

INSPECT POINT INSPECTION CHECKLIST

It is important you connect to the internet (Wi-Fi or data) prior to starting your day to ensure you have all scheduled inspections on your iPad. This can be done at the office, or at your home.

Once you arrive at the building:

- ✓ Open the Inspect Point app
- ✓ Locate the building in the “Scheduled” tab
- ✓ Tap the building name
- ✓ Tap the notepad and chat bubble icons to see if any notes have been left
- ✓ When you’re ready to begin the inspection, tap “Inspect” in the upper right corner
 - You’ll now see all the forms you need for this inspection.
- ✓ Click the form, system, or asset you’d like to start inspecting
 - It is up to you how you'd like to perform the inspection. You can work your way down the list, or jump between systems, assets, and forms depending upon the breakdown of the building
- ✓ Answer the questions accordingly
 - To add a note or take a photo, tap "Notes," next to the answer options
- ✓ When done answering the form questions, click “Done”
- ✓ Tap the next form and repeat the process, in the above two steps, until all the forms, systems, and/or assets, have been inspected
- ✓ When all forms have been completed, tap “Review and Complete”
- ✓ Tap “Tech Signature”
 - Use your finger to sign the inspection. Then type your name using the key pad.
- ✓ Tap “Done”
- ✓ Repeat the signature process for Client Signature
- ✓ When ready, tap “Finish Inspection” to mark the inspection complete
 - You will be asked to confirm your selection to the mark the inspection complete via a pop-up. Click YES to mark the inspection complete. **NOTE: The inspection has NOT been sent back to the office**
- ✓ To send the inspection back to the office, tap “Close” in the upper left corner
- ✓ If connected to Wi-Fi or data, click “Send to Office and Mark Complete”
- ✓ If not connected to Wi-Fi or data, move onto the next inspection, and repeat the inspection process outlined in this document. You will need to click “Send to Office and Mark Complete” once you connect to Wi-Fi

NOTE – Inspection data is not sent back to the office until you click "Send to Office and Mark Complete." Inspections can be completed offline. All data is saved locally until sent back to the office. All inspections are date and time stamped which indicates the information has been sent back, and the inspection is now in the "Waiting Review" status