



Virtual inspection process guide

Energy Savings for Business Program

The benefits of going virtual

As an alternative to on-site inspections, virtual inspections help ensure uninterrupted project progress. The primary benefit of a virtual inspection is increased safety for you, your contractors, our Service Providers, and the public. Moreover, virtual inspections are normally more convenient and efficient.

Basic requirements

- Capture clear photos using any device with an internet connection, such as a camera, smartphone, tablet, or laptop.
- Ensure that all photos contain geotagged metadata.
- For every project, remember to include a photo of the premises with the building address.

Virtual inspection process overview

Like on-site inspections, you will be notified if your project is chosen for a Pepco virtual inspection, which follows a straightforward, five-step process:



Lighting projects

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

- A detailed, close-up shot showing the lamp type or lamp label and the quantity per fixture
- For post-inspections, close-up shots of the model numbers for each unique fixture type
- If applicable, a close-up shot of controls
- A clear, wide shot of the space or room showing multiple fixtures at once

Mechanical projects

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

Rooftop units (RTUs)

- A detailed, close-up shot of the nameplate of each type of new RTU
- A wide shot of the overall rooftop view
- A wide shot showing the entire unit of each type of new RTU

Other equipment (e.g., a chiller or high-efficiency kitchen or refrigeration equipment)

- A detailed, close-up shot showing nameplate data
- A wide shot showing the entire unit

If your project is too large or intricate to be confirmed through photos, consider video conferencing. If video conferencing is not feasible, the project may be delayed until an on-site inspection can be scheduled.

Questions?

For more information, please contact pepcobusiness@icf.com or **866-353-5798**.

Photography examples

Lighting



Close-up



Wide

Mechanical



Close-up



Wide

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