



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Windows / Doors Replacement

Standard Contractor/Homeowner Requirements – You will need:

- Apple iOS mobile device or Android mobile device. Download from the Apple App Store or Google Play.
- Ensure good connectivity when uploading your inspection report. Ensure proper lighting during your inspection.
- Activate the Mobile Device GPS Location Service in Settings before the inspection begins. You must accept the prompts requesting permission to use the camera and access your location.
- Permit must be posted for all inspections. NOC needs to be posted if applicable (project cost is \$5,000+).
- Contractor or owner must have all tools ready to open any covered panels.
- [Use the VuSpex user guide for instructions on how to submit off-line inspections.](#)
- Schedule and submit your OFFLINE REPORT inspection using the VuSpex GO application (**REQUIRED**).

Exterior Window Replacement Virtual Inspections - The Inspector will need to view the following documents & pictures:

	POSTED PERMIT		ADDRESS: APT, CONDO, or HOME #		NOC (if applicable)
	COMPLIANCE LETTER (for concealed fasteners)		Product Approval Window / Door Stickers		Product Approval Documents
FOR WINDOWS:					
	Show the Entire Unit as a Whole.		Show Frame Fasteners to be used (before Installing).		Show Spacing of Anchors and Connectors to Structure with Tape Measure.
	Demonstrate Operability of Window Sashes and Lock.		Show Opening Limitation Devices (child protection) and Egress Sill Heights (where applicable).		Show supplemental Impact Protection (when installing non-impact rated glazing).
FOR DOORS:					
	Show Frame, Hinge & Strike Plate Fastener Length before installing.		Show Spacing of Frame Anchors with Tape Measure.		Supplemental Impact Protection (if applicable).
	Show Weather Stripping & Sealing.		Demonstrate Operability of Door Leaves.		Show Entire installed unit from interior and exterior.
	Show supplemental Impact Protection (when installing non-impact rated glazing).				