Facility Services

Procedural Guidelines

**Title:** **Inspection of Major Capital Projects**

**Creation Date: 10/23/2007 Revision Date: 8/24/2009 From: Mark Hunter**

This procedure will provide an inspection structure by which Facility Services staff is afforded input on major capital projects during the construction phase.

# Preparation:

* Staff who intend to inspect, must adhere to all project rules, regulations, and procedures as advised by the Facilities Planning Project Manager. These might include but are not limited to:
	+ Safety orientation.
	+ Personal Protective Equipment.

# Schedule:

* Inspection Consultant will notify Facilities Planning at least one (1) week in advance of any proposed inspection.
* Facilities Planning will notify the Executive Director for Facility Services at least one (1) week in advance of proposed inspection.
* Notification will include areas available for inspection, by trade.
* Inspections will focus on critical phases of the project:
	+ **Concrete pours prior to pouring concrete.**
	+ **Framing inspections.**
	+ **MEP rough-in.**
	+ **Walls and ceilings prior to closure.**
	+ **Mechanical, electrical, telecommunications, custodial room, etc., completions.**
	+ **Punch list Inspection.**
	+ **Other inspections as requested or required.**
	+ Inspection will be scheduled for a specific day and time.
	+ Any “make-up” inspections are discouraged, and must be approved by the Project Manager.

# Report:

* All comments are to be forwarded to the Executive Director for Facility Services within three (3) working days of the inspection.
* Assistant Director will forward one compiled and complete list to the Project Manager, with copies to Associate Director of Facility Planning for Construction and the Project Inspector.
* Facilities Planning, in conjunction with their consultants, shall provide a written framework for the inspection.

The Project Manager will return findings on all comments no later than twenty (20) working days:

* Changes will be made per contract.
* Requests or comments not in contract scope.
* Other.
* Facilities Planning is responsible for forwarding all comments to the Consulting Inspector.

# Representation:

* Shops to be invited, depending upon phase and installation, include but are not limited to:
	+ Electric
	+ Plumbing
	+ Carpentry
	+ Paint
	+ Engineering
	+ Landscape
	+ Custodial
	+ Locks
	+ Inspector
	+ It is the responsibility of each Shop Supervisor to attend or designate a representative to attend.
	+ Up to two attendees per shop.
	+ Facility Services personnel are to take care to provide no direction to contractors. All input is to be provided via e-mail to Executive Director for Facility Services.
	+ Inspections will always include a representative of the Inspection Consultant, the contractor, and Facilities Planning.
	+ It is the responsibility of Facility Service to decide what representatives to send to the inspection, depending upon the information provided by Consultant.