



**NORTHERN ARIZONA UNIVERSITY
INSPECTION RECORD (FS#15)
INSPECTION REQUEST PHONE # 928-523-4227
TWO (2) FULL BUSINESS DAYS NOTICE REQUIRED**

PROJECT #: _____ NAU PROJECT MANAGER: _____
PROJECT NAME: _____ CONTRACTOR: _____

INITIAL INSPECTION AND A FOLLOW-UP (IF REQUIRED) FOR MINOR CORRECTIONS IS AT NO COST TO THE CONTRACTOR.
**ADDITIONAL INSPECTIONS WILL BE CHARGED, AT THE STANDARD RATE
TO THE GENERAL CONTRACTOR VIA CONSTRUCTION CHANGE ORDER**

A special inspection does not waive the requirements for NAU inspections or NAU Inspector approvals.
Contractor is responsible for scheduling NAU inspection to be done after completion of special insp. report, & prior to covering work.
FM = NAU FIRE MARSHAL LBI or BO = NAU Building Official

	INSPECTION	TRADE	INSPECTOR	DATE
Preinstallation Meetings (pre-installation mtg. required prior to start of any major trade work)				
PM1	Access Services /LENEL Representative	Access Services/PM		
PM2	Carpentry	Carpentry/PM		
PM3	Electrical	Electrical/PM		
PM4	Fire Life Safety	Fire Life Safety/PM		
PM5	Gas	Gas/PM		
PM6	Landscaping	LOS, Landscp. Arch. & PM		
PM7	HVAC	HVAC/PM		
PM8	ITS	ITS/PM		
PM9	Locating Services	Locating Services/PM		
PM10	Paint	Paint/PM		
PM11	Plant	CENTRAL PLANT		
PM12	Plumbing	Plumbing/PM		
PM13	Roofing	Roofing/PM		
PM14	Material Safety (Asbestos, Lead, PCB, etc.)	Material Safety Official/PM		
POST DEMOLITION INSPECTION				
PD1	Access Services /LENEL Representative	Access Services/PM		
PD2	Carpentry	Carpentry/PM		
PD3	Electrical	Electrical/PM		
PD4	Fire Life Safety	Fire Life Safety/PM		
PD5	Gas	Gas/PM		
PD6	Landscaping	LOS, Landscp. Arch. & PM		
PD7	HVAC	HVAC/PM		
PD8	ITS	ITS/PM		
PD9	Locating Services	Locating Services/PM		
PD10	Paint	Paint/PM		
PD11	Plant	CENTRAL PLANT		
PD12	Plumbing	Plumbing/PM		
PD13	Roofing	Roofing/PM		
PD14	Material Safety (Asbestos, Lead, PCB, etc.)	Material Safety Official/PM		

SITWORK & UTILITIES: ≥ 5' Outside of Building				
U1A	SITE RETAINING WALL & FOOTING (Rebar & Forms)	CARPENTRY		
U1B	SITE RETAINING WALL DRAINAGE SYSTEMS	CARPENTRY / PLUMBING		
U2	SITE UNDERGROUND FIRE WATER PIPING	FM / RISK MGNT		
U3	SITE UNDERGROUND PLUMBING (5' or more from Bldg.)	PLUMBING		
U4	SEWER	PLUMBING		
U5	DOMESTIC WATER - INSTALL	PLUMBING		
U6	DOMESTIC WATER - PRESSURE TEST	PLUMBING		
U7	RECLAIMED WATER - INSTALL	PLUMBING		
U8	RECLAIMED WATER - PRESSURE TEST	PLUMBING		
U9	STORM DRAIN	PLUMBING		
U9A	SITE UNDERGROUND GAS	NAU GAS		
U10	SITE UNDERGROUND MECHANICAL	CENTRAL PLANT		

