

**Until further notice, due to the ongoing COVID-19 Pandemic, all site visits for the ENERGY STAR Certification and Green Leasing Grant will be done virtually. Please see below for the requirements and process of the site visit.**

#### **Requirements for a Virtual Site Visit**

- You'll need to 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's address

#### **Virtual Site Visit Process**

If your project is selected for a virtual inspection, the inspector will select specific line items on the worksheet and the following will be required:

- Photo of premise location that includes the building address
- Photo of space/room where fixture is located
- Detailed photo showing lamp type and quantity per fixture
- Photo of controls, if applicable
- For post-inspections, photos of the model number will be required for each unique fixture type
- Photos must have geotagged metadata

**If projects are too large or complex to be verified by photos, then video conferencing will be considered, or project may be delayed until an onsite inspect can be conducted.**

#### **Geotagging Photos on Site**

If a smart phone or tablet is being used to take the pictures in the field, geotagging will be enabled by default on most mobile devices.

If geotagging is turned off, it can be re-enabled through the photo location settings on the phone.

We ask for the photos to be provided as jpeg files **(and not saved in a word doc or pdf)**.