

## Annual Safety Inspections

The annual property safety inspection mobile application is a digital form employees use to complete annual safety inspections. The Regional Vice President (RVP) will work with each property manager to digitally capture photos, important action items, and digital signatures. The RVP sends a copy of the form to the property manager to ensure any follow up items are completed in a timely manner. The RVP then submits the safety inspection form to the Division Vice President (DVP) for final approval. The approved annual safety inspection is stored by the region's administrative assistant at each property file for periodic review.

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### **Completing the Safety Inspection Form (RVPs)**

RVPs complete the annual safety inspection form together with the community or resort manager. When completing the form, RVPs and community/resort managers note areas that may need repair or further attention. Photos and comments are entered by the RVP indicating details and a date for follow-up.

1. Tap the **mobile app**.

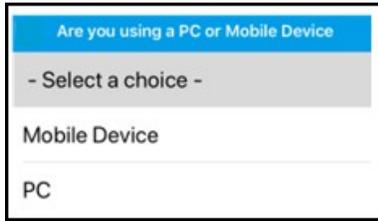


2. Tap **Annual Property Safety Inspection**.



3. Tap the **calendar** on the Inspection Date field.
4. Tap the **three lines** on the field to select a Region and Property Code.
  - Continue tapping either N/A, Yes, or No to answer the remaining questions.

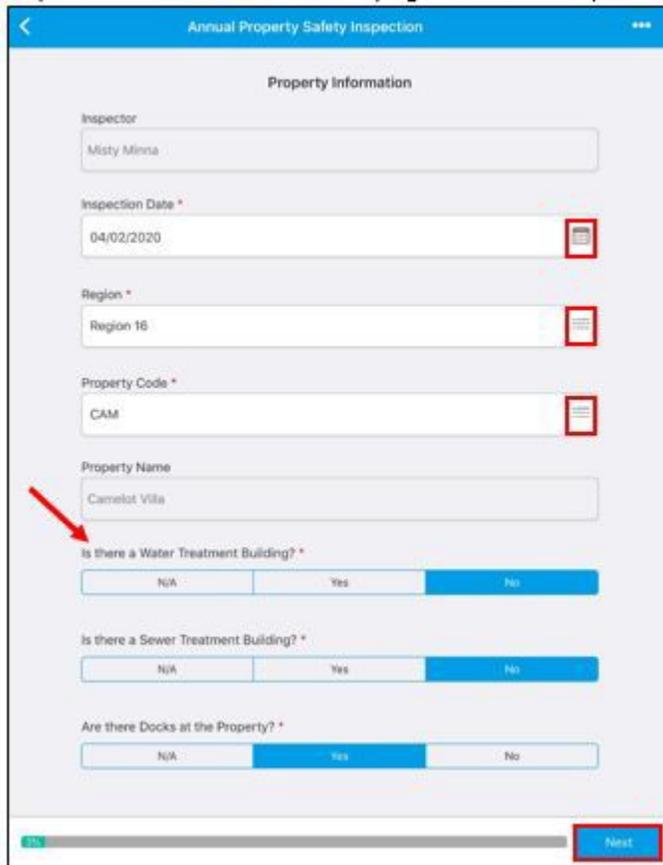
- Fields with an asterisk \* are required.



A dropdown menu titled "Are you using a PC or Mobile Device". The selected option is "- Select a choice -". Below it, the options "Mobile Device" and "PC" are visible.

- Indicate whether the inspection is being completed on an iPad or on a PC

5. Tap **Next** to move to the next page of the form.



A screenshot of the "Annual Property Safety Inspection" form. The form is titled "Property Information" and contains the following fields and options:

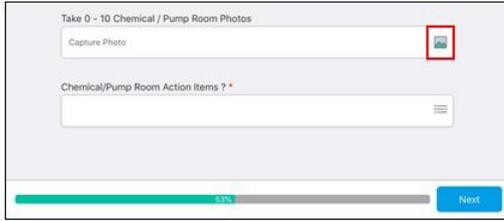
- Inspector: Misty Minna
- Inspection Date \*: 04/02/2020 (with a photo icon)
- Region \*: Region 16 (with a photo icon)
- Property Code \*: CAM (with a photo icon)
- Property Name: Carmelot Villa
- Is there a Water Treatment Building? \*: Radio buttons for N/A, Yes, and No (No is selected)
- Is there a Sewer Treatment Building? \*: Radio buttons for N/A, Yes, and No (No is selected)
- Are there Docks at the Property? \*: Radio buttons for N/A, Yes, and No (Yes is selected)

A red arrow points to the "Property Name" field. A "Next" button is located at the bottom right of the form.

## Capturing and Uploading Photos

Photos can be taken inside the app or uploaded from the iPad's photo library. Photos are required on certain parts of the form.