	INSPECTION	TRADE	INSPECTOR	DATE
U11	STEAM / HTHW - INSTALL	CENTRAL PLANT		
U12	STEAM / HTHW - PRESSURE TEST	CENTRAL PLANT		
U13	STEAM / HTHW - INSULATION	CENTRAL PLANT		
U14	CHILLED WATER - INSTALL	CENTRAL PLANT		
U15	CHILLED WATER - PRESSURE TEST	CENTRAL PLANT		
U16	SITE / PARKING LOT LIGHTS UNDERGROUND ELEC.	ELECTRICAL		
U17	SITE / PARKING LOT LIGHT FOOTINGS	CARPENTRY		
U18	SITE UNDERGROUND DATA/COMMUNICATION	NAU ITS		
U19	SITE UNDERGROUND UTILITIES MAPPING	LOCATOR SUPERVISOR		
Utility Services - Must Be Signed Before Utilities are Energized				
US1	Electrical	UTILITY DIRECTOR		
US2	Water	UTILITY DIRECTOR		
US3	Gas	UTILITY DIRECTOR		
US4	Heating/Cooling	UTILITY DIRECTOR		
LOCATING SERVICES				
B1	Trench Depth/Precover	LOCATOR SUPERVISOR		
B2	Shading/Backfill	LOCATOR SUPERVISOR		
B3	Trace Wire/Marking Tape	LOCATOR SUPERVISOR		
B4	Bluestake Paint Removal	LOCATOR SUPERVISOR		
HARDSCAPE, PARKING, EXTERIOR ADA SIGNAGE				
H1	SIDEWALK	NAU PM		
H2	PARKING LOT	NAU PM		
H3	STRIPING LAYOUT	NAU PM		
H4	SURFACE DRAINAGE	LOS		
LANDSCAPING				
L1	LANDSCAPING LAYOUT PRE-INSTALLATION	NAU LANDSCP. ARCHITECT		
L2	PLANT PITS/SOIL DURING INSTALLATION	LOS		
L3	PLANT MATERIAL (QUALITY & SPECIES)	NAU LANDSCP. ARCHITECT		
L4	IRRIGATION DURING INSTALLATION: VALVES, SUPPLY LINES, WIRES	LOS		
L4.1	IRRIGATION DURING INSTALLATION: LATERAL LINES, CONTROLLER, RISERS	LOS		
L5	SOIL AND FINE GRADE PREPARATION: AT PLANTING BEDS AND AREAS TO BE SEEDED OR SODDED	LOS		
L5.1	SOD AND SEED AFTER INSTALLATION/APPLICATION	LOS		
L6	MULCH/ROCK PLACEMENT	LOS		
BLDG EXCAVATION, FOUNDATIONS, UNDERSLAB				
F1	FOOTINGS (REBAR, FORMS, ETC.)	CARPENTRY		
F2	FOUNDATION STEM WALL (REBAR, FORMS ETC)	CARPENTRY		
F3	BLDG UNDERSLAB FIRE SPRINKLER	FM / RISK MGNT		
F9	BLDG UNDERGROUND UTILITIES MAPPING	NAU PLAN RM / NAU GIS		
F10	BLDG UNDERSLAB INSULATION	CARPENTRY		
F11	DAMPPROOFING / WATERPROOFING	CARPENTRY		
F12	BLDG. CONCRETE SLAB (REBAR, FORMS, ETC.)	CARPENTRY		
F13	CLOSURE / POUR STRIP	CARPENTRY		
ROOFING				
R1	ROOFING PREINSTALLATION MEETING	ROOFING		
R1	PRELIMINARY ROOFING: SUB LAYER	ROOFING		
R2	INSULATION/ TAPERED INSULATION	ROOFING		
R3	ROOF SHEATHING	ROOFING		
R4	ROOF FLASHING	ROOFING		
PLUMBING				
P1	UNDERGROUND / UNDERSLAB PLUMBING	PLUMBING		
P2	TOP-OUT / PRESSURE TEST PLUMBING	PLUMBING		

	INSPECTION	TRADE	INSPECTOR	DATE
P3	FIXTURES FINISH	PLUMBING		
P4	INTERCEPTORS AND SEPARATORS ROUGH	PLUMBING		
P5	INTERCEPTORS AND SEPARATORS	PLUMBING		
P6	IN PROGRESS PRESSURE REPORTS RECEIVED	PLUMBING		
P7	DOMESTIC WATER SERVICE RELEASE	PLUMBING		

GAS				
G1	GAS UNDERGROUND	GAS/ACC		
G2	GAS BUILDING TOP OUT	GAS		
G3	ROUGH GAS & WELDING OBSERVATION	GAS		
G4	GAS FLOW & LOCKUP	GAS/ACC		
G5	BOILER INSPECTION	GAS		
G6	ACC IN-PROGRESS REPORTS RECEIVED	GAS		
G7	ACC FINAL REPORT RECEIVED	GAS		
G8	GAS SERVICE RELEASE	GAS		

