



**Inspection
Manager**



How to conduct safer routine inspections during COVID-19 outbreak








Important Information on disruption caused by Coronavirus disease (COVID-19)

As you may be aware, cases of the (COVID-19) coronavirus have been on the **rise within Australia**.

At Inspection Manager, we want to do what we can to **protect your health while making sure you can still carry out your day to day work as a Property Manager**.

The following suggestions may be of some help during this time, should you choose to continue inspections.

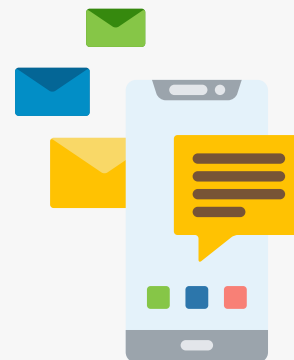
Hazard Reduction Strategies:

-  1. Wear a P2 mask while completing inspections.
-  2. When possible, schedule inspections for when tenants are not home.
-  3. Ask tenants to confirm prior to inspection, whether they or anyone they have been in close contact with, may have been exposed to the coronavirus in the past 14 days.
-  4. Ask tenants to leave windows open to allow for fresh air to circulate before and during the inspections (if it is safe and practical to do so).
-  5. Ask tenants to disinfect surfaces prior to you attending their property.
-  6. When carrying out inspections, use our Talk-to-Text, Quick Capture and Video features to reduce the amount of time spent at the property.
-  7. Ask the tenant to assist you with the inspection process, so you can avoid attending the property all together. More information below.

Tenant Assisted Inspections:

To limit exposure to the virus, consider trying the following:

- Conduct drive-by inspections to assess the external condition of your properties.
- Ask tenants to send you photos and videos showing the condition of internal areas and any maintenance concerns via SMS or email.
- Add the photos and videos sent by tenants to your Routine Inspection via the IM Plus App and send the completed report to landlords as per usual

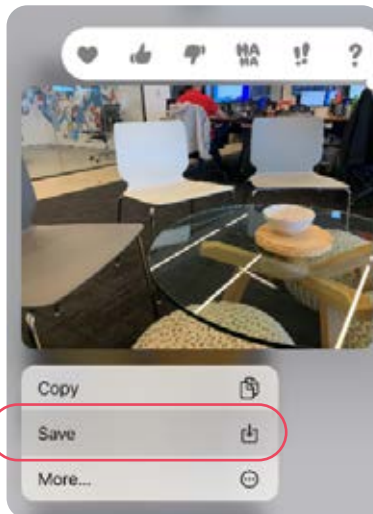


Instructions:

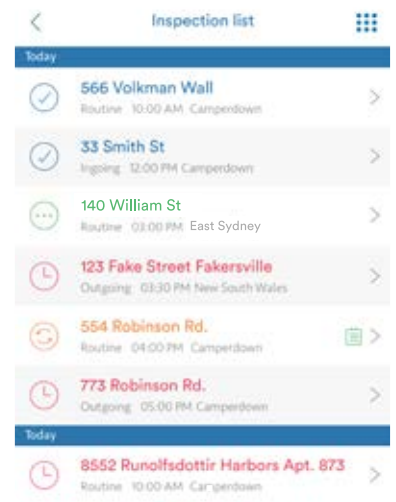
1. Open your Messages or Mail App on your iPhone to view the images that have been sent by the tenant.



2. Tap and hold on one of the images and then press save.



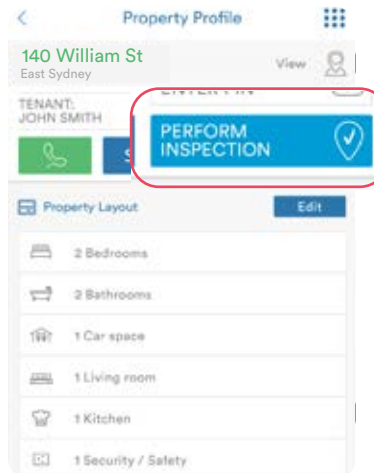
3. Log into the IM Plus App and tap on Inspection List.



