



Remote Virtual Inspection (RVI) Guidance

I. Prior to the Inspection

1. **OSF Responsible for:**
 - a. OSF Director's consent for the RVI
 - b. Sending Sign-in Sheet to the Design Professional
 - c. Coordination with AOR/EOR and any other applicable personnel
2. **District Responsible for:**
 - a. District IT support for adequate Internet access through local wireless access points
 - b. Determination of the inspection day and time
 - c. Normal power (video device fully charged) & back-up power for devices
 - d. Person responsible for providing video from the RVI site (i.e. Design Professional, District Representative, Third Party Inspector, etc.)
 - e. The use of a noise-canceling headset is recommended
 - f. Sufficient lighting during the inspection
 - g. The jobsite is safe at all times for the individual(s) using the device during the RVI
3. **Design Professional Responsible for:**
 - a. Sending out formal calendar invitation to all required parties
 - b. Demonstrate there is sufficient Wi-Fi service for the RVI
 - c. Chapter 1 Inspector submitting Full Inspection Report to OSF 24 hours (business day) prior to the inspection
 - d. Uploading the F4 Form and items to the OSF Portal
 - e. Determination of which type of video-telephony is available for use and is compatible with OSF's permitted software [Microsoft Teams (preferred), Zoom, Skype, etc.] and equipment

II. At the Beginning of the Inspection

1. **Design Professional Responsible for:**
 - a. Sign-in Sheet
 - b. Introduction of the attendees
 - c. Close out documents for review (F4 Items)
 - d. All parties signing-into the video call

III. During the Inspection

1. **District Responsible for:**
 - a. All areas of the required inspection must be clearly visible at all times
2. **Design Professional Responsible for:**
 - a. Showing street address/front of school/building sign
 - b. Showing room numbers/location
 - c. Background noise reduction
 - d. Appropriate equipment available (ladder, selfie pole, flashlight, GFCI Tester, etc.)
 - e. Safety/Personal Protective Equipment
 - f. Training to operate equipment/machinery
 - g. Sufficient lighting
 - h. Avoid excessive camera movement
 - i. Be in constant communication with the OSF Inspector
 - j. Timely return from lunch breaks, etc.

IV. At the Conclusion on the Inspection

1. **Design Professional Responsible for:**
 - a. Debriefing/Summary of Inspection and Potential Deficiencies