ARCHITECTURAL / STRUCTURAL				
A1	FRAMING: Walls, Roof, Floor (for Ceiling or Soffit see A5)	CARPENTRY		
A1A	FRAME @FIRE/SMK DAMPER(manuf install instruct require	CARPENTRY		
A1B	STRUCTURAL SHEAR INSPECTIONS	CARPENTRY		
A1C	EXTERIOR WALL SHEATHING	CARPENTRY		
A1D	FLOOR DECK or SHEATHING (Struct. Fastening, Welds)	CARPENTRY		
A1E	ROOF DECK or SHEATHING (Struct. Fastening, Welds)	CARPENTRY		
A1F	BLDG CONCRETE WALL / COLUMN (Rebar, Forms, Etc)	CARPENTRY		
A1G	BLDG MASONRY WALLS / COLUMNS (Rebar, Etc.)	CARPENTRY		
A1H	FIRE ASSEMBLY Including Sleeving	CARPENTRY		
A2	INSULATION (WALLS, CEILING, ROOF, FLOOR)	CARPENTRY		
A3A	WALL BOARD / GYPSUM BOARD	PAINT SHOP		
A3B	LATHING / PLASTERING (INTERIOR & EXTERIOR)	CARPENTRY		
A4	PAINT / STAIN MATERIALS INSP (Prior to Start of Work)	PAINT SHOP		
A4A	PAINT mm THICKNESS TEST	PAINT SHOP		
A4B	EVEN SHEEN / OPACITY INSPECTION	PAINT SHOP		
A5	Protectives for Fire & Smoke Partition/Barrier Penetrations	CARPENTRY		
A5A	SUSPENDED HARD-LID CEILING SYSTEMS	CARPENTRY		
A5B	SUSPENDED ACOUSTICAL CEILING SYSTEMS	CARPENTRY		
A6	EXTERIOR ARCHITECTURAL	PM		
A6A	EXTERIOR WATER-RESISTIVE BARRIER, FLASHING	CARPENTRY		
A6B	INTERIOR VAPOR RETARDER: 2012 IBC 1405.3 thru.3.3	CARPENTRY		
A6C	EXTEROR WALL WEATHER COVERINGS / SIDING	CARPENTRY		
A6D	EXTERIOR VENEERS (Masonry, Stone, Etc.)	CARPENTRY		
A7	EXTERIOR WALLS/ ELEVATIONS	PM		
A7A	GLASS & GLAZING Interior & Exterior 2012 IBC Chapt.24	CARPENTRY / BO /ACCESS SERVICES		
A7B	GLASS & GLAZING (LEAK TEST REPORTS RCVD.)	BO		
A8	STOREFRONT SYSTEM: WATER LEAKAGE	ACCESS SERVICES		
A9	DOOR FRAME: ANCHORING	CARPENTRY/ACCESS SERVICES		
A10A	DOOR INSTALLATION (Exterior)	ACCESS SERVICES		
A10B	DOOR INSTALLATION (Interior)	ACCESS SERVICES		
A11A	DOOR HARDWARE (Exterior)	ACCESS SERVICES		
A11B	DOOR HARDWARE (Interior)	ACCESS SERVICES		
A12	AUTOMATIC OPENING SYSTEMS	ACCESS SERVICES		
A12A	ACCESS CONTROL INSTALL	ACCESS SERVICES		
A12B	ACCESS CONTROL COMMISSIONING	ACCESS SERVICES		
A13	GUARDRAILING AND/OR Handrailing	BO / CARPENTRY		

MECHANICAL				
M1	UNDERSLAB MECHANICAL	HVAC		
M2	MECH. ROUGH-IN - DUCTWORK	HVAC		

	INSPECTION	TRADE	INSPECTOR	DATE
M3	PRESSURE TEST - DUCTWORK	HVAC		
M4	GREASE DUCT INSPECTION	HVAC		
M5	MECH. PIPING ROUGH-IN	HVAC		
M6	MECH. PIPING PRESSURE TEST	HVAC		
M7	MECH. ROUGH (MISC. INSPECTIONS)	HVAC		
M8	ABOVE CEILING INSPECTION	HVAC		
M9	MECHANICAL TRIM	HVAC		
M10	MECHANICAL EQUIPMENT	HVAC		
M11	PUMP LASER ALIGNMENT	HVAC		
M12	MECHANICAL TEST & BALANCE	HVAC/Engineer/CA		

