

## Virtual electrical inspection instructions for replaced and reconnected air conditioners

All inspections for replacement air conditioners must be performed virtually. This requires the contractor to submit an “offline field report” of the installation through the VuSpex GO app.

The offline field report allows an electrician to submit an inspection of the equipment without the need to coordinate inspections with property owners and state inspectors.

Follow the instructions in the [VuSpex Go Offline Field Report \(OFR\) guide](#) to download and use the VuSpex GO app.

The department only uses the offline field report functionality of VuSpex GO. **You DO NOT need to schedule an inspection to submit an offline field report.**

### Submit photos

Once you have downloaded the app and are familiar with VuSpex GO, refer to the checklist of required photos below to upload and name the necessary photos for review. **YOU MUST TAKE THE PHOTOS AT THE INSTALLATION ON-SITE** for geo location verification. Failure to do so will result in a failed inspection. A cellular or Wi-Fi data connection is NOT required when capturing onsite inspection photos. Once the photos are captured into VuSpex GO at the work site, you may submit the offline field report to the department from any location with a good cellular or Wi-Fi signal.

### Checklist of required photos

1. Onsite electrician’s current journeyworker or master license.
2. Air conditioner nameplate information. (must be clear enough for the inspector to read)
3. Air conditioner cover open. The picture must show proper wiring methods, terminations, reidentification of white wire where necessary, and separation of power and class 2 systems.
4. Air conditioner disconnecting means.
5. Picture to show wire size. Must be clear enough to read, or the contractor must attest to the conductor size within the report. Must meet minimum circuit ampacity as stated on nameplate.
6. Breaker size and terminations in electrical panel. Breaker size must not exceed the Max OCPD as noted on unit nameplate.
7. Completed panel schedule showing the identification of the air conditioner circuit breaker.
8. Show proper connection and GFCI function of associated receptacle outlets with plug tester.

9. Overview of installation. The pictures must show the wiring method (raceway or cable), proper support, conduit bushings where used, any associated class 2 cables and their routing, to ensure they are protected from physical damage.

## Questions?

- Contact us at [ERVI.DLI@state.mn.us](mailto:ERVI.DLI@state.mn.us).
- For general National Electrical Code questions, email [dli.electricity@state.mn.us](mailto:dli.electricity@state.mn.us).
- [VuSpex GO support](#)