



PROJECT MANUAL

METHODS TO MANAGE A SUCCESSFUL PROJECT

For the Construction
Administration, Quality Control,
and Structural Inspection of the
"Private Sector" Construction
Project.

FIFTH EDITION

FOR USE WITH THE:
UNIFORM BUILDING CODE

MPGroup

By

Michael Stuart Poles

GC, CM, RCI, DABFET, ACFE

PROJECT MANUAL

for the

*Construction Administration,
Quality Control,*

and

Structural Inspection

of

***PRIVATE SECTOR
CONSTRUCTION PROJECTS***

FOR USE WITH THE REQUIREMENTS OF THE UNIFORM BUILDING CODE

FIFTH EDITION

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PROJECT MANUAL

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Principal



Construction Consultants . Forensic Expert Witnesses . Mediation

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Project Manual

The Project:

Located at:

Project Number: _____
Permit Number: _____
Permit Date: _____

Project Manual

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PART 1. INTRODUCTION

- A. This manual was written for the purpose of managing, administrating, and documenting the construction process, and structural inspection for the construction of Private Sector Buildings, under the jurisdiction of the Local Building Department (Permit Authority), and the Requirements of the Uniform Building Code, and Building Code Standards. It is intended to promote valid and thorough Project Administration, Inspection and Quality Control Systems.
- B. The purpose of this manual is to establish procedures and protocol for all Project communications, correspondence and coordination among the Owner, the Owner's representative, the Architect and his Consultants, the Structural Engineer, the Contractor and his Subcontractors, the Building Official, the Special Inspectors, the Testing Laboratories, and other parties actively involved in the construction of the project.
- C. This manual also delineates lines of authority among those concerned, and reference to the General Conditions and Special Conditions of the Contract Documents that address or govern procedures and protocols relating to the construction process, should be made.
- D. It is recommended that this manual be utilized by all the aforementioned parties (listed in paragraph B), for their review and implementation.
- E. This manual is intended to be used in conjunction with the Contract Documents, and the currently adopted Edition of Uniform Building Code (U.B.C.), and local Codes and Ordinances. Its purpose is to define and recommend procedures and protocols, only, which relate to the prosecution of Construction for the Project.
- F. This manual does not create or diminish, nor is intended to create or diminish any liability for action on the part of any party to the Construction Project, relating to the prosecution of Construction for the Project.
- G. Similarly, this manual does not modify or supersede, nor is intended to modify or supersede any requirements that exist in the Contract Documents, nor any applicable Codes related thereto.

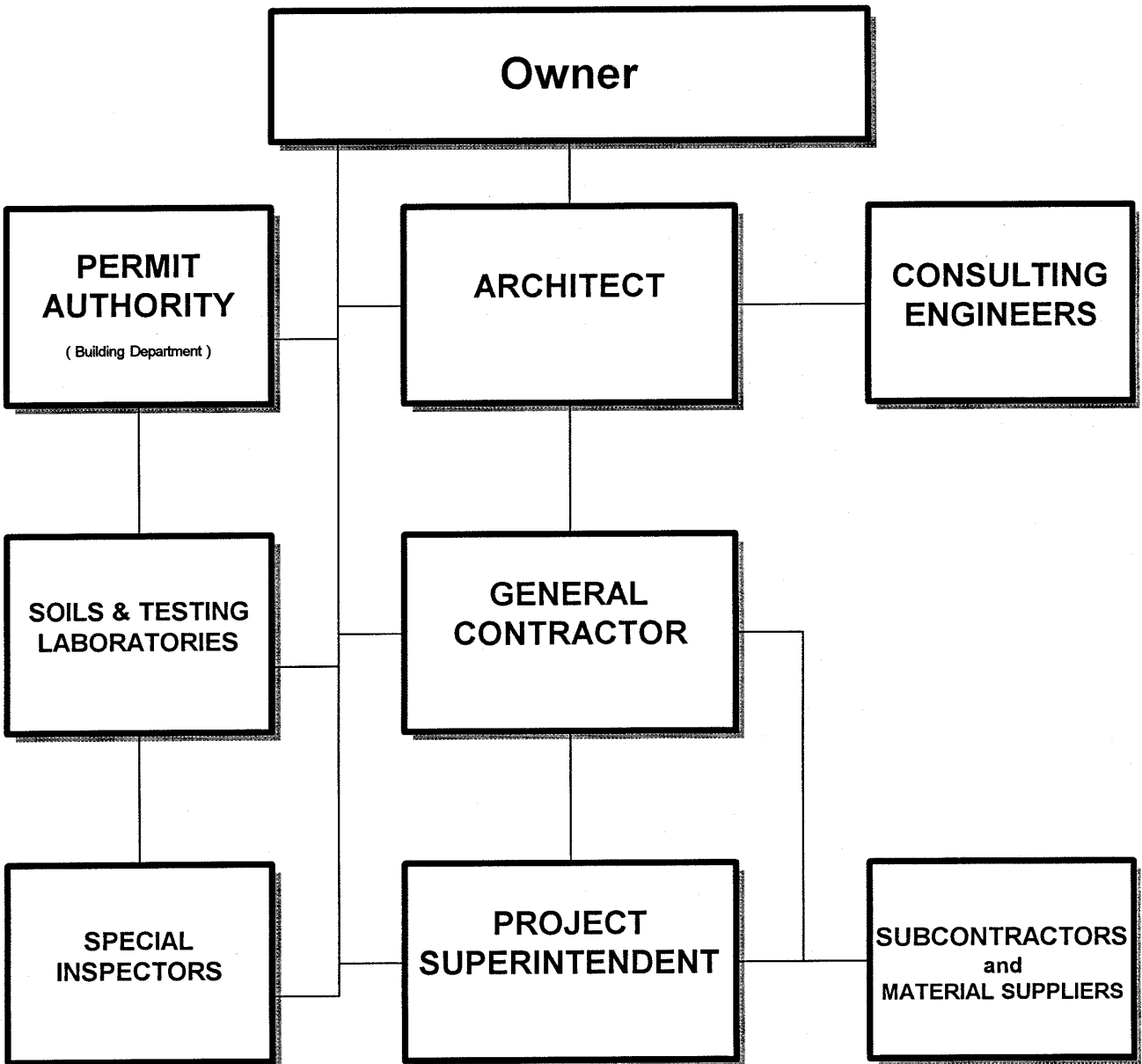
Project Manual

- H. Construction Defects Litigation is rampant throughout California and other states. Contractors are being held to longer statutes of limitation, and to higher standards.
1. Contractors can be held liable for **patent defects** (*defined as defects that are plainly visible or that can be discovered by an inspection made with ordinary care and prudence*) for up to **four years** after completion of the project.
 2. For **latent defects**, the statute of limitations is now **ten years**. (*A latent defect is one an owner does not know about and would not be expected to discover through the exercise of reasonable care*). Under the former Contractors Licensing Law, the statute of limitations for both patent and latent defects was three years.
 3. It is, therefore, highly recommended that all participants in the construction process, not only adhere to the highest of industry standards and practices, but also maintain thorough, and highly detailed records as well.
 4. In this manual, you will find an assortment of useful forms and logs. It is intended (*and hereby limited permission is granted*) for the registered purchaser of this manual to **photocopy the forms and logs (only)** contained herein as needed, fill in the blanks, and utilize them for their record keeping and reporting for the Project.

