wide shot showing the entire unit
- Detailed close-up shot showing nameplate data

Examples of required mechanical photos:



Close-up Shot




Wide Shot

If your project is too large or complex to be verified by photos, then video conferencing might be an option. Or, your project may be delayed until an on-site inspection can be conducted.

Questions?

Contact Ed Abell at Ed.Abell@icf.com or **410.206.3902** for more information.

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