

# WindBand Installation Verification Form Instructions

P/N 250243 REV 01

## Overview

The last step of WindBand installation is to complete and submit the Installation Verification Form (IVF). Specific photos of the installation taken from a crane basket or aerial work platform (man lift) are required for IVF. These instructions describe the detail needed to be shown in the photographs.

**NOTICE: Do not leave the jobsite until the necessary photographs have been properly acquired.**

The IVF and required photos will be analyzed by WindSwept Designs USA, who will then inform the tower owner and/or tenant whether or not the installation has been approved. Provided the WindBands have been installed per the WindBand Installation Manual (P/N 250212 or 250255) and the IVF is complete, approval should be expected. However, it is the installer's responsibility to properly install the products and properly complete the Installation Verification Form. Failure to do so may delay payment from the tower owner and may require returning to the tower site to take corrective action, at the installer's expense.

If the installer or installing company has ANY questions regarding installation of the WindBands or completing the IVF contact WindSwept Designs USA for assistance.

- 1) Webpage: [windswept50.com/support.html](https://windswept50.com/support.html)
- 2) Email: [info@WindSwept50.com](mailto:info@WindSwept50.com)
- 3) Telephone: 1-860-859-2955 or 1-603-397-3331.

## Installation Verification Form (IVF)

Fill out the IVF using a suitable smartphone, tablet or computer. The IVF is located at this URL:

[bit.ly/2AQrsI5](https://bit.ly/2AQrsI5) or at the Support section of the Windswept Designs webpage ([windswept50.com/support.html](https://windswept50.com/support.html)). Follow all of the steps including uploading the verification photographs then electronically submit the form.

## Example of the IVF Form (Jotform)

The image displays two screenshots of the JotForm IVF form. The left screenshot shows the 'Tower Information' section with fields for Tower ID #, Number of Antenna Bays, and Number of WindBands per Bay. Below this is the 'WindBand Installation Company and Installer Information' section with fields for Date of Installation, Installation Company Name, and Installer's Name. The right screenshot shows the 'Installation Company Address' section with fields for Street Address, City, State / Province, and Postal / Zip Code. Below this is the 'Installation Company Email' field, 'Installation Company Phone Number' (Area Code and Phone Number), and 'Job PO #' field. The bottom section is 'Upload Tower Photos' with a note: 'It is not difficult to take suitable photos if the installer is careful and understands what images are needed. Photos must show a high level of detail, be in focus, and include the required views of the cell tower and WindBands as specified. Failure to do so will...'

## Photographs

Photographs must be clear, in focus and detailed. Most smartphones and digital cameras set to medium resolution are suitable. **Suggestion: Take photos after WindBands are installed, rather than concurrent with the installation.**

The following photographs are required and must be submitted with the form:

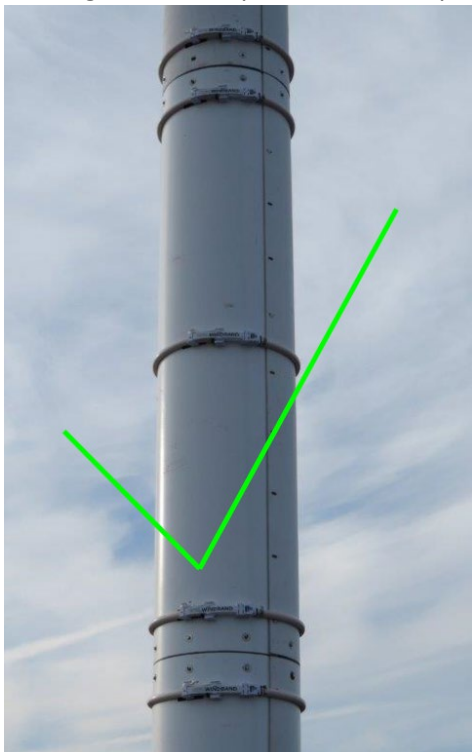
1. Tower ID Placard, typically found on the compound gate or fence.