BUILDING MGMNT SYSTEM (BMS) CONTROLS				
C1	BMS ROUGH-IN - WALLS	Electrical/HVAC		
C2	BMS ROUGH-IN - CEILINGS	Electrical/HVAC		
C3	POINT TO POINT VERIFICATION	UTILITIES		
C4	GRAPHICS REVIEW	UTILITIES		
C5	SYSTEM VERIFICATION	UTILITIES		
C6	METER INSTALL and REPORTING	EMS COORIDNATOR		

ELECTRICAL				
E1	UNDERGROUND	ELECTRICAL		
E1A	DEPTH, BEDDING, CONDUIT AND CHAIRS	ELECTRICAL		
E1B	CONCRETE ENCASEMENT	ELECTRICAL		
E1C	DUCTBANK WARNIGN RIBBON	ELECTRICAL		
E2	MANHOLE AND BOXPAD	ELECTRICAL		
E3	MEDIUM VOLTAGE SWITCH MAKEUP	ELECTRICAL		
E4	TRANSFORMER MAKEUP	ELECTRICAL		
E5	TRANSFORMER TEST	ELECTRICAL		
E6	GROUND INSTALLATION	ELECTRICAL		
E7	MANDREL PULL	ELECTRICAL		
E8	TENSION METER	ELECTRICAL		
E9	SPLICING	ELECTRICAL		
E10	HIGH POT	ELECTRICAL		
E11	MEGGERING TEST	ELECTRICAL		
E12	UNDERSLAB ELECTRICAL	ELECTRICAL		
E13	UFER GROUND	ELECTRICAL		
E14	ELECTRICAL ROUGH-IN - WALLS	ELECTRICAL		
E15	ELECTRICAL ROUGH-IN - CEILINGS	ELECTRICAL		
E16	ABOVE CEILING INSPECTION	ELECTRICAL		
E17	SERVICE INSPECTION Including Metering	ELECTRICAL		
E18	PANEL SCHEDULE VERIFICATOIN	ELECTRICAL		
E19	SERVICE EQUIPMENT TESTING	ELECTRICAL		
E20	GENERATOR INSPECTION	ELECTRICAL		
E21	GENERATOR EMERGENCY PANEL/TRANSFER TEST	ELECTRICAL		
E22	LIGHTNING PROTECTION UL CERT TEST	ELECTRICAL		
E23	LIGHTNING PROTECTION UL CERT REPORT RECEIVED	ELECTRICAL		
E24	GROUND RESISTANCE TEST	ELECTRICAL		
E25	WIRING INTEGRITY TEST	ELECTRICAL		
E26	TORQUE TESTS	ELECTRICAL		
E27	OVERCURRENT DEVICE SETTINGS (Paperwork RCVD.)	ELECTRICAL		
E28	OVERCURRENT DEVICE TESTS	ELECTRICAL		
E29	GFCI/AFCI CALIBRATION	ELECTRICAL		
E30	PHASE ROTATION TEST	ELECTRICAL		
E31	ELECT. SERVICE RELEASE	ELECTRICAL		
E32	LIGHT MAKEUP	ELECTRICAL		
E33	EMERGENCY LIGHTS TEST	ELECTRICAL		
E34	EMERGENCY LIGHT TESTS (Locations & Luminance)	BO & NAU FM		

	INSPECTION	TRADE	INSPECTOR	DATE
E35	ELECTRICAL SIGNAGE	ELECTRICAL		
E36	PARKING LOT LIGHTS	ELECTRICAL		
E37	LANDSCAPE LIGHTS	ELECTRICAL		
E38	Exit Discharge (exterior) Lights TEST to Public Way	BO		