NOTE: *The registered purchaser of this manual may copy the forms and logs for the express purpose for use with this manual, only! All material contained in this manual is protected under the Copyright Laws of the United States of America, and any infringement of same shall be subject to legal action as prescribed by law.*

Project Manual

FLOW CHART



Project Manual

PART 2. ORGANIZATION

OWNER:

CONTACT:

Phone: () _____

Fax: () _____

ARCHITECT:

CONTACT:

Phone: () _____

Fax: () _____

STRUCTURAL ENGINEER:

CONTACT:

Phone: () _____

Fax: () _____

ELECTRICAL ENGINEER:

CONTACT:

Phone: () _____

Fax: () _____

Project Manual

MECHANICAL ENGINEER:

CONTACT:

Phone: () _____

Fax: () _____

SOILS ENGINEER:

CONTACT:

Phone: () _____

Fax: () _____

BUILDING DEPARTMENT:

BUILDING INSPECTOR:

Phone: () _____

Fax: () _____

TESTING LABORATORY:

CONTACT:

Phone: () _____

Fax: () _____

Project Manual

GENERAL

CONTRACTOR:

CONTACT:

Phone: () _____

Fax: () _____

CONTACT:

_____ Project Superintendent

Project Phone: () _____

Project Fax: () _____

1. No later than two weeks after the Notice to Proceed is issued to the Contractor, the Contractor shall furnish the Architect a written list of **all** subcontractors, and materials suppliers furnishing services, and materials for the Project.

a. The written list shall contain the following:

- . Name of the Company
- . Address of the Company
- . Telephone and Fax Numbers
- . Contractors State License Number(s)
- . Names of Corporate Officers, or Principal(s)
- . Name(s) of Contact(s)

2. The subcontractor and materials supplier list shall be retained by the Architect, and the Owner, and shall be used for the purpose of identification of all Project participants and subsequent Preliminary Notices, and Mechanics' Lien Releases.

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 2 - SITE WORK

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 3 - CONCRETE

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 4 - MASONRY

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 5 - METALS

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 6 - WOOD AND PLASTICS

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 7 - THERMAL AND
MOISTURE PROTECTION

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 8 - DOORS AND WINDOWS

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 9 - FINISHES

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
-----	----------------	--------------	----------	------------	------	------------	----------

DIVISION 10 - SPECIALTIES

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
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DIVISION 11 - EQUIPMENT

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
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DIVISION 12 - FURNISHINGS

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
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DIVISION 13 - SPECIAL
CONSTRUCTION

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
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DIVISION 14 - CONVEYING SYSTEMS

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
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DIVISION 15 - MECHANICAL

Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

NO:	SPEC. SEC.:	DESCRIPTION:	COMPANY:	TELEPHONE:	FAX:	PRINCIPAL:	CONTACT:
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DIVISION 16 - ELECTRICAL

Project Manual

PART 3. COMMUNICATIONS AND MEETINGS

A. CORRESPONDENCE

1. In carrying out the terms of the Contract, the Contractor will interact with the Architect, the Building Inspector, his Subcontractors, and his Materials Suppliers only; this interaction will be carried out through the Architect. In turn, the Architect will communicate with the Contractor, and the Contractor's Superintendent, only, and will not communicate with Subcontractors or Suppliers of the Contractor. If it becomes necessary to communicate directly with a Subcontractor or Supplier, the Contractor will immediately be advised.

2. All correspondence, shop drawings, samples, descriptive data, reports, proposals, transmittals, or requests of any nature are to be submitted by and through the contractor to the Architect. All communication should include the following references, where applicable, prominently displayed in the heading of the correspondence:

- . Project Name
- . Project Number
- . Permit Number
- . Drawing Reference
- . Specification Section Reference
- . Contract Progress Schedule Activity Number
- . Change Order Number
- . Equipment Number

3. The Architect will return to the Contractor any correspondence or submittals from a Subcontractor or vendor which:

- . Were not directed through the office of the Contractor
- . Does not include the Project Name
- . Does not correctly list the Project Number, or
- . Does not include any of the other, above mentioned references, as may be required.

Project Manual

4. Emergency communication provisions shall be provided for the Owner at the pre-construction meeting.
5. Within ten (10) days after Notice to Proceed is issued, the Contractor will forward to the Architect his organizational chart outlining all key job personnel. At this time, the Contractor will also provide a letter of authority for those personnel who are authorized to sign Contractual Documents on his behalf: for example, Payment Requests, Change Orders, etc.
6. In accordance with the Contract Documents, the Contractor will provide the names of all proposed Subcontractors, and Material Suppliers, including those named in his Bid Documents. The Contractor will also list those key employees of the Subcontractors who deal directly with the Contractor for this project.

B. DAILY REPORTS

1. Daily Reports are of the utmost importance on this project, and if a critical path method (CPM) schedule is being utilized, the Contractor's Daily Reports augment the CPM.
 - a. The Contractor's Daily Report should be submitted on a daily basis to the Architect.
 - b. All Special Inspectors will prepare a daily report to the Building Inspector, and submit copies to Architect, and the Contractor.

C. PROJECT REPORTS

1. The Architect will maintain all Project notebooks, logs and files which will include, but not limited to the following:
 - a. Copies of all Daily Reports initiated for that week.
 - b. Copies of all logs, updated as of the date of the weekly meeting.
 - c. Copies of Construction Meeting minutes for that week.
 - d. Copies of Visitor's Report's.
 - e. Copies of Exception Reports prepared by the Architect, his Consultants, and Correction Notices by the Building Inspector.

Project Manual

D. CONTRACTOR INITIATED CORRESPONDENCE

1. The Contractor will direct **all correspondence**, shop drawings, samples, descriptive data, reports, proposals, transmittals, or requests of any nature to the Architect for his response. The Architect will return to the Contractor any Correspondence or Submittals which do not include the correct project name, Project Number, Permit Number and Permit Date, Drawing Reference, Specification Section Reference, Contract Progress Schedule Activity Number, Change Order Proposal Number, Change Order Number, or Equipment Number.