1. Tap **photo icon** on the field.



2. Tap the **camera icon** to take a picture within the app.



3. Tap the **pictures icon** to upload a photo from the iPad's photo library.

- - Up to 10 photos can be captured and/or uploaded at one time.
  - Please note: If completing the inspection on a PC, photos must be uploaded individually.

4. Tap **Done**.



### Entering Action Items

Certain sections of the form have an option to add action items for areas of the community or resort that require repair or further follow ensuring safety standards are met. RVPs are required to work with the manager to complete all action items by the estimated completion date. The estimated completion date must follow the timeline procedures for expense and non-expense items.

1. Tap the **three lines** on the Action Items field.

2. Tap **Yes** to enter an Action Item.

- After tapping Next to move to the next page, the form displays an area to add action items.

3. Tap **Add New Row**.

4. Type the **title or name** of the Action Item.

5. Tap **Add**.

6. Type a **detailed description** of the Action Item.

7. Tap the **calendar** to enter an estimated Date to complete the action Item.
  - Action item estimated completion dates must follow these procedures:
    - All "no" action items must be completed within thirty (30) days.
    - Non-expense items must be completed within seven (7) business days.
    - Expense items must approved by the RVP.
8. Tap **Done** to go back to the Action Item area.



9. Continue tapping **Add New Row** to enter additional Action Items as needed.
  - Tap the trash can to delete an Action Item row.

### Submitting the Form (RVPs)

On the last page of the safety inspection form, the RVP will digitally sign, date, and submit to the DVP for final approval.

1. Enter the **employee name**.
2. Tap the **pen icon**.

Annual Property Safety Inspection

### RVP Signature

I have Reviewed the Safety Check for this Community and agree / approve of the steps needed to correct any of the repair or safety updates that are noted

RVP Name \*

Test

RVP Signature \*

Capture Signature

Date of RVP Signature \*

04/02/2020

DVP Name

Test

DVP Email

Mirna@suncommunities.com

Send to DVP for Review \*

97% Next

3. The RVP uses their finger to **digitally sign** the form.
4. Tap **Done**.

X Sign here

Clear Done

5. Tap the **calendar** to enter the date.
6. Tap the **checkbox** under Send to DVP for Review.
  - The RVP must check to ensure the DVP's correct name and email address auto-populate correctly.
  - If either DVP field is incorrect, the RVP can tap on a field to make changes.
7. Tap **Next**.

Annual Property Safety Inspection

RVP Signature

I have Reviewed the Safety Check for this Community and agree / approve of the steps needed to correct any of the repair or safety updates that are noted

RVP Name \*

Test

RVP Signature \*

Capture Signature

Date of RVP Signature \*

04/02/2020

DVP Name

Test

DVP Email

Minnai@suncommunities.com

Send to DVP for Review \*

Next

8. Tap **Email Submission** to send a copy of the Safety Inspection form to the community or resort manager(s).
9. Type the community or resort manager's **email address(s)**.
10. Tap **Done**.

