



Thank you for agreeing to take a photo of your building (*address indicated in the email*).

Here is the procedure to follow if you don't have access to the Internet.

Using your cellphone camera or digital camera, you will take several pictures of your home. In order to ensure the quality of this work, you will need to follow these instructions closely. It is important that the exposure level (lighting) of your pictures is adequate, and that every element present in the pictures are clear. Once your pictures are taken and that you have validated that they are of good quality, you will need to attach them to the link in the email sent and drop them in the appropriate sections.

Outside pictures

- Building facade

Take a picture of the facade, the right side and left side of the building. Take more than one photo as needed.

- Building rear

Take a picture to see the whole rear building. Take more than one photo as needed.

- Outdoor parking

Take a picture of the outdoor parking area.

- Roof

If you have a safe way, take a picture of the roof and one or more photos of the roof drains (for a flat roof).

- Chimney

Take a picture of each chimney as a whole (including the base and the top).

- Electric charging station

Take a picture of each electric charging station.

- Fuel, oil and propane tanks

Take a picture of each oil/fuel/propane tank, as well as each supply line between the tank and the heating system. If possible, take a photo of each tank certification label.

Inside Pictures

- Shared open spaces

Take a picture of each shared spaces (entrance, hallway/corridor, stairwell, laundry room, swimming pool, fitness or party rooms, locker storage, etc.).

- Apartments

Take pictures of the interior of a typical residential apartment (kitchen, living room, dining room and bathroom).

- Restaurants

Take pictures of the kitchen, range hoods and their cleaning certificate (take more than one photo). Also take pictures of the automatic extinguishing system and its certificate. Please take care to attach photos of only one restaurant per section (e.g. the first section concerns restaurant nb.1, the second restaurant nb.2, etc.)

- Heating systems (all)

Take pictures of each type of heating appliances, even if they are no longer used (electric baseboards, fireplace, stove, furnace, heat pump, suspended heaters, radiant heat, in-floor heating, etc.). It is important to take an overview of the devices. If the situation does not allow it, take more than one photo per camera. In the presence of a flue pipe, it is important to take a picture of it from the device to the connection to the chimney.

- Electrical room and panels

Take a picture of the main electrical chamber, breaker panels or fuse panels. Do not remove the protective cover from the panel.

- Plumbing

Take a picture of the hot water tank so that you can see it as a whole, including the pipes above or near them. You also need to look at the base of the tanks, if they have a basin and where they are located. If a floor drain is visible, take a picture of it.

- Water protection

If you have these kinds of protection devices in use (backflow valve, submersible pump or leak detector) take a picture of each of the protection devices mentioned.

- Fire protection

Take a photo of the fire alarm panel and the alarm system certification.

- Fire extinguishers

Take a photo of a single fire extinguisher with its verification label.

- Sprinklers and label

Take a photo of the sprinkler system riser, pressure gauge, and service date tag.

- Underground garage and carbon monoxide detector

Take a picture of the underground garage and the carbon monoxide detectors.

- Elevator

Take a picture of the room where the elevator motor is located.

- Backup generator

Take a picture of the generator to see the entire installation.

- Activities

Are one or more of the following activities carried out on the premises: Welding, paint spraying, mechanical repair, woodworking, storage of flammable liquids, child care. Take pictures of the places where these activities are carried out.