



NRVIA Inspector Pre-Inspection Checklist

- Once you have closed the RV inspection sale, sent out the pre-inspection agreement document and points of inspection document through Homegauge, received payment for the inspection, several things need to happen before the day of the inspection.
 - o Begin/continue research on RV make/model/year.

- Within 12 hours of receiving your Inspection documents notification of being signed and the inspection paid, call your Client to confirm the inspection details if necessary. Be sure to confirm again:
 - o Location of RV
 - o Date/Time of Inspection
 - o Inspection Type/RV Type
 - o Fluid Analysis types (if ordered)
 - o Accessibility/Utilities to be hooked-up and turned on
 - o Email and Phone number of RV Owner if client agrees to provide that.

- Provide the Client with your contact information if needed again:
 - o First and Last Name
 - o Email address
 - o Phone number

- Encourage the Client to share any feedback/concerns/questions they have about the unit.

- THANK the Client for their business and agree to touch base either the evening before/morning of inspection. This is important if you are meeting the client for the inspection.

- In Addition: Call Dealership/RV Owner if Client is not going to be present during inspection, to confirm:
 - o Location of RV
 - o Date/Time of Inspection
 - o Accessibility/Utilities to be hooked-up and turned on
 - o Things you would like to ask the owner about the RV either before the inspection or the day of the inspection.

- From your NRVIA Class material:
 - o Print a Walksheet to use or have as backup to the companion device
 - o Print the NRVIA Fluids Data Collection Sheet to get the needed information from the RV owner in order to process fluid samples

o Fill out the Walksheet with all the information you have so far / if using the HomeGauge companion device set up a new report for the inspection. Still bring a Walksheet with you.

Check that all Utilities and Other Items below are available/connected prior to Inspection:

- o 30/50 AMP electric connection to 120 volt systems and appliances
- o Fresh water connection/hook-up
- o Waste water connection/hook-up
- o Propane for test (minimum of 1/4 tank)
- o Fuel (gas/diesel) for Generator Test (minimum of 1/4 tank)
- o Unit is de-winterized prior to inspection start time
- o Refrigerator turned on 12 hours before inspection
- o Remote controls are available and working
- o Oven emptied if used for storage
- o All unit manuals and build sheet present, if available
- o All keys for entry door and cargo doors

Be sure to have all needed tools and fluid kits before leaving for the RV inspection location.