E. JOB SITE VISITS

1. The Architect and his Consultants will make periodic visits to the site to observe the work in progress. The Architect and his Consultants will prepare an on-site Visitor's Trip Report of each such visit to the site and provide copies to the following:

- . The Contractor
- . The Owner

2. If the Architect, or his Consultants observe any work that does not conform to the Approved Contract Documents, they shall prepare a Construction Exception Report, as described below.

F. CONSTRUCTION EXCEPTION REPORTS

1. If, upon examination of the work in progress, should the Architect or his Consultants, observe any work that does not conform to the Approved Contract Documents, work improperly completed, or deficient work not properly corrected, the Architect, or his consultants, will prepare and submit to the Contractor a Construction Exception Report. This Exception Report puts the Contractor on formal notice that a deficiency exists and becomes substantiating documentation for any possible future action.

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2. Copies of the Exception Report(s) shall be provided, and the Architect will distribute one (1) to each of the following:
 - . The Contractor
 - . The Owner
3. A Construction Exception Report may also be initiated by the Special Inspectors, the Owner, and the Structural Engineer for similar processing by the Architect. The Architect will ensure proper distribution and filing of the documents.
4. If the corrective action required of the Contractor is not evident within a reasonable period of time, the Architect may recommend to the Owner, that the Owner withhold that portion of value of the work from the Contractor's next payment request.

G. MEETINGS

1. Pre-Construction Meeting(s)

A. After award of the Contract, the Architect will schedule a Pre-Construction Meeting. This meeting will follow the Pre-Construction Meeting Agenda. This meeting will be attended by Representatives of the Architect, the Building Inspector (if available), the Testing Laboratory, the Contractor and his key Subcontractors, and Material Suppliers. Minutes of the meeting will be prepared and distributed by the Architect.

2. Pre-Construction Meeting AGENDA

A. **Introductions**, names, addresses, phone numbers & after hour emergency phone numbers:

1. Architect's Main Office
2. Architect's Consultant(s)
3. Geotechnical Engineer
4. Building Inspector
5. Testing Laboratory
6. Contractor's Office
7. Contractor's On-Site Personnel
8. Key Subcontractors

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b. Administrative Items

1. Organization and Relationships
2. Communications & Correspondence
3. Submittals and Shop Drawings
4. CPM Scheduling
5. Schedule of Values & Payment Applications
6. Clarifications and R.F.I's.
7. Change Order Proposals, and Change Orders
8. Substitutions
9. Project Progress Meetings
10. Exception Reports by the Architect, his Consultants, the Special Inspectors, or the Building Inspector

c. Job Site Coordination Items

1. Record "As-Built" Drawings
2. Required Inspections and Testing
3. Safety - Permits - First Aid
4. Work Hours
5. Supervision
6. Utilities and Services
7. Security Procedures
8. Parking
9. Storage
10. Utility Interruption
12. Field Offices and Equipment
13. Municipal Permits

d. Technical Items and Questions

1. Schedule Review
2. Mobilization Period Activities & Schedule
3. This Manual
4. Questions and Answers

Note: This list of items is for the Architect to refer as a guide only and does not constitute all of the intended areas the Architect or the Contractor may wish to address.

Project Manual

Pre-Construction Meeting

DATE: _____

TIME: _____

PLACE: _____

PROJECT: _____

PERMIT NO: _____ PERMIT DATE: _____

IN ATTENDANCE:

NO:	COMPANY:	NAME & TITLE:	TELEPHONE:	FAX:	EMERGENCY TELEPHONE:

NO:	COMPANY:	NAME & TITLE:	TELEPHONE:	FAX:	EMERGENCY TELEPHONE:

NO:	COMPANY:	NAME & TITLE:	TELEPHONE:	FAX:	EMERGENCY TELEPHONE:

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e. Weekly Construction Progress Meetings

1. No later than two weeks after the Notice to Proceed is issued, the Contractor will conduct his first Construction Progress Meeting in the field office to be established at the project site. Thereafter, additional Construction Progress Meetings will be held each week. Meetings will use the Weekly Construction Progress Meeting Agenda format.

f. Persons required to attend the Weekly Construction Progress Meeting are:

- . The Contractor
- . The Architect
- . The Architect's appropriate Consultants
- . Appropriate Subcontractors, and/or Vendors
- . Others requested to attend by the Architect, the Building Inspector, the Contractor, or the Owner.

1. At each of these regularly scheduled progress meetings the representatives of the Architect, and the Contractor should bring their respective Submittal Log, Change Order Log, Request for Information Log, and other documentation as may be required in order to provide a thorough, joint review of the status of each phase the work.

2. The Weekly Construction Progress Meetings will be conducted by the Architect. The activity or discussion during the meeting will be documented in Minutes of the Meeting prepared and distributed by the Architect in a manner and format approved by Architect, and the Owner.

g. Weekly Construction Progress Meeting AGENDA

1. Opening
2. Review of the Last Meeting's Minutes
3. Review of Action Items Pending
4. Review of Submittal Logs
5. Technical Concerns and Problems
6. Review of Requests for Information and Log

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7. Review of Change Order Requests and Proposals, Change Orders, and Logs
8. Review Construction Progress during the Preceding Week
9. Review of Scheduled Work for the following Week
10. Review of Building Inspector Non-Conformance Notices, and Special Inspection Non-Conformance Notices
11. Review of Architect's, and/or Consultant's Exception Reports
12. Review of Accepted Work Completed

h. Special Project Meetings

1. Special Project Meetings, if deemed necessary, shall include the representatives of the Contractor, the Architect, his Consultants, Subcontractors or Vendors as are appropriate for the content of the meeting.

2. The Architect may call a Special Project Meeting at any time during the course of the project as conditions warrant. The agenda for this meeting will focus on the issue or issues which caused the meeting to be called. The meetings will be conducted and documented by the Architect in a manner similar to the Weekly Construction Progress Meeting.

i. Payment Application Review Meetings

1. The Payment Application will be prepared by the Contractor and submitted and reviewed monthly at one of the regularly scheduled Weekly Construction Progress Meetings. The date for this submission of Payment Application will generally be on or near the 25th of each month; the exact date for submission of the next Payment Application will be established at the time the previous month's Payment Application is submitted and reviewed, or as required by the Contract Documents.

(The actual date shall be the _____ of each month.)

2. All Payment Applications will be submitted on the Accepted Payment Application form, only. Any payment Application submitted on any other form will be rejected and returned to the Contractor for re-submission the following month.

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3. At the time of submission of the Payment Application, the Contractor, the Architect, and any of his appropriate consultants, will review the Payment Application and perform a job walk to assess the actual percentages complete for each item on the Payment Application.

