



NORTHERN ARIZONA UNIVERSITY
INSPECTION RECORD (FS#15)
INSPECTION REQUESTS Submitted through PMWeb
TWO (2) FULL BUSINESS DAYS NOTICE REQUIRED

Compliant Work Regulated by Codes & Standards As Authorized By BO: Common: Yellow Comprehensive: Orange
Quality Assurance Work NOT Regulated by Codes & Standards Shall Be Tasked to PM: Q.A: Blue

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

The *Building Official* shall make the required inspections, or the *Building Official* shall have the authority to accept reports of inspections by *approved agencies* or individuals for compliant work under common and/or comprehensive sections.

- Common & Comprehensive Inspections Shall Ascertain Compliance Regulated By NAU Adopted Codes & Standards
- Quality Assurance For Work NOT listed Within NAU Adopted Codes & Standards Shall Be Regulated NAU Project Management

A special inspection does not waive the requirements for NAU inspections or NAU Inspector approvals.
Contractor is responsible for scheduling NAU inspections to be done after completion of special insp. report, & prior to covering work.
FM = NAU FIRE MARSHAL BO = NAU Building Official 3P = Third-Party Jurisdictional Inspection

	INSPECTION	TRADE	<input checked="" type="checkbox"/>	3P	INSPECTOR	DATE
PRE-INSTALLATION MEETINGS (pre-installation mtg. required prior to start of permitted work)						
PM1	Access Services / LENEL Representative	Access Services				
PM2	Carpentry	Carpentry				
PM3	Electrical	Electrical				
PM4	Fire Life Safety	Fire Life Safety				
PM5	Gas	Gas				
PM6	Landscaping	LOS, Landscp. Arch				
PM7	HVAC	HVAC				
PM8	ITS	ITS				
PM9	Locating Services	Locating Services				
PM10	Paint	Paint				
PM11	Plant/Utilities	Controls & Commissioning				
PM12	Plumbing	Plumbing				
PM13	Roofing	Roofing				
PM14	Hazard communication (Confirm FS#13 is attached)	EHS Official				
PM15	Custodial	Custodial				
PM16	Building Official	BO				
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				
PD15	Building Official	BO				
SITework & 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				
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	WIRES	LOS				
L4.1	CONTROLLER, RISERS	LOS				
L5	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				
F9	BLDG UNDERGROUND UTILITIES MAPPING	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				
P3	FIXTURES FINISH	PLUMBING				
P4	INTERCEPTORS AND SEPARATORS ROUGH	PLUMBING				
P5	INTERCEPTORS AND SEPARATORS	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				
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 required)	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	Sheetrock/Gypsum Brd + screw pattern (NAU 09 21 00)	PAINT SHOP				
A3B	LATHING / PLASTERING (INTERIOR & EXTERIOR)	CARPENTRY				
A4	PAINT / STAIN Interior finishes IBC Chapt. 8	PAINT SHOP				
A4A	PAINT mm THICKNESS TEST	PAINT SHOP				
A4B	EVEN SHEEN / OPACITY INSPECTION	PAINT SHOP				
A5	FIRE WALL AND FIRE CAULKING/including penetrations	CARPENTRY				
A5A	SUSPENDED HARD-LID CEILING SYSTEMS	CARPENTRY				
A5B	SUSPENDED ACOUSTICAL CEILING SYSTEMS	CARPENTRY				
A6	EXTERIOR ARCHITECTURAL	PM				
A6A	EXTERIOR Weather Resistant barrier, "building wrap"	CARPENTRY				
A6B	INTERIOR VAPOR RETARDER: 2021 IBC chp 14	CARPENTRY				
A6C	EXTEROR WALL WEATHER COVERINGS / SIDING chp14	CARPENTRY				
A6D	EXTERIOR VENEERS (Masonry, Stone, Etc.) chp 14	CARPENTRY				
A7	EXTERIOR WALLS/ ELEVATIONS	PM				
A7A	GLASS & GLAZING Interior & Exterior 2021 IBC Chapt.24	CARPENTRY/BO				
A8	STOREFRONT SYSTEM: WATER LEAKAGE	ACCESS SERVICES				
A9	DOOR FRAME: ANCHORING	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				
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/LOAD 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 VERIFICATION (& labeling)	ELECTRICAL				
E19	SERVICE EQUIPMENT TESTING	ELECTRICAL				
E20	GENERATOR INSPECTION	ELECTRICAL				
E21	GENERATOR EMERGENCY PANEL/TRANSFER TEST	ELECTRICAL				
E22	LIGHTNING PROTECTION UL CERT TEST	ELECTRICAL				
