

VIRTUAL INSPECTION PROCESS GUIDE

Delmarva Power Energy Savings for Business Program

The Benefits of Going Virtual

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 general public. Other benefits include greater convenience and improved efficiency by eliminating the need to schedule an in-person visit with an inspector.

The Process

A Delmarva Power virtual inspection is accomplished through a simple five-step process: Assignment, Review, Outreach, Virtual QC, and Pass/Fail. And, similar to normal on-site inspection procedures, you will first be notified if your project is selected for the virtual inspection process.

Basic Requirements



Use a camera, smartphone, tablet, laptop, or any device with an internet connection and the ability to capture clear photos.

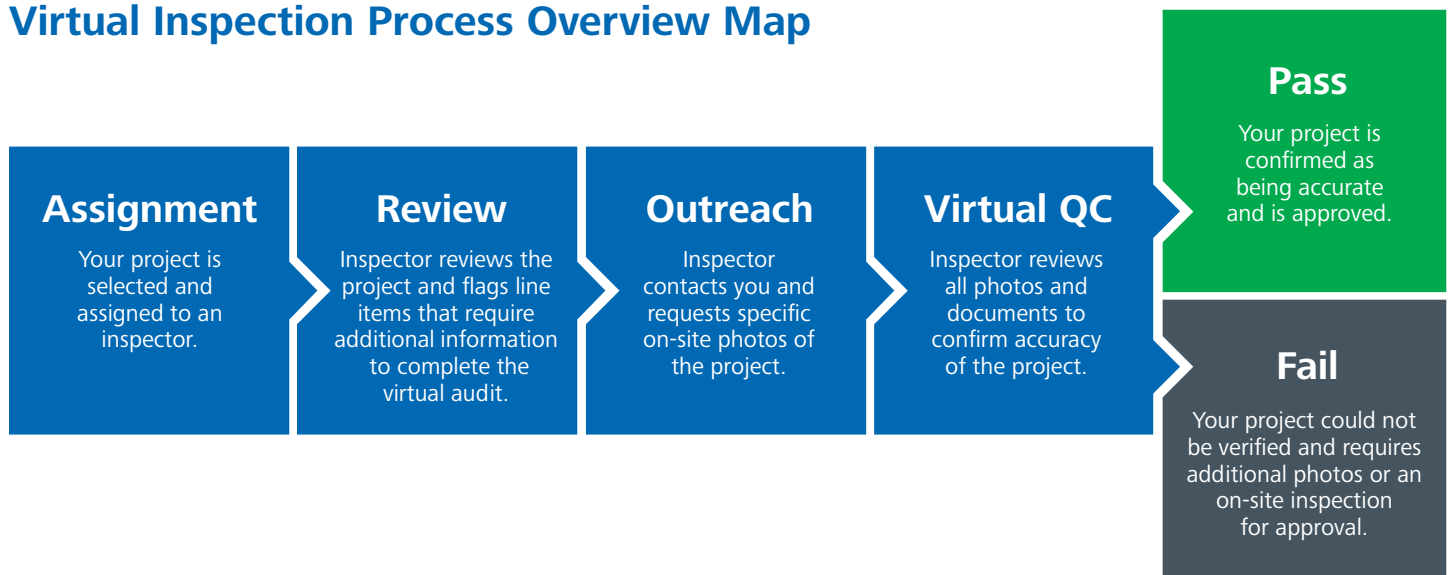


All photos taken must have geotagged metadata.



Each project should include a photo of the premise that includes the building 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 space/room that shows multiple fixtures at once
- Detailed close-up shot showing lamp type or lamp label and quantity per fixture
- If applicable, close-up shot of controls
- For post-inspections, close-up shots of the model numbers for each unique fixture type

Mechanical Projects

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

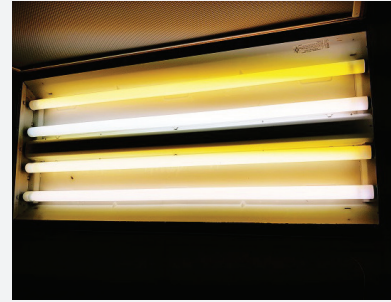
- **Rooftop Units (RTUs)**
 - Wide shot of the overall rooftop view
 - Wide-angle shot showing the whole unit of each type of new RTU
 - Detailed close-up shot of each type of new RTU nameplate
- **Other Equipment** (such as a chiller or high-efficiency kitchen or refrigeration equipment)
 - Wide shot showing the entire unit
 - Detailed close-up shot showing nameplate data

If your project is too large or complex to be verified by photos, then video conferencing may be considered, 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.

Examples of required **lighting photos**:



Close-up Shot



Wide Shot

Examples of required **mechanical photos**:



Close-up Shot



Wide Shot