4. If the percentage of payment the Contractor is requesting is not judged to be correct by the Architect, or his consultants, the Contractor will modify the percentage and the amount of payment requested which is agreed to by all parties. This modification will be done at the next meeting so that the corrected Payment Application form can be signed by the Architect for processing and payment by the Owner.

j. Safety Meetings

1. In accordance with the requirements of “**OSHA**” (State or Federal OSHA, as is applicable to the Project) periodic job site “**Tail-Gate**” safety meetings shall be conducted by the Contractor. Please refer to **PART 11**, of this manual for more on safety issues.

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PART 4. SUBMITTALS AND SHOP DRAWINGS

1. In accordance with the Contract Documents, the Contractor (only) will prepare and submit a Submittal Schedule for acceptance by the Architect, and the Owner. The Submittal Schedule should be an integral part of the Contract Progress Schedule to ensure the timely approval of submittals as required by Contract Progress Schedule. The Submittal Schedule shall include all Submittals required by the Contract Documents. Upon acceptance, the Architect will send a copy of the Schedule to the Owner. **Key submittals need to be entered as activities in the Contract Progress Schedule.**
2. All Submittals shall be made with a Letter of Transmittal which shall contain a list of the items from the Plans and Specifications contained in the Submittal. The letter and items accompanying the letter shall be fully identified by listing the Project Name, The Building Permit Number and Permit Date, the Architect's Contract number, (if any) the Contractor's name, the Subcontractor's or Vendor's name, and a clear reference to the Specification Section governing the material submitted, Drawing Reference, Equipment Number, and Contract Progress Schedule Activity Number.
3. Any deviation from specified items shall be clearly noted in the remarks section of the Transmittal Letter, with justification for acceptance of this deviation, along with an estimate of cost savings to be experienced with acceptance of this deviation included as part of the submittal.
4. The Contractor will indicate by a signed stamp on all Submittals that he has checked the Submittals, and Shop Drawings and that the work shown is in accordance with the Contract Requirements and that he has checked for dimensions and relationships with the work of all other trades involved.
5. When Submittals, and Shop Drawings are received at the Architect's office, they will be entered into a Submittal Log maintained by the Architect. (A sample of a Submittal Log is included for your information.) The Architect may reject a Submittal immediately if he notes that it is incomplete and return all copies to the Contractor with reasons noted.
6. The Architect will, within time limits as specified in the approved Submittal Schedule, return said Submittal after his review, with the results of his review clearly noted.

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7. The Architect's review and/or approval shall not relieve the Contractor from responsibility for deviations and alternatives from Contract Plans and Specifications, nor shall it relieve him from responsibility for errors in Submittals. No progress will be accorded for installation of nonconforming items or installation of any item which requires a Submittal which has not been fully reviewed, and accepted.

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 2		SITWORK		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 2 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 3		CONCRETE		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 3 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 4		MASONRY		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 4 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 5		METALS		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 5 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 6		WOOD AND PLASTICS		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 6 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 7		THERMAL AND MOISTURE PROTECTION							
NO. / REV:	SPEC. SECTION:	DIVISION 7 DESCRIPTION:	DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
			PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 8		DOORS AND WINDOWS		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 8 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 9		FINISHES		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 9 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 10		SPECIALTIES		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 10 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 11		EQUIPMENT		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 11 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 12		FURNISHINGS		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 12 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____
 PROJECT: _____
 CONTRACTOR: _____
 PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 13		SPECIAL CONSTRUCTION		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 13 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 14		CONVEYING SYSTEMS		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 14 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 15		MECHANICAL		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 15 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

LEGEND:

- A = Reviewed
- B = Rejected
- C = Revise And Resubmit
- D = Furnish As Corrected

DIVISION 16		ELECTRICAL		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO FIELD		COMMENTS:
NO. / REV:	SPEC. SECTION:	DIVISION 16 DESCRIPTION:		PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

Project Manual

PART 5. SCHEDULING

A. Initializing

1. The Contractor shall develop a complete and itemized cost breakdown ("Schedule of Values"), and a cost loaded CPM Contract Progress Schedule for the project in accordance with the terms of his Contract. Scheduling requirements are detailed in the Contract Documents.

2. After issuance of the "Notice to Proceed", the Contractor shall prepare a final version of his Contract Progress Schedule for the project and submit it to the Architect for his review and approval. The date of submittal for this final Contract Progress Schedule shall be established at the Pre-construction Meeting. The Architect should be available during this period for consultation with the Contractor regarding the schedule, its content and format.

3. The following guidelines should be followed in preparing the Contract Progress Schedule:

A. The Notice to Proceed, Beneficial Occupancy and Project Completion dates may not be changed.

B. Dependencies between activities shall be indicated so that it may be established as to the effect the progress of any one activity would have on the schedule.

C. Mobilization activities - including preparation, review and approval of specific shop drawings, submittals, substitution review and approvals, test and report preparation, etc. - must be included in the CPM schedule, particularly if they affect critical path activities.

D. The schedule and the duration's assigned to each activity must be sensitive to the season when the activity is to take place, including holidays and weather.

E. Each activity included in the schedule must be unique and clearly identifiable, not subject to conflicting interpretations as to what is meant to be done or who is to do it.

Project Manual

- F. Each activity included in the schedule must be finite, having easily identifiable beginning and ending points.
- G. Each activity included in the schedule must be action oriented.
- H. Each activity included in the schedule must be results oriented, representing the achievement of a specific result or results that clearly contributes to the completion of the project. These results may be intangible - decisions made or test results completed.
- I. Each activity included in the schedule must have a single point of responsibility, either one person or one organization.
- J. Upon submittal of the final version of the Contractor's Contract Progress Schedule at the time agreed upon in the Pre-construction Meeting, the Architect and the Project Superintendent will review the schedule and shall provide comments on the schedule to the Contractor within seven (7) calendar days. The Contractor shall return a revised Contract Progress Schedule to the Architect within seven (7) calendar days for final review and acceptance, and signature by both parties on the approved Contract Progress Schedule.

B. Contract Progress Schedule

1. If, during the construction, the Contractor wishes to change the approved Contract Progress Schedule, he shall submit all proposed changes to the Architect for his prior review and approval. Upon review and acceptance of any proposed changes, the Architect will, in turn, modify the schedule after acceptance by the Owner.
2. Any changes that alter dependencies, or change (particularly to shorten) duration's of construction activities, must be accompanied by detailed explanations of why or how these relationships should be changed or how duration's can be shortened (including specific changes in manpower levels for specific activities).