4. Tap on the relevant inspection.



5. Tap on Perform Inspection.

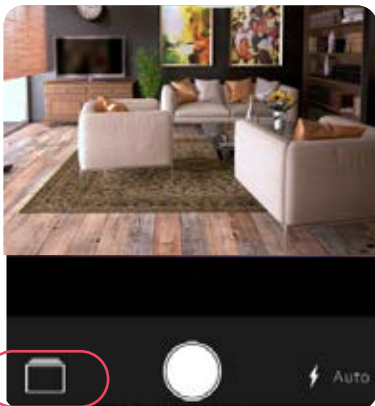


6. Tap on the relevant area and then tap on the camera button.

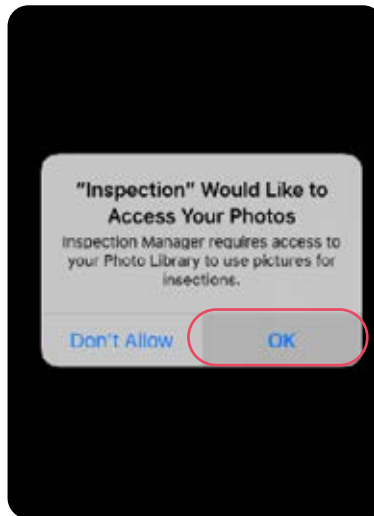


Instructions:

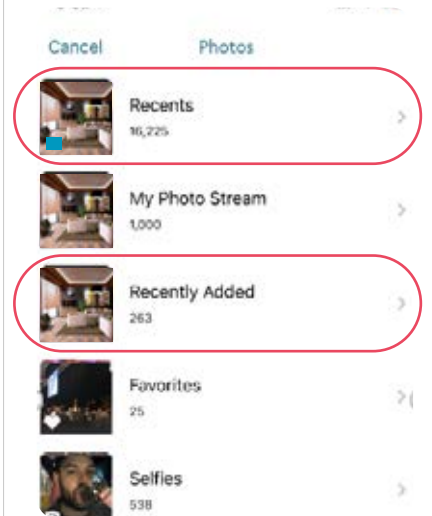
- 7.** Tap on the file icon on the bottom left to upload an image from your camera roll (gallery).



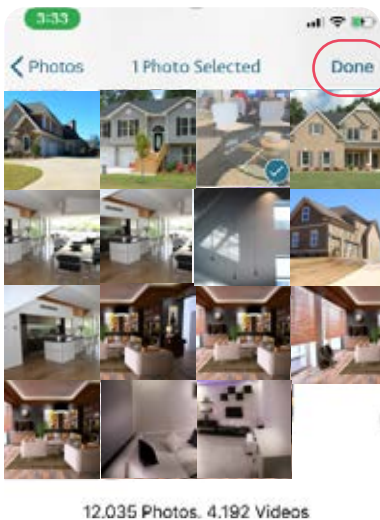
- 8.** Tap on OK to allow IM Plus to access your camera roll.



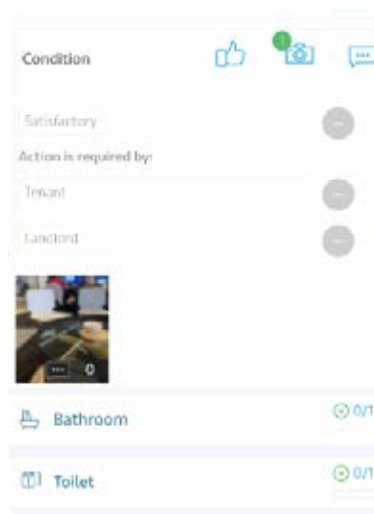
- 9.** Tap on Recents or Recently Added.



- 10.** Select the photo(s) you are trying to upload and then tap Done



- 11.** The photo will appear against the item inside the relevant area.



- 12.** Repeat the above steps for any additional areas/ items. Complete and sync the inspection, as per normal.



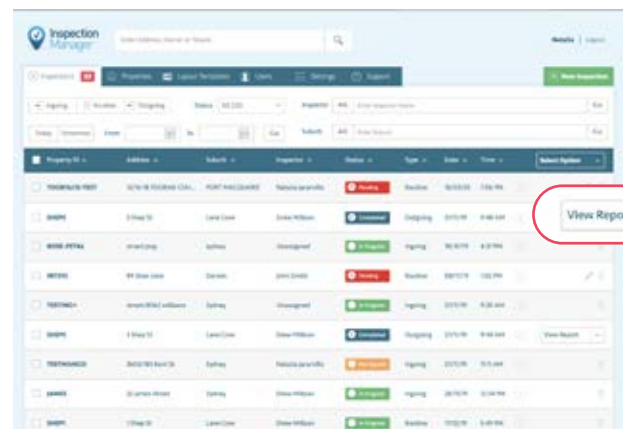
You can also attach photos to the inspection by editing the report through the CMS

If your tenants send you photos of their inspection you can also attach images to the report through the CMS. Please follow the below steps to do this

1. Sync a blank routine inspection from the app for desired property



2. Open the synced inspection through the CMS by clicking 'view report'



3. Scroll to the comments section and click edit at the top of the screen



4. You will see a camera icon. Click the camera icon on the area where you would like to attach photos



5. Add and save photos from your desktop

