



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 PTTS/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	DAMP/PROOFING / WATERPROOFING	CARPENTRY			
F12	BLDG. CONCRETE SLAB (REBAR, FORMS, ETC.)	CARPENTRY			
F13	CLOSURE / POUR STRIP	CARPENTRY			
ROOFING					
R1	ROOF SHEATHING	ROOFING			
R2	ICE BARRIER/UNDERLAYMENT/SHINGLES	ROOFING			
R3	INSULATION/COVER-BOARD/MEMBRANE	ROOFING			
R4	FLASHINGS/BOOTS/CURBS/PARAPETS	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	EXTERIOR 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 COORDINATOR			
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					
<i>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.</i>					
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 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			