



DESIGN, CONSTRUCTION AND POST-CONSTRUCTION PHASES



Design Phase

- 📄 Request PI to review the Contract Documents thoroughly to provide a proactive approach to Inspection and be able to visualize the construction process. The PI must provide the District with the following valuable information, data, and Services:
 - Perform or assist in Constructability Review to anticipate areas of concern (i.e. check ceiling heights to ensure there is enough space for installation of all mechanical, electrical and plumbing lines).

Design Phase

- Compare structural drawings with Architectural, Mechanical, Plumbing and Electrical drawings and vice versa to ensure there are no discrepancies on contract documents.
- Check related Ceiling Plan Drawings and Ceiling details to ensure they comply with DSA requirements.
- Identify trades requiring a pre-construction meeting.
- Identify trades requiring mock-ups for Architect's approval prior to start of Work.

Design Phase

- Specify all extra material and stock that are to be turned over to the District at the completion of the project (i.e. - carpet, tile paint, fuses, etc.)
- Provide a list of all training sessions to be performed for school's Maintenance and Operations personnel.

Design Phase

- PI should possess a full comprehension of Construction Documents. He should possess a thorough understanding of the requirements of the plans and specifications *before* each portion of work is performed to facilitate the following:
 - Review educational specifications for understanding of the District’s direction and preferences.
 - Consultations with the responsible design professional to obtain answers to all of PI’s questions, and readily identify any non-compliant work as the construction progresses.

Design Phase

- Minimize repeated work and assist in earlier completion time.

Construction Phase

☞ In accordance with Title 24, Part I, Section 4-333 & 4-342, the PI is required to perform the following duties:

- PI should have a thorough understanding of all requirements of the Construction Documents.
- PI must inspect all portions of construction, for compliance with requirement of Construction Documents.
- PI must identify, document and report any deviation in the construction from requirement of construction documents.

I. A RESPONSIBLE PI WILL HAVE MASTERED THE FOLLOWING OBJECTIVES:

☞ **Maintain a well organized job file including the following:**

- Approved Plans & Specifications
- Approved Addendum & Change Orders
- Copies of Shop Drawings, Samples & Approved Submittals
- All Documents or Directives Received From Responsible Design Professionals
- Building Codes - Title 24, Parts 1,2,3,4,&5 (3-Electrical, 4-Mechanical, 5-Plumbing)
- T & I Sheet (Test & Inspection Lists - DSA Form SSS-103-1)
- Approved Inspector Qualification Forms - DSA SSS-5 for Specialty Inspections

I. A RESPONSIBLE PI WILL HAVE MASTERED THE FOLLOWING OBJECTIVES:

Proficiency in Relationship Building

- The PI is the catalyst for a successful project, by keeping the District, Architect, Construction Manager and DSA informed of all of the [project's] activities.
- Usually, if PI assists in preventing the contractor from making costly mistakes, the contractor, in return is more cooperative and less combative, and will save the District a significant amount of time and money.

II. COMMUNICATION REQUIRED OF THE INSPECTOR:

During the course of construction, the PI must provide specific code prescribed notices and reports to the DSA, School District, design professional, and contractors.

- Semi-Monthly Report
- Deviation Notices
- Verified Reports
- Communication log with responsible design professional
- Working punch list
- Change orders, requests for information, clarifications, CCD logs

III. INSPECTION PROGRAM:

PI is responsible for monitoring the work of any Special Inspectors and material testing laboratories to ensure that the project requirements are met.

- Special Inspection Request Log
- Special Inspection Log
- Non-Compliance Notice

III. INSPECTION PROGRAM:

PI must review all reports and verify that the proper corrective actions were taken to resolve any deviations.

PI should inspect all materials immediately upon arrival to ensure that the project requirements are met.

III. INSPECTION PROGRAM:

- ☞ PI must Supervise Assistant Inspector
 - Provide technical guidance & verify Assistant Inspector's comprehension of project documentation
 - Monitor Assistant Inspector's performance

IV. RECORDS OF INSPECTIONS:

- ☞ PI must maintain detailed records of all inspections, and they must be readily accessible and maintained in an organized manner.
 - Inspection Request Form (not regularly used)
 - Must be submitted by the contractor and describe the area which requires inspection.
 - PI will sign form only after completion and verification of all non-complying work.

IV. RECORDS OF INSPECTIONS:

- Construction Procedure - [PI must maintain Construction Procedure per Title 24, Section 4-342(b)] Including, but not limited to, the following:
 - Concrete Placement Operations
 - Welding Operations
 - Other records specified or approved in Project Documents

IV. RECORDS OF INSPECTIONS:

- ☞ PI must establish a checklist for himself and Special Inspectors to follow for each trade during different phases of construction.
- ☞ Inspector can establish a preliminary punch list for contractor prior to Architect's final punch list. This will assist in timely completion of project by identifying non-conforming work early. This is a Working punch list.

IV. RECORDS OF INSPECTIONS:

- ☞ The PI can assist the Architect in developing the final punch list.
- ☞ PI can coordinate with local agencies for final occupancy permit and releases (i.e. Fire Marshall - fire alarm system; Health Department - Kitchen; Utility Companies, etc.)
- ☞ As-Built Drawings with details marked off.

POST-CONSTRUCTION PHASE

- ☞ **The DSA will begin closing the project after completion of project and filing the final verified reports by all responsible parties.**
- ☞ **Usually a few months after the project's completion, the DSA will review all changes made to the original contract documents and verify that all proper paperwork, documentation, and calculation have been submitted.**
- ☞ **PI shall verify methods and material of construction if proper documentation and back-up documents were not provided with the submitted change orders.**
 - *Note: The DSA will not close out a project if the Architect did not supply the proper documentation.*