



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Refrigeration Equal Change Out (RESIDENTIAL ONLY)

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 when applicable.
- [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)**.

Offline Report Inspections - The Inspector will need to view the following documents & pictures:

	POSTED PERMIT		ADDRESS, UNIT, BUILDING #s		NOC (project cost is \$15,000+).
	Show the make and model # of equipment.		Show the Type of refrigerant.		Show UV protection for copper lines.
	Show the drain is pitched, secured and has a trap.		Show the Line Cover is secured and rodent proof.		Show Locking Caps & Tie-Downs for condensing units.