**Northern Arizona University – Facility Services**

**Inspection Procedure**

1. **Pre-Construction Meeting**
   1. For each construction project, a Pre-Construction meeting will be held between CAS Project Manager, NAU Lead Building Inspector, all Trades Inspectors and the General Contractor to discuss inspection procedures and establish expectations.
   2. Prior to the meeting, the NAU Lead Building Inspector will print a copy of the “Inspection Record Card” (Form FS # 15), and incorporate sample copies of the “Inspection Report Card” (Forms FS # 15A and FS # 15B).
      1. The INSPECTION RECORD CARD (Form FS # 15) shall be used for the purpose of providing a complete summary of all inspection categories; after all of the in-progress inspections in a particular category have been completed.
      2. The INSPECTION REPORT CARDS (Forms FS # 15A and FS # 15B) issued by NAU Inspector(s) shall be used for the purpose of documenting in-progress inspections; before all inspections in a particular item have been completed.
   3. The INSPECTION RECORD CARD (Form FS # 15) will be posted at the jobsite trailer (or on-site in an accessible, dry and secure location) for each inspector’s signature as applicable throughout the construction duration.
   4. The INSPECTION REPORT CARDS (Forms FS # 15A and FS # 15B) are to be maintained at the jobsite trailer (or on-site in an accessible, dry and secure location) and compiled in a 3-ring binder, organized by Inspection Code.
   5. The General Contractor is responsible for coordinating and scheduling all inspections.   
      All Contractors are responsible for in-house quality control and are required to do their own quality control walk through prior to requesting a construction inspection. Our goal is to be sure we are meeting your needs but also want to request you confirm areas called out for inspection are ready for inspection upon our arrival. The General Contractor Superintendant shall call for all inspection requests (Subcontractors shall NOT be permitted to call for inspection requests). We would also like to request that a member of the General Contractors team accompany our inspectors so information can be shared at the time of inspection
2. **Pre-Installation Meeting**
   1. Schedule and conduct a pre-installation meeting prior to starting any major trade, between Inspector, General Contractor and Subcontractor.
   2. Review inspection protocol.
   3. Review project specifications and drawings with General Contractor and Subcontractor.
   4. Depending on the size of the project, also schedule a 10-15% installation completion meeting, once some of the trade work has been performed in the field, to verify proper installation practices are implemented.
3. **Notification Process** 
   1. General Contractor will call 928-523-4227 **two (2) full business days** prior to inspection.   
      Any call received before 5:00 pm on a given day will be logged as 6:00 am the following day and the two (2) business days will start from there. Example: An inspection request call placed on Monday at 2:00 PM will generate an on-site inspection on Thursday. Effort will be made by Inspectors to perform inspections as soon as possible.
   2. Only a NAU Full Time Employee position can respond to an inspection request call (NAU students should forward call to a FTE)
   3. NAU FTE will generate a work order, using Form FS # 15A. The General Contractor shall provide the following information over the phone to NAU FTE:
      1. Project #
      2. Project Name
      3. NAU CAS Project Manager
      4. Trade to be inspected
      5. Inspection Code (from left column in Form # 15)
      6. Date needed for inspection
      7. Requester: Company’s Name + Contact name and phone number
      8. Inspection Type (pressure/ visual/ other)
      9. Is it a Re-Inspection?
   4. The Work Order will be forwarded to the Lead Building Inspector who will respond to the inspection call, or it will be dispatched to the appropriate Trade Inspectors as needed.
4. **Inspection Request Ground Rules** 
   1. There will be no specifically scheduled time of inspection. Contractor must be ready at 8:00 am on the day of the inspection. The inspector can arrive at anytime between 8:00 am and 4:00 pm. The contractor must not assume that there will be a specifically requested time of arrival (even though a specific time may have been requested by the Contractor).
   2. NAU Inspector approval is required before concealing or covering-up any work. If work has been concealed or covered-up without written inspection approval, then the contractor shall be responsible for exposing all work, and a stop work order may also be issued.
   3. If the Contractor is not ready for inspection, the Contractor will be required to call for an additional inspection. The inspector will have two (2) full business days to respond to the request. Inspector hours will be chargeable to the project.
   4. If the inspector finds any issues during the inspection, the inspector and the contractor may negotiate a time and date in the future to return for re-inspection. However, the contractor will still be required to call-in for a re-inspection.
   5. In the event that the Contractor and Inspector may verbally schedule an inspection between each other, the contractor will still be required to call-in for an inspection.
   6. The NAU Lead Building Inspector may determine if there is reason to make exception to the Inspection Procedure.
   7. If necessary, $100 re-inspection fees, and $150 inspection request cancelation fees, may be enforced.
   8. The general contractor or his duly authorized representative is responsible for verifying that all work is complete prior to requesting an inspection. This authorized representative shall also be responsible for walking with the inspector on all inspections and for coordinating all of his sub-contractors’ duties relevant to requested items and/or correction items cited by the inspector.
5. **Construction Documents, Inspections and Report Cards**
   1. All applicable construction documents (under an issued permit) will be wet stamped, so that the inspector may recognize them as an approval of the working plans.
   2. Wet stamped plans with associated construction documents shall be maintained at the construction site for the Inspector’s examination. Reproduction of wet stamped documents will NOT be accepted for the purpose of an inspection.
   3. The Inspector will be required to complete an Inspection Report Card at each inspection (Forms FS # 15A and FS # 15B… 3-part carbon copy forms) and indicate limits of inspected area (using building gridlines, if necessary). Copies will be distributed as follows:
      1. Pink copy to General contractor
      2. Yellow copy to NAU CAS Project Manager
      3. White original to NAU Inspector/ Lead Building Inspector
      4. Scan copy of original to be filled in STARRS for the Lead Building Inspector
   4. The General Contractor and NAU Lead Building Inspector will keep track of the Inspection Record Card (Form FS # 15) and ensure that all building areas and trades are being inspected.
   5. The Inspection Record Card (Form FS # 15) shall be completed as necessary (signed off by all inspectors) prior to issuance of Substantial Completion Certificate and/or Certificate of Occupancy.  
      Legible copies of all inspection Record Cards (FS # 15, # 15A, # 15B) shall also be included in the Close-Out package turned over to NAU by the General Contractor shortly after Substantial Completion, and/or prior to requesting the issuance of a Certificate of Occupancy.
6. **Changes In Scope Of Work**
   1. General Contractor shall keep Inspectors informed of all changes and modifications to the Contract Documents, e.g., RFI’s, ASI’s, Construction Change Proposal Request (CCPR), etc…  
      General Contractor shall keep a set of updated Contract Documents at all time at the jobsite.
7. **Amended or Revised Construction Documents** 
   1. Construction work implemented shall be in accordance with the approved, wet stamped construction documents. Any changes made during construction that are not in compliance with the approved, wet stamped construction documents shall be submitted for approval as an amended or revised set of construction documents.

**To have amended or revised documents reviewed:**

1. Submit a “Plan Review Request” application (FS#15C) to the NAU Lead Building Inspector.
2. Along with complete and adequate written explanation for the scope of work, and include detailed drawings with related documents.
3. All modifications shall be clouded, date stamped and wet stamped by the Design Professional in responsible charge.