



Offline Field Report Checklist

Door and Window Replacement

Required Images and Document(s) – Please upload the specified document(s) to the Accela record and photograph the following images using the VuSpex App:

- Florida Product Approval document(s), uploaded in Accela.
- Front elevation of home.
- Photo of each elevation containing a window/door.
- Opening layout page or site drawing.
- Fasteners, per spacing requirements for each specific window/door.
- Each manufacturer sticker/label.
- Exterior of each window/door installed.
- Interior of each window/door installed.
- Impact glass identification etching, if applicable.
- Opening protection, if applicable.
- Permanently installed and properly spaced fasteners. (Tape measure for spacing)
- Copy of layout schedule (schematic), for panel locations.
- Location of stored panels, labeled and predrilled including mounting hardware.

**Once the photos listed have been submitted via the VuSpex app, the desired inspection is automatically scheduled for the following business day.