Project Manual

C. Monthly Update

1. The Contractor shall submit an up-to-date status of the progress of the work and a list of materials on site that qualify for payment concurrent with the Contractor's submittal of his Payment Application.
 - A. The schedule update shall be in the form of a report listing actual start and finish dates, percentages complete, and remaining duration's for construction activities scheduled to be performed during that period on the Contract Progress Schedule.
 - B. The list of qualified material on site may be supported by delivery tickets, receipts or other substantiating data as may be required by the Architect.
 - C. The format and content of the monthly schedule update reports shall be approved by the Architect and shall include, at a minimum:
 1. Activities chronologically by start date.
 2. Activities numerically by activity number.
 3. Total slack from least to most, in order to determine the critical path.
 4. Payment Schedule, indicating for each activity the total cost completed to date to be used in the Application for Payment.
2. Graphic reports may also be submitted, consisting of:
 - A. Contractor's Project network diagram update.
 - B. Summary chart.
3. If the projected completion date of the project based on the version of the updated Contract Schedule shows that the Contractor is more than fifteen (15) working days behind schedule, the Contractor shall prepare a plan and document it in an alternate Contractor's Project network diagram showing how this time will be made up on the schedule and submit to the Architect for his review and approval.

Project Manual

D. Change Orders

1. Each Change Order submitted by the Contractor for review by the Architect must identify in detail any changes to contract activity duration's or relationships that result from the approval of that Change Order as well as any change to the Contract Performance Date (project completion) that will result from approval of that Change Order.
2. The impact of a Change Order can best be documented by preparation of an alternate CPM schedule, or portion thereof (schedule window) showing changes to the activity duration or the activity relationships, and how they specifically affect critical path activities to extend the project completion date. The Contractor will be granted time extensions only for the cumulative effect of those Approved Change Orders on the Critical Path.
3. Once the time extension or logic change for any Change Order is agreed upon and approved by the Architect, and the Owner, the Architect and the Owner will enter the approved activity duration changes and/or logic changes into their respective Contract Progress Schedules. Each monthly update prepared by the Contractor will include all such changes appropriately noted as resulting from an approved Change Order.

Project Manual

PART 6. TESTING AND INSPECTION

- A. Testing services will be provided by an independent Materials Testing Laboratory, under contract to the Owner. These services will be paid for by the Owner, directly.
- B. Special Inspection services will be provided by an independent Materials Testing Laboratory, under contract with the Owner. These services will be paid for by the Owner, directly.
1. The Contractor is responsible to schedule all of the required Building Department Inspections, Special Inspections, and Laboratory Testing to be performed in accordance with the requirements of the U.B.C., other applicable Codes, the Approved "Structural Tests and Inspections" sheet (T&I Sheet), and the Specifications. All Tests and Inspections shall be coordinated by the Contractor, only.
 2. Any charges for the Special Inspectors', and/or Testing Laboratories' visits to the site, or fabrication shop(s), when Tests and Inspections are not able to be performed as scheduled for by the Contractor, or excessive time expended due to nonproductive periods, shall be the responsibility of the Contractor, and may facilitate back-charges by the Owner to the Contractor.
 3. Testing and Inspection reports will be promptly distributed by the Testing Laboratory, as follows:
 - . Owner - 1 copy
 - . Architect - 1 copy
 - . Structural Engineer - 1 copy
 - . Building Department - 1 copy
 - . Contractor - 1 copy
 - . Contractor's Project Superintendent - 1 copy

Project Manual

4. Any Certificates, Mill Test Reports, I.C.B.O. Reports and Research Reports required to be furnished by the Specifications, or requested by the Building Inspector, or the Architect, shall be furnished by the Contractor's material suppliers and shall be forwarded by the Contractor to the Architect as a submittal for similar filing and/or distribution.

C. As required by structural design, and the U.B.C., Structural Tests and Special Inspections shall be required. The Structural Engineer of Record shall furnish a completed "T&I Sheet" to the Project, approved by the Architect. It remains the responsibility of the Contractor to comply with all of the requirements, and the scheduling and coordinating of **all** Tests and Inspections.

(A sample of a Structural Tests and Inspections sheet, "T&I Sheet," is on the following Page.)

Project Manual

PART 7. SPECIAL INSPECTION

A. DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR

1. First and foremost, the Special Inspector shall conduct all Inspections in strict accordance with the requirements of the applicable Divisions of the Uniform Building Code, Uniform Building Code Standards, A.S.T.M. Standards, and the Approved Plans and Specifications. The Special Inspector shall have a current ICBO Certificate in his/her possession for the specialty being Inspected for.
2. The Special Inspector shall arrive at the job site prior to the scheduled starting time. He/she shall report upon arrival to the Building Inspector, and to the Project Superintendent.
3. The Special Inspector shall make certain that he/she has access to the Approved Plans and Specifications, and any previous Inspection reports (Certifications or Correction Notices) that may pertain to the Inspection to be conducted by the Special Inspector.
4. The Special Inspector shall write a thorough, complete and legible report of his/her Inspection, using the **Daily Report of Inspection form**. An example of a "Daily Report of Inspection" form is located in Part 8, of this manual. The distribution shall be as follows:
 - . ORIGINAL to Architect
 - . COPY to General Contractor's Superintendent
 - . COPY to Testing Laboratory
 - . COPY to Special Inspector's record copy

Project Manual

5. When field specimens are required to be taken for Laboratory Testing, the Special Inspector shall write a thorough, complete and legible report of his/her sampling of test specimens, using a **Data Sheet For Test Specimens Form** (applicable to the type of specimens), furnished by the Inspector of Record, or the Testing Laboratory. An example of a "Data Sheet For Test Specimens" form is located in Part 8, of this manual. The distribution shall be as follows:

- . ORIGINAL to Testing Laboratory *
- . COPY to Architect
- . COPY to General Contractor's Superintendent
- . COPY to Special Inspector's record copy

* = (With Specimens, enclosed in a packing slip envelope)

6. After completing sampling of Test Specimens, telephone the Testing Laboratory and make arrangements for them to pick up the Specimens. Advise the Testing Laboratory where they can find the Specimens, and inform the Building Inspector that this has been done.

7. In addition to the Daily Report of Inspection form, the Special Inspector should maintain a diary listing all actions, conversations, observations, and Inspections conducted.

8. The Special Inspector shall provide continuous Inspection at all times during the work requiring his/her Inspection, whether at the Project Site, or Fabrication Shop.