E24	GROUND RESISTANCE TEST	ELECTRICAL				
E25	WIRING INTEGRITY TEST	ELECTRICAL				
E26	TORQUE TESTS	ELECTRICAL				
E27	OVERCURRENT DEVICE SETTINGS attach for verification	ELECTRICAL				
E28	OVERCURRENT DEVICE TESTS attach results	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				
E35	ELECTRICAL SIGNAGE	ELECTRICAL				
E36	PARKING LOT LIGHTS	ELECTRICAL				
E37	LANDSCAPE LIGHTS	ELECTRICAL				
E38	Exit Discharge (exterior) Lights TEST to Public Way	BO/ELECTRICAL				
ITS						
T1	PRE-CONSTRUCTION MEETING	NAU ITS & NAU PM				
T2	UNDERSLAB PATHWAY INSPECTION (All Low Voltage)	NAU ITS				
T4	TELECOM ROUGH-IN/SYSTEM PATHWAY	NAU ITS				
T6	SECURITY SYSTEM CABLING ROUGH-IN/PATHWAY	NAU ITS				
T8	AUDIO/VIDEO SYSTEM CABLING ROUGH-IN/PATHWAY	NAU AUDIO/VIDEO				
T10	ACCESS CONTROL WIRING ROUGH-IN/PATHWAY	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, attach results to inspection	NAU ITS				
FIRE / LIFE SAFETY						
FS2A	FIRE / SMOKE WALL IDENTIFICATION IBC 703.7	NAU FM				
FS4	FIRE ALARM ROUGH-IN	NAU FLS				
FS7	UNDERGROUND FIRE LINE ROUGHIN	NAU FM				
FS8B	FIRE SPRINKLER ROUGH PIPING INSTALLATION	NAU FM				
FS9	FIRE SPRINKLER PRESSURE TEST	NAU FM				
ADA						
AD1	ADA SITE / ENTRY	BO				
AD2	ADA INTERIOR	BO				
AD3	ADA PARKING	BO				
AD4	ADA SIGNAGE	BO				
GENERAL INSPECTION REQUEST FOR ANY COMPLIANT WORK NEEDING VERIFICATION FROM BUILDING OFFICIAL						
OTH1	GENERAL INSPECTION as needed	BO			Used when a specific inspection type is not listed	
TRADE WORK INSPECTIONS						
TW1	NAU Trade work inspection pre-installation inspection	BO				
TW2	NAU Trade work inspection Framing/Doors/Glazing	BO				
TW3	NAU Trade work inspection Electrical	BO				
TW4	NAU Trade work inspection Plumbing and Gas	BO				
TW5	NAU Trade work inspection Roofing	BO				
TW6	NAU Trade work inspection Mechanical	BO				
TW7	NAU Trade work inspection ADA	BO				
TW8	NAU Trade work inspection Fire/smoke/wall/door/dmp/pens	BO				
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				
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 <i>TRADE INSPECTOR APPROVALS ARE REQUIRED, PRIOR TO BO ISSUING A TCO or SUBSTANTIAL COMPLETION INSPECTIONS</i> <i>SIGNATURE MEANS EQUIPMENT IS FUNCTIONAL AND AREAS ARE SAFE TO OCCUPY & WILL NOT INCONVENIENCE USERS.</i>						
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				
SC17	Request TCO/CoO (or Conformation of compliance)	BO & NAU FM				
Reports Received						
RP1	Attach Soil Compaction Reports including trenching	BO				
RP2	Attach SPRAY FIRE PROOFING	BO				
RP3	GREASE INTERCEPTOR (Attach Health Dept Insp Report)	BO				
RP4	ATTACH GAS: ACC FINAL REPORT	BO/GAS				
RP5	ATTACH FLOOD HAZARD CERT.(2021 IBC 110.3.3)	BO				
RP6	ATTACH CHLORINATION CERTIFICATE	PLUMBING/BO				
RP7	ATTACH BACKFLOW CERTIFICATION	PLUMBING/BO				
RP8	ATTACH BOILER CERT. STATE OF AZ	PLUMBING/BO				
RP9	FINAL: Copy of AZ State Elevator Final Received	BO/FM				
RP10	HEALTH DEPARTMENT FINAL REPORT RECEIVED	BO				
RP11	SPECIAL INSPECTION Validation and completion	BO				
RP11A	FINAL Bldg. Material Survey Report RCVD (Asbestos, etc.)	NAU Material Safety Official				
RP12	LEAK TEST REPORT	BO				
RP13	Jurisdiction Inspections Conducted by approved agency	BO/Third Party Agency				
RP14	Attach Preliminary Commissioning Report IECC C408	BO				
RP15	LIGHTNING PROTECTION attach UL CERT REPORT	BO				
RP16	EMERGENCY LIGHT TESTS (Locations)	BO/Electrical				
FINAL COMPLETION REQUIREMENTS <i>Work incorporated under final completion shall be of a incidental nature not regulated by code and not deemed necessary to the integrity of the building envelope.</i>						
FC1	ARCHITECTURAL	PM / ALL				
FC2	PLUMBING	PLUMBING				
FC3	GAS	GAS				
FC4	MECHANICAL	HVAC				
FC5	ELECTRICAL	ELECTRICAL				
FC5A	CONTROLS & METERS	UTILITIES				
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 Official				
FC15	NAU Fire Marshal PROJECT FINAL:	NAU FM				
FC16	PROJECT BUILDING PERMIT FINAL	BO				
FC17	PROJECT FINAL COMPLETION	ARCHITECT / PM				