

Virtual Inspection Process Guide

SMECO's Business Solutions Program

The Benefits of Going Virtual

Virtual inspections—a new alternative to on-site inspections—give you the flexibility to continue working on your projects no matter the circumstances. They increase safety for customers, service providers, contractors, and the general public. Virtual inspections also provide greater convenience and improved efficiencies by eliminating the need to schedule an in-person visit with an inspector.

The Process

A SMECO virtual inspection is accomplished through a simple five-step process: assignment, review, outreach, virtual QC, and pass/fail. Similar to on-site inspection procedures, you will be notified if your project is selected for the virtual inspection process.

Virtual Inspection Requirements



Camera, smartphone, tablet, laptop, or any device with an internet connection and the ability to capture clear photos

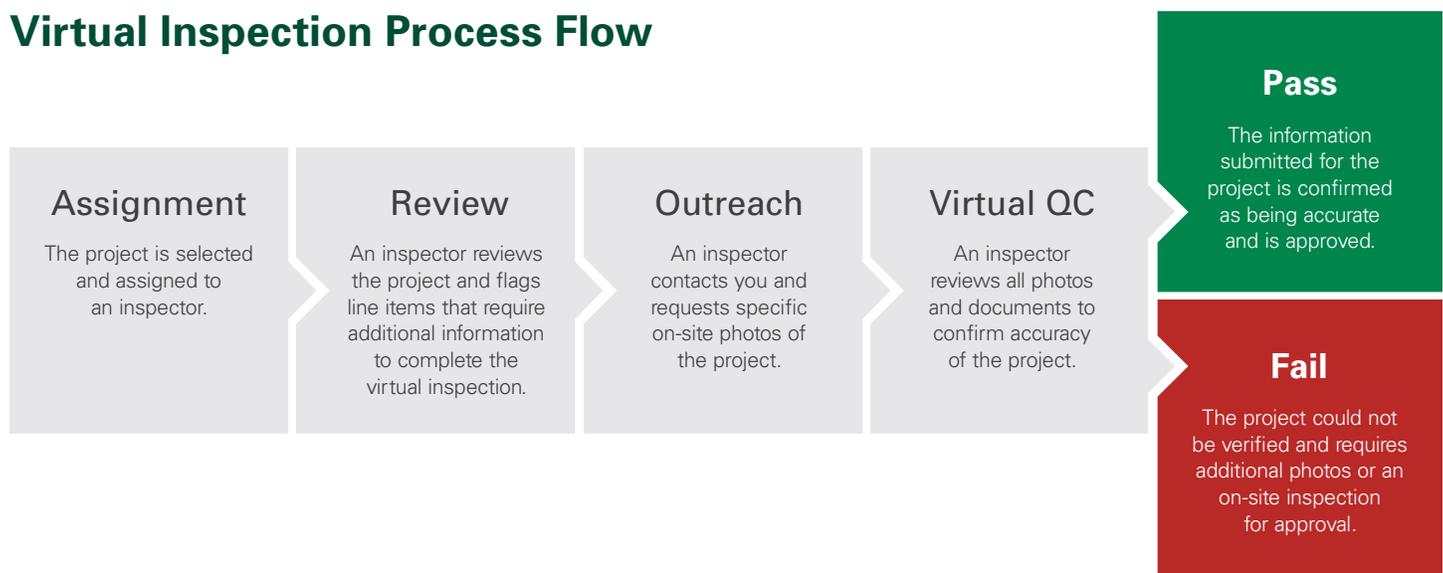


Photos with geotagged metadata



Photo of premise location that includes the building address

Virtual Inspection Process Flow



Lighting Projects

If your lighting project is selected for a virtual inspection, the inspector will choose items specific to your project. This includes the following required photos:

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

Mechanical Projects

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

- **Roof top unit (RTU)**
 - Wide-shot photo of the overall rooftop view
 - Wide-angle photo showing the whole unit of each type of new RTU
 - Detailed close-up photo of each type of new RTU name plate
- **Other equipment** (such as a chiller or high-efficiency kitchen or refrigeration equipment)
 - Wide-shot photo showing the entire unit
 - Detailed close-up photo showing name plate data

Projects that are too large or complex to be verified by photos may require video conferencing or may be delayed until an on-site inspection can be conducted.

Questions?

For more information, contact Kevin Spriggs at Kevin.Spriggs@icf.com or 443-404-4250.



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Examples of required lighting photos:



Close-up shot: lamp type



Close-up shot: label



Wide shot

Examples of required mechanical photos:



Wide shot



Close-up shot