9. The Special Inspector shall obtain the appropriate **Special Inspector's Certificate of Compliance, and Correction Notice Forms** from the Building Department. He/she shall complete, date, and sign, the appropriate form(s), and distribute them as follows:

- . ORIGINAL to Building Inspector
- . COPY to Architect
- . COPY to General Contractor's Superintendent
- . COPY to Special Inspector's record copy

Project Manual

SPECIAL INSPECTORS' LIST

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

DIVISION 2 - SITE WORK:
INSPECTIONS FOR SOILS WORK:
GRADING AND RECOMPACTION
UTILITY TRENCHES - BACKFILL &
COMPACTION
SHORING AND UNDERPINNING

NO:	SPEC. SEC.:	DESCRIPTION:	INSPECTOR'S NAME:	TELEPHONE:	PAGER:	REGISTRATION OR LICENSE NO. AND EXP. DATE:	AGENCY ISSUED BY:
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DIVISION 2 - SITE WORK

Project Manual

SPECIAL INSPECTORS' LOG

DATED: _____
PROJECT: _____
TESTING LABORATORY: _____
LAB. JOB NUMBER: _____

DIVISION 2 - SITE WORK:
INSPECTIONS FOR SOILS WORK:
GRADING AND RECOMPACTION
UTILITY TRENCHES - BACKFILL &
COMPACTION
SHORING AND UNDERPINNING

NO:	DATE:	DESCRIPTION:	INSPECTOR'S NAME:	TIME IN:	TIME OUT:	TOTAL HOURS:	TEST SPECIMENS TAKEN:
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DIVISION 2 - SITE WORK

Project Manual

B. RECOMMENDED CHECK LIST - for - Reinforced Concrete Inspections.

1. GENERAL INSPECTION PRACTICE

- 1.1 **Responsibilities and Authority:** Apply Special Inspector responsibilities and authority, and comply with requirements of the U.B.C.
- 1.2 **Presence at Job:** Arrive at the job site prior to the scheduled starting time. Report to the Project Superintendent. Review the approved plans, and specifications. Be present for Continuous Inspection during execution of all work for which the Special Inspector has been engaged.
- 1.3 **Acceptable Conditions:** Verify that the Building Inspector, or previous Special Inspector has approved the conditions at the site when required.
- 1.4 **Progress Report:** Submit periodic written and verbal progress reports to the Building Inspector.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Building Inspector when discrepancies are not corrected.
- 1.7 **Plan Changes:** Verify that structural plan changes are properly documented and Approved by the Structural Engineer of Record, and the Building Department.
- 1.8 **Record Keeping:** Maintain records of all work Inspected, including discrepancies and action(s) taken.
- 1.9 **Compliance Report:** Submit progress and final report(s) of compliance to the Building Inspector, and copies to the Project Superintendent.

Project Manual

2. CONCRETE MIX VERIFICATION

- 2.1 **Mix Design:** Verify concrete is batched based on the approved laboratory mix design (specific for each project), that cement type is as specified, that aggregate type, weight and size are as specified and admixtures are correct and in accordance with the Mix Design, approved by the Structural Engineer of Record.
- 2.2 **Trip Ticket:** Determine that mixer truck trip tickets specifies mix in truck is mix required.
- 2.3 **Batch Plant Inspection:** Verify Batch Plant Inspection, and review B.P.I. tickets.
- 2.4 **Mixing Water:** Verify that total water added to mix does not exceed that allowed by concrete mix design and is of acceptable quality.
- 2.5 **Adequate Equipment:** Verify that concrete mixing and placing equipment at the site is adequate for the intended use.
- 2.6 **Quality of Concrete:** Verify that the quality of the concrete is indicative of adequate mixing time, consistency and relevant time limits.

3. CONCRETE REINFORCEMENT

- 3.1 **Rebar Grade:** Verify the grade and visual conformity of the rebar with acceptable quality standards and the approved plans and specifications.
- 3.2 **Rebar Condition:** Verify that rebar is free of oil, dirt, excessive rust and from damage in shipment to the job site, or on the job site.
- 3.3 **Rebar Tying and Bracing:** Verify that rebar is adequately tied, chaired, and supported to prevent displacement during concrete placement.

Project Manual

- 3.4 **Reinforcing Steel Ties and Supports:** Verify that reinforcing steel is adequately tied, chaired and supported to prevent displacement during concrete placement, and are adequate for the intended stresses.
- 3.5 **Reinforcing Steel Clearance:** Verify minimum and maximum clear distances between reinforcing steel and minimum structural distance to the outside of concrete.
- 3.6 **Concrete Cover over Rebar:** Verify minimum concrete cover is maintained between rebar and the surface of the concrete and the clearance of the rebar to dirt or forms.
- 3.7 **Rebar Placement:** Verify the size and placement of the rebar as detailed in the approved plans and specifications.
- 3.8 **Rebar Laps and Bends:** Verify bar laps for proper length, stagger and bar bends for minimum diameter, slope and length.
- 3.9 **Rebar Welding:** Verify that the welding of rebar is approved and properly inspected.
- 3.10 **Reinforcing Steel Anchorage:** Verify location, size and placement of reinforcing steel anchorage as detailed in the approved plans and specifications.
- 4. **CONCRETE FORMWORK AND EMBEDDED ITEMS**
 - 4.1 **Concrete Construction Joints:** Verify proper preparation of construction joint surfaces, spacing and type(s) as specified in the approved plans and specifications.
 - 4.2 **Formwork Construction:** Verify that the formwork is tight to prevent leakage and that it will result in a final structure with correct shape and member size. Verify that the formwork is adequately braced, tied and supported to prevent collapse.
 - 4.3 **Embedded Items:** Verify that embedded items are properly sized and placed as detailed in the approved plans and specifications.

Project Manual

5. CONCRETE PREPARATION AND PLACEMENT

- 5.1 **Concrete Base Preparation:** Verify the acceptable general condition of the concrete base prior to placement.
- 5.2 **Prepour Base Moisture:** Verify that the base is properly wetted and standing water is removed before concrete is placed.
- 5.3 **Concrete Placement:** Verify that conveyance and depositing avoids segregation due to falling, rehandling or flowing, and proper joint construction.
- 5.4 **Concrete Consolidation:** Verify that concrete is properly consolidated with a mechanical vibrator.

6. SAMPLES AND TESTS

- 6.1 **Test Type:** Determine the type and number of concrete, and reinforcing steel tests required.
- 6.2 **Test Samples:** Take the proper number of samples of fresh concrete, and reinforcing steel in accordance with the requirements of the specifications, the UBC and ASTM Standards applicable for the tests.
- 6.3 **Slump Tests:** Perform the consistency (slump) tests in accordance with the requirements of the specifications, the UBC and ASTM Standards applicable for the tests.
- 6.4 **Specimens' Preparation:** Prepare the test specimens (cylinders, flex beams or shrinkage bars), in accordance with the requirements of the specifications, the UBC and ASTM Standards applicable for the tests.
- 6.5 **Hardened Concrete Test Samples:** Witness the removal of test samples and perform other test procedures on hardened concrete.
- 6.6 **Air Tests:** Perform air content tests for air-entrained concrete, in accordance with the requirements of the specifications, the UBC and ASTM Standards applicable for the tests.