ITS

T1	PRE-CONSTRUCTION MEETING	NAU ITS & NAU PM		
T2	UNDERSLAB PATHWAY INSPECTION (All Low Voltage)	NAU ITS		
T3	TELECOM SUPPORT SYSTEM PATHWAY	NAU ITS		
T4	TELECOM ROUGH-IN	NAU ITS		
T5	SECURITY SYSTEM PATHWAY	NAU ITS		
T6	SECURITY SYSTEM CABLING ROUGH-IN	NAU ITS		
T7	AUDIO/VIDEO SYSTEM PATHWAY	NAU ITS		
T8	AUDIO/VIDEO SYSTEM CABLING ROUGH-IN	NAU AUDIO/VIDEO		
T9	ACCESS CONTROL PATHWAY	NAU SECURITY		
T10	ACCESS CONTROL WIRING ROUGH-IN	NAU ITS		
T11	ABOVE CEILING INSPECTION	NAU ITS		
T12	AUDIO VIDEO SYSTEM TESTING	NAU AUDIO/VIDEO		
T13	SECURITY SYSTEM TESTING	NAU SECURITY		
T14	TELECOM TESTING	NAU ITS		

FIRE / LIFE SAFETY

FS1	SPRAY FIREPROOFING (In-progress Reports Received)	CERTIFIED INSPECTOR		
FS1A	SPRAY FIRE PROOFING (Final Sp. Insp Letter Received)	CERTIFIED INSPECTOR		
FS2	FIRE WALL AND FIRE CAULKING	NAU FM		
A3A	FIRE / SMOKE WALL IDENTIFICATION 2012 IBC 703.7	NAU FM		
FS3	FIRE ALARM LAYOUT	NAU FLS		
FS4	FIRE ALARM ROUGH-IN	NAU FLS		
FS5	FIRE ALARM DEVICE/WIRING	NAU FLS		
FS6	FIRE ALARM NFPA 72/ COMM. RUN	NAU FLS		
FS7	UNDERGROUND FIRE LINE ROUGHIN	NAU FM		
FS8A	FIRE SPRINKLER PIPE & WELD INSP BEFORE INSTALL	NAU FLS		
FS8B	FIRE SPRINKLER ROUGH PIPING INSTALLATION	NAU FM		
FS9	FIRE SPRINKLER PRESSURE TEST	NAU FM		
FS10	KITCHEN HOOD SUPPRESSION SYSTEM FINAL	NAU FM		
FS11	FM200 SUPPRESSION SYSTEM ROUGH & FINAL	NAU FM		
FS12	OTHER (Request for an inspection type not specified)	NAU FM		

ADA

AD1	ADA SITE / ENTRY	BO		
AD2	ADA INTERIOR	BO		
AD3	ADA PARKING	BO		
AD4	ADA SIGNAGE	BO		

OTHER TYPE OF INSPECTION REQUESTS NOT SPECIFICALLY LISTED

CIR1	COURTESY INSPECTION REQUEST	Trade or Inspectors Name		Used for consultation purposes only
OTH1	OTHER TYPE OF INSPECTION NOT SPECIFIED	Trade or Inspectors Name		Used when a specific inspection type is not listed

SUBSTANTIAL COMPLETION ONSITE MEETING / WALK-THRU
Approx. 30 days prior to the anticipated date of SC and/or TCO, a onsite meeting & walk shall be required , with each individual & separate trade. The purpose of this onsite meeting with walk thru, is to establish expectations for a succesful outcome.

SM1	Architect & NAU Project Manager	PM		
SM2	PLUMBING	PLUMBING		
SM3	GAS	GAS		
SM4	MECHANICAL	HVAC		
SM5	ELECTRICAL	ELECTRICAL		

	INSPECTION	TRADE	INSPECTOR	DATE
SM6	CONTROLS & METERS	UTILITIES		
SM7	CARPENTRY	CARPENTRY		
SM7A	CUSTODIAL / CLEANING	CUSTODIAL		
SM8	PAINT	PAINT		
SM10	ROOFING	ROOFING		
SM12	TELECOM/ITS	ITS		
SM13	Landscaping	LOS, Landscp. Arch. and PM		
SM14	PARKING FACILITIES	NAU Parking Services		
SM15	NAU Fire Marshal / Fire Life Safety	NAU FM / Fire Life Safety		
SM16	NAU Building Official	BO		

SUBSTANTIAL COMPLETION INSPECTION REQUIREMENTS
TRADE INSPECTOR APPROVALS ARE REQUIRED, PRIOR TO BO ISSUING A TCO or SUBSTANTIAL COMPLETION INSPECTIONS
SIGNATURE MEANS EQUIPMENT IS FUNCTIONAL AND AREAS ARE SAFE TO OCCUPY & WILL NOT INCONVENIENCE USERS.