Email Recipients

Done

Recipient 1

Tap to add recipient email

Recipient 2

Tap to add recipient email

Recipient 3

Tap to add recipient email

Recipient 4

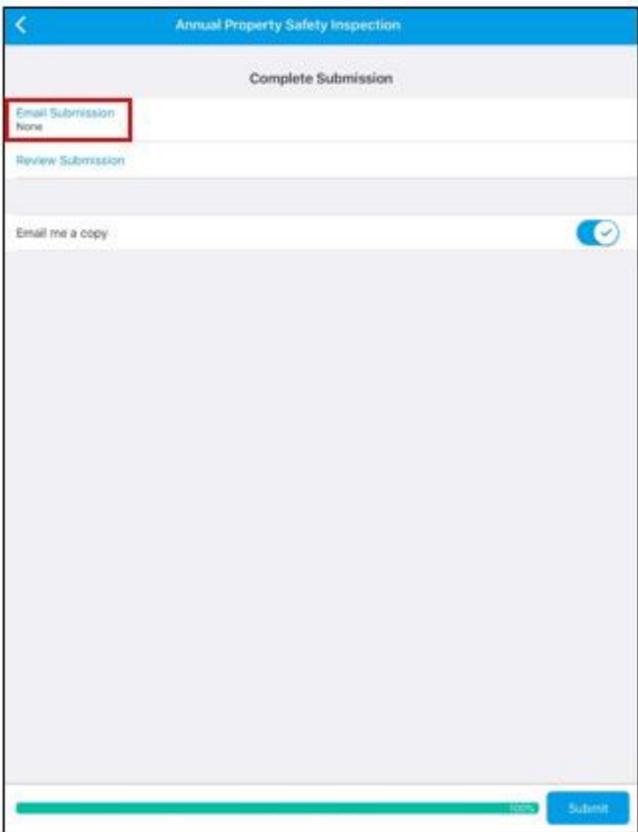
Tap to add recipient email

Recipient 5

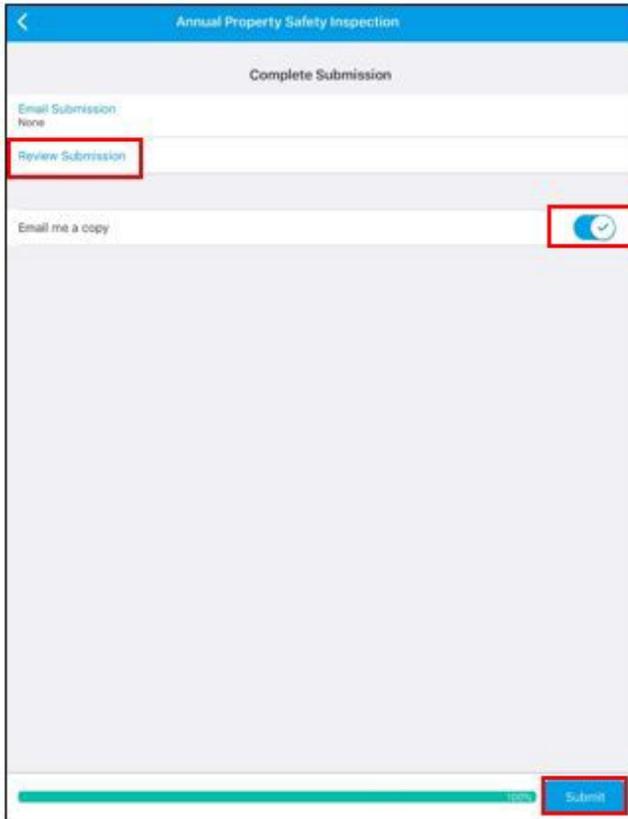
Contacts

11. Tap **Review Submission** to review the form before submitting for DVP approval.
12. Tap **Email Me a Copy** for the RVP to receive an emailed .pdf of the Safety Inspection form.

13. Tap **Submit**.







- The DVP will receive a copy of the Safety Inspection form via email to approve or reject with comments.

### Approving the Form (DVPs)

After the RVP completes the inspection with the community or resort manager, the RVP will submit the form to the DVP for review. The DVP can approve the form or reject it with comments, sending the form back to the RVP to make corrections. If approved, the safety inspection form will be automatically forwarded to the region's administrative assistant to keep on file for periodic review by the RVP and/or DVP.

The DVP will receive an email notification from the app stating that the RVP has submitted a Safety Inspection form.

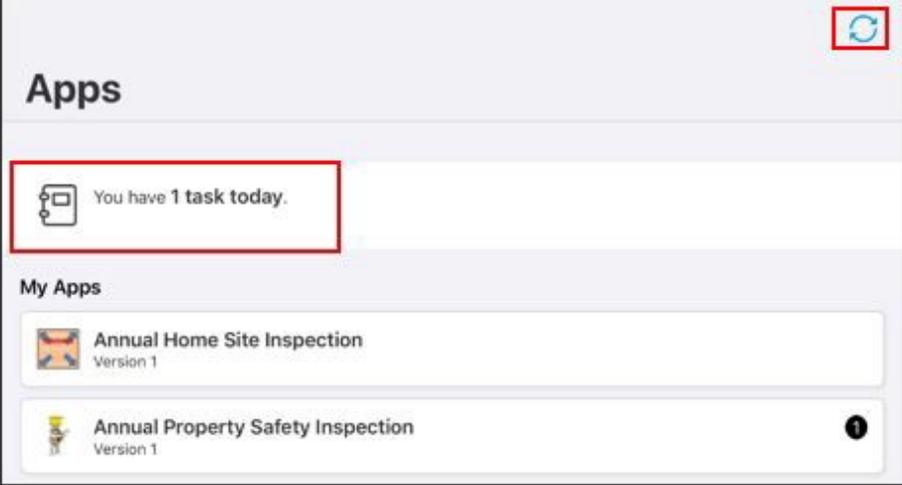
1. Tap **the app** on the iPad.



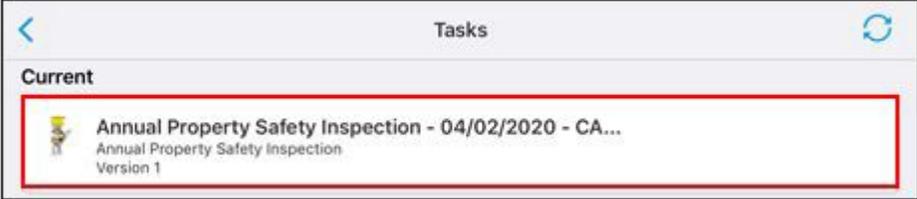
2. The iPad will also receive a notification on the home screen about the completed form.
  - Tapping the notification will open the app.