Project Manual

6.7 **Specimen Handling/Protection:** Using a permanent broad tip marker pen, mark all specimen lids with the following:

- . Name and Address of Project.
- . Date of sampling.
- . Mix design number.
- . 28 day ultimate design strength.
- . Set or load number (if needed).

A. Properly handle and place the specimens in an insulated storage box (furnished by the General Contractor), after preparation. Arrange for transportation of the specimens to the testing laboratory.

6.8 **Document Tests:** Report tests performed by accurately completing the "Field Data Sheet for Test Specimens". Log the air and concrete temperatures on the data sheet. Attach the original to the specimens within a plastic packing slip envelope for the testing laboratory record. Copy the Owner and the Contractor, and retain a copy for your records.

7. CONCRETE PROTECTION

7.1 **Protection:** Verify that appropriate hot-weather and cold-weather measures are taken for the protection of the concrete.

8. PLAN READING

8.1 **General Project Requirements:** Review the general notes and/or specifications and typical details for general project requirements for concrete strengths, reinforcing steel grade(s), clearances, and special inspection requirements.

8.2 **Foundations and below-grade Walls:** Review the approved plans for reinforced and concrete construction requirements for foundations, below-grade walls, and grade beams.

8.3 **Beams, Girders and Joists:** Review the approved plans for reinforced concrete construction requirements for beams, girders and joists.

Project Manual

- 8.4 **Columns:** Review the approved plans for reinforced concrete column construction requirements.
- 8.5 **Slabs:** Review the approved plans for reinforced concrete slab requirements.
- 8.6 **Miscellaneous Details:** Review the approved plans for reinforced concrete construction requirements for stairs, above grade walls and other special details.
- 8.7 **Revised Details:** Review the revised details for the changes from the approved plans. Verify that the revised detail(s) are approved by the Structural Engineer, and the Building Department.

Project Manual

SPECIAL INSPECTORS' LIST

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

DIVISION 3 - CONCRETE
INSPECTIONS FOR REINFORCED
CONCRETE:
REINFORCING STEEL
CONCRETE PLACEMENT
SPECIMEN SAMPLING & TESTING

NO:	SPEC. SEC.:	DESCRIPTION:	INSPECTOR'S NAME:	TELEPHONE:	PAGER:	REGISTRATION OR LICENSE NO. AND EXP. DATE:	AGENCY ISSUED BY:
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DIVISION 3 - CONCRETE

Project Manual

SPECIAL INSPECTORS' LOG

DATED: _____
PROJECT: _____
TESTING LABORATORY: _____
LAB. JOB NUMBER: _____

DIVISION 3 - CONCRETE
INSPECTIONS FOR REINFORCED
CONCRETE:
REINFORCING STEEL
CONCRETE PLACEMENT
SPECIMEN SAMPLING & TESTING

NO:	DATE:	DESCRIPTION:	INSPECTOR'S NAME:	TIME IN:	TIME OUT:	TOTAL HOURS:	TEST SPECIMENS TAKEN:
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DIVISION 3 - CONCRETE

Project Manual

CONCRETE PLACEMENT LOG

DATED: _____

PROJECT: _____

PERMIT NUMBER: _____

PERMIT DATE: _____

POUR NUMBER:

DATE:

SPECIAL INSPECTOR:

BATCH-PLANT INSPECTOR:

DESIGN MIX NUMBER:

SPECIFIED STRENGTH:

DESIGN SLUMP:

CONCRETE SUPPLIER:

TESTING LABORATORY:

LOCATION:	CUBIC YARDS PLACED:	7 DAY RESULTS p.s.i.:	28 DAY RESULTS p.s.i.:	28 DAY RESULTS p.s.i.:	HOLD:	REMARKS:

Project Manual

C. RECOMMENDED CHECK LIST - for - Structural Masonry Inspections.

1. GENERAL INSPECTION PRACTICE

- 1.1 **Responsibilities and Authority:** Apply Special Inspector responsibilities and authority, and comply with requirements of the UBC.
- 1.2 **Presence at Job:** Arrive at the job site prior to the scheduled starting time. Report to the Project Superintendent. Review the approved plans, and specifications. Be present for Continuous Inspection during execution of all work for which the Special Inspector has been engaged.
- 1.3 **Acceptable Conditions:** Verify that the Building Inspector, or previous Special Inspector has approved the conditions at the site when required.
- 1.4 **Progress Report:** Submit periodic written and verbal progress reports to the Building Inspector.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Building Inspector when discrepancies are not corrected.
- 1.7 **Plan Changes:** Verify that structural plan changes are properly documented and Approved by the Structural Engineer of Record, and the Building Department.
- 1.8 **Record Keeping:** Maintain records of all work Inspected, including discrepancies and action(s) taken.
- 1.9 **Compliance Report:** Submit progress and final report(s) of compliance to the Building Inspector.

Project Manual

2. MASONRY MATERIALS - STORAGE AND CERTIFICATIONS

- 2.1 **Masonry Material Certifications:** Verify masonry material certifications, bills of materials, or other documentation of masonry units, cement, lime and approved additives for compliance with the approved plans and specifications. Verify that materials are in an acceptable condition.
- 2.2 **Storage of Materials:** Verify that cement, lime, block and brick are supported on pallets and covered to protect them from exposure to excessive moisture or drying. Verify that aggregates and sand are stored free from contamination and to minimize segregation (for aggregates).
- 2.3 **Masonry Reinforcing Material Mill Certifications:** Verify the masonry reinforcing material mill certifications or other documentation of masonry reinforcement for compliance with the codes, standards and the approved plans and specifications. Verify that the reinforcing materials are in an acceptable condition.

3. MORTAR MIX

- 3.1 **Mortar Sand:** Verify that the mortar sand is clean and free from contamination and have acceptable gradation.
- 3.2 **Mortar Cement:** Inspect the mortar cement for dryness, type, and conformance to the specified requirements.
- 3.3 **Mortar Water:** Verify that the water is clean, potable and that only approved additives are used.
- 3.4 **Job-Mix Mortar Proportioning and Mixing:** Verify job-mix mortar proportioning of cement, aggregates and admixtures, for consistency, workability and mixing time.
- 3.5 **Ready-Mix Mortar:** Inspect ready-mixed mortar for type and conformance with the requirements of the project specifications.
- 3.6 **Mortar Use:** Verify the mortar elapsed time since mixed. Verify that mortar is not retempered after set.

