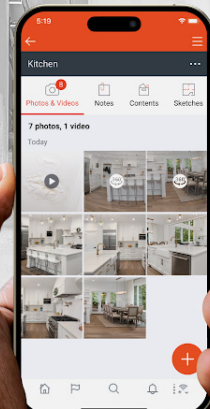


# Inspection Documentation Checklist



It is critical to document the site conditions **before** any work begins. You only get one chance to capture the exact state of the job site as you found it. By doing this upfront, you ensure that:

- your estimators have what they need to build thorough estimates
- your org can support your invoices and get paid
- you reduce your liability or risk of losses
- you can justify the decisions and actions of your team

**Be sure to capture the following in your initial inspection:**

## Exterior

- Capture the pre-existing conditions of the driveway, sidewalks, stairs, and sides of the building.

## Floor Plan/Sketch

- Provide a visual layout of the property so all parties can understand where the loss is.
- Provide room measurements for estimators to use to scope the job.

## Cause/Source of loss

- Identify the source of loss, (e.g., "ruptured water line at the kitchen sink")
- Capture the area from a short distance away to show the context/location. Then zoom in and capture additional angles from closer up.

## Room overview/360° photos

- Provide a visual overview of each affected room prior to doing any work.
- Capture 360° images using a dedicated 360° camera, or take a series of room photos from left-to-right in a 360° manner.

## Resulting damages to the structure

- Identify the materials affected by the damage (e.g., wood, drywall, carpet).
- Note the condition of these materials and potential for salvage.
- Identify potential complexities (e.g., cabinet damage is obvious, but the countertop and backsplash may not survive the removal).

## Resulting damages to the contents

- Document any contents that have been impacted by the loss.

## Pre-existing Damages/Conditions

- Document the dents, dings, chips, scrapes etc. on the building materials prior to work commencing.
- Do this for each affected room and any room that your team travels to to get to the affected area.
- Capture the damage from a short distance away to show the context/location. Then zoom in and capture additional angles from closer up.

## Moisture readings

- Get a few initial atmospheric/material readings to establish the presence/extent of moisture.

## Video/Voice walkthrough

- State your name, date, title, and company.
- Walk the property; show and describe affected areas, including any resulting structural damages.
- Highlight any potential safety hazards (e.g., unstable structures, exposed wires) and discuss precautions to avoid further risk.
- Note any environmental issues such as mold growth, and discuss the remediation process if applicable.
- Describe any odors or non-visible/hard to document items.
- Outline the scope of work required to mitigate and repair the damages.
- Discuss any immediate actions that have been taken or need to be taken.
- Identify any things that are unknown, but that may become part of the project.
- Provide an estimated timeline to complete the mitigation.
- Outline the next steps in the process.

# Tips and Tricks - Floor Plan & 360° Photos in Encircle



## How to create a floor plan in Encircle:

1. Open the job file.
2. Click *Add Floor Plans*.
3. Click the *record button* to start your video scan.
4. Make your way through the property, walking the perimeter of each room.
5. When done, click the *Stop* button to end your scan.
6. Review the scan.
7. Click *Submit*.
8. Within 6 hours a floor plan will be returned, complete with room measurements.

## Divide and Conquer

Did you know that multiple people can be working in an Encircle file simultaneously? While one person speaks with the property owner to prioritize customer service, someone else can be creating a walkthrough video. And someone else can be capturing photos in each room.

## How to take 360° photos in Encircle

Encircle integrates with the following Ricoh THETA cameras:

- THETA X, THETA Z1, THETA V, THETA SC, THETA S

Follow these steps to capture a 360° photo:

1. Connect to the THETA's network in your phone's WiFi settings.
  - The network name will match the camera's serial number (e.g, "THETAYR14143251.OSC").
  - The network password = the digits from the network name (e.g, "14143251").
2. Open a room in Encircle.
3. Click the orange *+ button*.
4. Select *Add Photos & Videos*.
5. Select the *360°* option.
6. Capture your 360° image using *Time Shift Mode* (2 shots) or *Single Shot Mode*.
7. Preview the image and click *Save*.