**Submission Assigned**  
A new submission has been assigned to you. Please synchronize to download the submission.

- 3. Tap the **sync arrows**.
- 4. Tap the **Task**.



- 5. Tap the **Safety Inspection form** in the list.



- The DVP Signature page will display.

6. Tap the **three dots**.

Annual Property Safety Inspection

DVP Signature

I have Reviewed the Safety Check for this Community and agree / approve of the steps needed to correct any of the repair or safety updates that are noted

DVP Name \*

DVP Signature \*

Signature

Date of DVP Signature \*

04/06/2020

Next

7. Tap **Review**.

Review

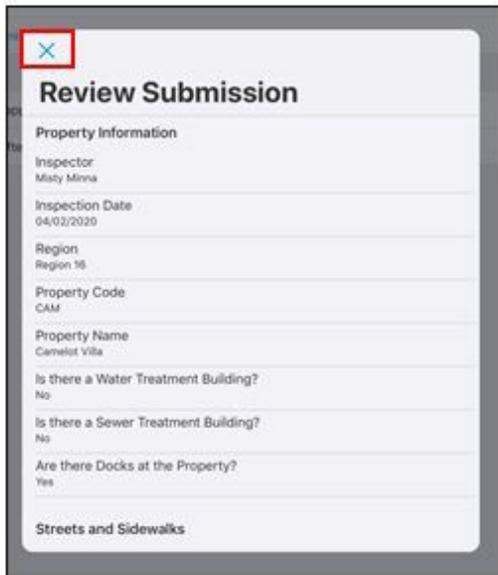
Save & Close

Reject

Discard

8. Scroll to review the Safety Inspection submission form.

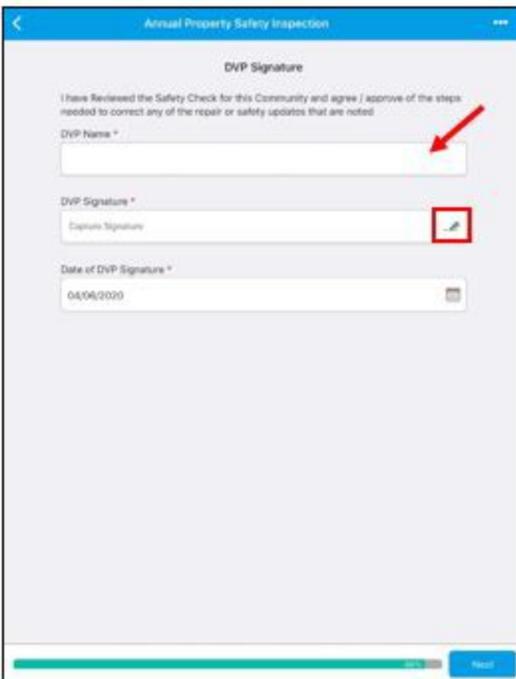
9. Tap **X** to close.



- If the Safety Inspection form is incomplete or has any errors, the DVP can reject with comments and send back the RVP to correct and re-submit.

10. Enter the **DVP's** name.

11. Tap the **pen icon**.



- The DVP uses their finger to **digitally sign** the form.

12. Tap **Done**.

X Sign here

Clear Done

13. Tap the **calendar** to enter the date.
14. Tap **Next**.

Annual Property Safety Inspection

DVP Signature

I have Reviewed the Safety Check for this Community and agree / approve of the steps needed to correct any of the repair or safety updates that are noted

DVP Name \*

DVP Signature \*

Capture Signature

Date of DVP Signature \*

04/06/2020

Next

15. Tap **Email Me a Copy** to receive a .pdf copy of the form.
16. Tap **Submit**.

The screenshot shows a mobile application interface for 'Annual Property Safety Inspection'. At the top, there is a blue header with a back arrow and the title 'Annual Property Safety Inspection'. Below the header is a section titled 'Complete Submission'. This section contains three rows: 'Email Submission' with the value 'None', 'Review Submission' (empty), and 'Email me a copy' with a checked toggle switch. At the bottom right of the form, there is a blue 'Submit' button. A red box highlights the 'Submit' button and the 'Email me a copy' toggle switch.

- After DVP approval is submitted, the form will be automatically forwarded to the region's administrative assistant to keep on file for periodic review by the RVP and/or DVP.

### Rejecting with Comments (DVPs)

The DVP can reject a Safety Inspection form entering detailed comments and send the form back to the RVP to make changes.

1. Tap the **three dots**.

2. Tap **Reject**.

- Type detailed comments on why the inspection is being rejected.

3. Tap **Reject**.

Reject Handoff

You are about to reject this handoff and send it back to the person whom handed it off to you. You will lose any changes you have made to the handoff.

Please enter a note describing why you are rejecting this handoff:

Reject