2. Overall tower



3. Starting from the top of the tower a photo of each bay with some overlap of adjacent bays



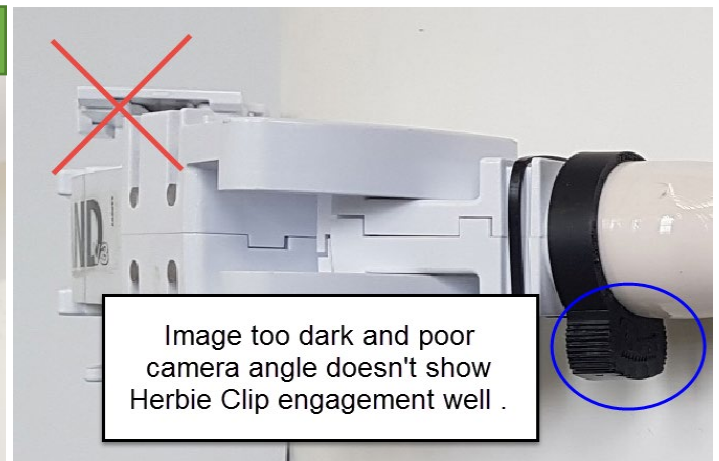
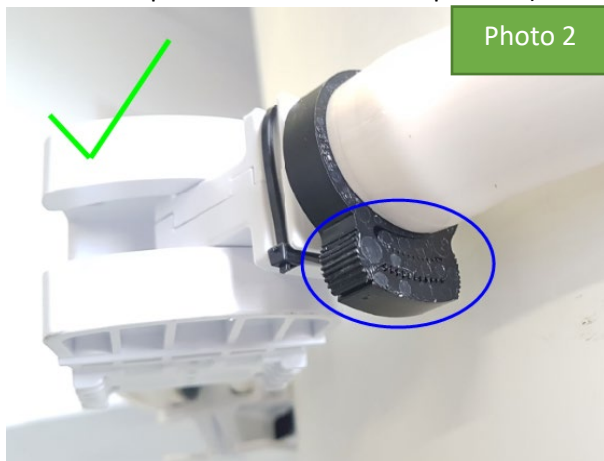
## Take the following 3 pictures for each WindBand on the tower:

4. Angle camera downward slightly to show the top and outer face of the WindBand. Photo to show:
  - a. ID Label on Tower (e.g. 1A)
  - b. ID Label on WindBand (e.g. 1A)
  - c. Proper rope tie off on 1st ("Cleat") Block
  - d. Sliding Rope Lock Cover engaged on "Slider (#2) Block"
  - e. Slider (#2) and #3 Blocks are at least 1.5" apart
  - f. "WindBand Reinstallation Steps" Placard. One per antenna bay.

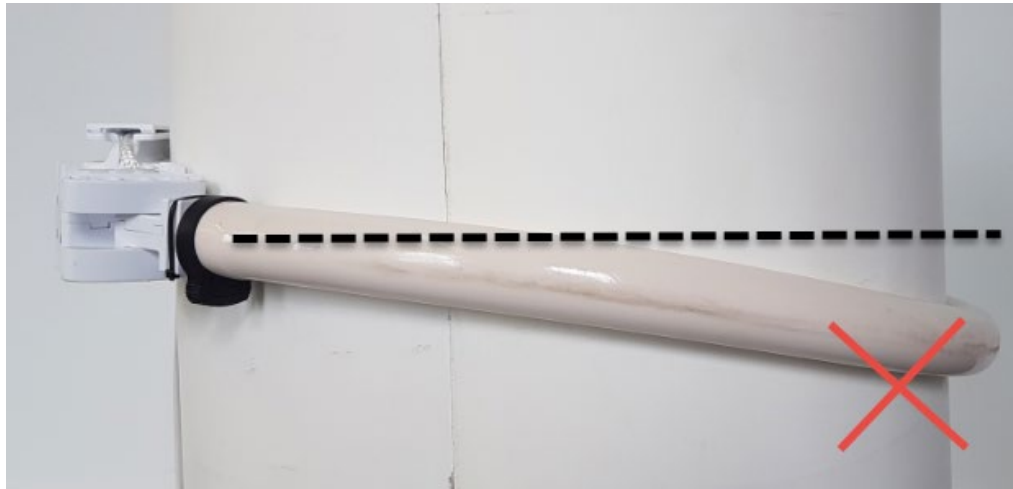
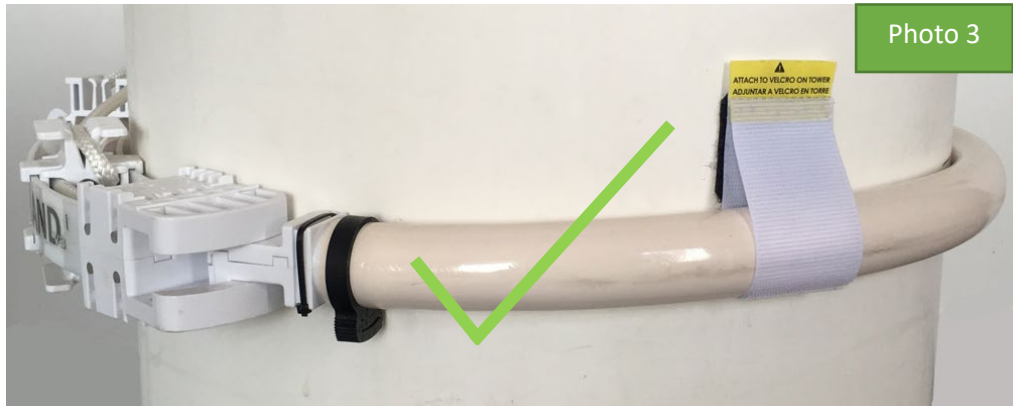


g.

5. Close up of the black Herbie Clip showing that it is fully compressed and oriented on top or bottom of tube (12 or 6 o'clock position. Not 3 O'clock position)



6. Side image showing that the tubing is level, tight to the tower and Velcro is visible and properly installed.



For technical support, visit our website or contact us directly:

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