SC1	ARCHITECTURAL	PM		
SC2	PLUMBING	PLUMBING		
SC3	GAS	GAS		
SC4	MECHANICAL	HVAC		
SC5	ELECTRICAL	ELECTRICAL		
SC5A	CONTROLS & METERS	UTILITIES		
SC5B	UTILITIES	UTILITIES DIRECTOR		
SC6	CARPENTRY	CARPENTRY		
SC6A	CUSTODIAL / CLEANING	CUSTODIAL		
SC7	PAINT	PAINT		
SC8	ACCESS SERVICES	ACCESS SERVICES		
SC9	ROOFING	ROOFING		
SC10	TELECOM/ITS	ITS		
SC11	Landscaping	LOS, Landscp. Arch. & PM		
SC12	ADA including Parking Accomodations	BO		
SC12A	PARKING FACILITIES	NAU Parking Services		
SC13	FIRE ALARM FINAL	NAU FM		
SC14	FIRE SPRINKLER FINAL	NAU FM		
SC15	FIRE APPARATUS ACCESS ROADS FINAL	NAU FM		
SC16	PROJECT SUBSTANTIAL COMPLETION	PM		

Reports Received

RP1	SOIL COMPACTION REPORTS RECEIVED	BO		
RP2	SITE TRENCHING (Compaction Test Reports Received)	PM		
RP3	GREASE INTERCEPTOR (Health Dept Insp Report Rcvd)	BO		
RP4	GAS: ACC FINAL REPORT RECEIVED	BO		
RP5	FLOOD HAZARD CERT.(rcvd. per 2018 IBC 110.3.3)	BO		
RP6	CHLORINATION CERTIFICATE (Original Copy Received)	PLUMBING		
RP7	BACKFLOW CERTIFICATION (Original Copy Received)	PLUMBING		
RP8	BOILER CERT. STATE OF AZ (Original Copy Received)	PLUMBING		
RP9	FINAL: Copy of AZ State Elevator Final Received	BO		
RP10	HEALTH DEPARTMENT FINAL REPORT RECEIVED	BO		
RP11	FINAL SPECIAL INSPECTION LETTER RCVD	BO		
RP11A	FINAL Bldg. Material Survey Report RCVD (Asbestos, etc.)	NAU Material Safety Official		
RP12	Copies of In-progress insp's rcvd. (NAU FS# 15A & 15B)	BO		
RP13	Letter Rcvd. (Requesting TCO or Substantial Completion)	BO & NAU FM		

FINAL COMPLETION REQUIREMENTS
SIGNATURE IMPLIES THAT ALL EQUIPMENT IS OPERATING CORRECTLY AND THERE ARE NO KNOWN OUTSTANDING ISSUES

FC1	ARCHITECTURAL	PM / ALL		
FC2	PLUMBING	PLUMBING		
FC3	GAS	GAS		
FC4	MECHANICAL	HVAC		
FC5	ELECTRICAL	ELECTRICAL		
FC5A	CONTROLS & METERS	UTILITIES		

	INSPECTION	TRADE		INSPECTOR	DATE
FC5B	UTILITIES	UTILITIES DIRECTOR			
FC6	CARPENTRY	CARPENTRY			
FC6A	CUSTODIAL / CLEANING	CUSTODIAL			
FC7	PAINT	PAINT			
FC8	ACCESS SERVICES	ACCESS SERVICES			
FC9	ROOFING	ROOFING			
FC10	TELECOM / ITS	ITS			
FC11	LANDSCAPING	LOS, Landscp. Arch. & PM			
FC12	ADA	BO			
FC12A	PARKING FACILITIES	NAU PARKING SERVICES			
FC13	BUILDING COMMISSIONING	PM			
FC14	NAU Bldg. Matl. Safety Office Project Final	NAU Matl. Safety Offical			
FC15	NAU Fire Marshal PROJECT FINAL:	NAU FM			
FC16	PROJECT BUILDING PERMIT FINAL	BO			
FC17	PROJECT FINAL COMPLETION	ARCHITECT / PM			