Project Manual

4. MASONRY PREPARATION AND PLACEMENT

- 4.1 **Dowels and Anchors:** Inspect the alignment and lap length of dowels and anchors extending out of the footings for masonry walls.
- 4.2 **Base Conditions:** Verify that masonry footing and footing steel surfaces are clean.
- 4.3 **Condition of Units:** Verify that all masonry units are clean and sound.
- 4.4 **Placement:** Inspect the laying of masonry units, checking temperature, dimensions and alignment of finished work, laying of masonry units for stack bond or variations as per the approved plans. Verify that there is no deep furrowing of the bed joints. Inspect the mortar joints for the proper thickness, tightness and finish (tooled or struck).
- 4.5 **Joints:** Inspect construction, expansion and contraction joints for conformity to the approved plans, location and continuity of the steel.

5. MASONRY REINFORCEMENT

- 5.1 **Vertical Reinforcement:** Inspect the placement and alignment of vertical bars and dowels for size, grade and spacing. Inspect the length of lap splices, clearances between bars, clearances to masonry units and the outside face of walls, tying and positioning of the steel.
- 5.2 **Horizontal Reinforcement:** Inspect the placement and alignment of horizontal joint reinforcement (HJR) steel and masonry reinforcement bars for size, grade and spacing. Inspect the length of lap splices, clearances between bars, clearances to masonry units and the outside face of walls, tying and positioning of the steel.
- 5.3 **Ties:** Inspect the ties, stirrups and hooks in the masonry for straightness, imbedment, spacing, bends for minimum diameter and size.
- 5.4 **Anchor Connections:** Inspect the installation of masonry anchor bolts, joist anchors and straps to be in accordance with the requirements of the approved plans, specifications, and code.

Project Manual

6. GROUT MIX

- 6.1 **Grout Aggregates:** Verify that the sand and aggregates are clean and have acceptable gradation.
- 6.2 **Grout Cement:** Inspect grout cement for dryness, type and conformance to specified requirements.
- 6.3 **Grout Water:** Verify that clean potable water only and approved additives and admixtures are used.
- 6.4 **Job-Mix Grout Proportioning and Mixing:** Inspect job-mix grout proportioning of cement, aggregates and approved admixtures for consistency, workability and mixing time.
- 6.5 **Ready-Mix Grout:** Verify ready-mix grout for conformance with mix design, consistency and workability. Verify Batch Plant Inspection , and review B.P.I. tickets.
- 6.6 **Grout Use:** Verify the grout elapsed time since mixed at the plant. Verify that the grout is at the proper slump (8" to 10") and not retempered after set.

7. MASONRY GROUTING AND CAPPING

- 7.1 **Grout Spaces:** Verify that the grout spaces are correctly sized, aligned and clean and free from excessive mortar. When cleanouts are required, verify that cleanouts and any openings are sealed and braced after inspection and any grout barriers are in place before grouting.
- 7.2 **Dry Packing or Approved Non-Shrink Grout:** Verify the proper preparation and application of the dry packing or approved non-shrink grout material.

Project Manual

- 7.3 **Grouting:** Before grout is placed, check the preparation of the wall(s) for all anchors, straps, reinforcing steel placement and securement, cleanouts sealed and braced, position of door frames and braces, shoring for windows and doors, inclusion and locations for any approved electrical and plumbing piping or sleeves. During grouting verify the proper slump, grouting technique including consolidation to approved height of grout space, reconsolidation and mechanical vibration.
- 7.4 **Capping:** Verify the construction of any specified wall cap for weather tightness.

8. SAMPLES AND TESTS

- 8.1 **Prisms:** Inspect the construction of test prisms including those required prior to the beginning of construction. Verify that test prisms contain the same masonry units, moisture content, mortar, approved additives and workmanship as used in the building.
- 8.2 **Test Type:** Determine the type and number of mortar, grout and reinforcing steel tests required.
- 8.3 **Tests and Specimens:** Conduct field tests and prepare specimens of reinforcing steel (if not sampled by the Testing Laboratory, at the Fabricators' Facility), mortar and grout in accordance with the U.B.C., and ASTM Standards.
- 8.4 **Specimen Handling/Protection:** Using a permanent broad tip marker pen, mark all specimen cylinders or blotters with the following:
- . Name and Address of Project.
 - . Date of sampling.
 - . 28 day ultimate design strength.
 - . Set or load number (if needed).
- A. Properly handle and place the specimens in an insulated storage box (furnished by the General Contractor), after preparation. Arrange for transportation of the specimens to the testing laboratory.

Project Manual

9. MASONRY PROTECTION

- 9.1 **Protection:** Verify that appropriate hot-weather and cold-weather measures are taken for the protection of the masonry units, mortar and grout from excessive heat or frost. Verify that all walls are kept covered while not worked on.

10. PLAN READING

- 10.1 **General Project Requirements:** Review the general notes and/or specifications and typical details for general project requirements for masonry unit, mortar and grout strengths, reinforcing steel grade(s), clearances and Special Inspection requirements.
- 10.2 **Foundations and below-grade Walls:** Review the approved plans for reinforced masonry construction requirements for foundations and below-grade walls.
- 10.3 **Bond Beams and Piers:** Review the approved plans for reinforced masonry construction requirements for bond beams and piers.
- 10.4 **Columns:** Review the approved plans for reinforced masonry column construction requirements.
- 10.5 **Slabs:** Review the approved plans for reinforced and concrete slab to wall connection requirements.
- 10.6 **Miscellaneous Details:** Review the approved plans for reinforced masonry construction requirements for stairs, above grade walls and other special details.
- 10.7 **Revised Details:** Review the revised details for the changes from the approved plans. Verify that the revised detail(s) are approved by the Structural Engineer of Record, and the Building Department.

Project Manual

SPECIAL INSPECTORS' LIST

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

DIVISION 4 - MASONRY
**INSPECTIONS FOR REINFORCED
MASONRY:**
REINFORCING STEEL
MASONRY UNIT PLACEMENT
SPECIMEN SAMPLING & TESTING

NO:	SPEC. SEC.:	DESCRIPTION:	INSPECTOR'S NAME:	TELEPHONE:	PAGER:	REGISTRATION OR LICENSE NO. AND EXP. DATE:	AGENCY ISSUED BY:
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DIVISION 4 - MASONRY

Project Manual

SPECIAL INSPECTORS' LOG

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

NO:	DATE:	DESCRIPTION:	INSPECTOR'S NAME:	TIME IN:	TIME OUT:	TOTAL HOURS:	TEST SPECIMENS TAKEN:
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DIVISION 4 - MASONRY

Project Manual

MASONRY PRISM LOG

DATED: _____

PROJECT: _____

PERMIT NUMBER: _____

PERMIT DATE: _____

PRISM SET NUMBER:	
----------------------	--

DATE:	
-------	--

SPECIAL INSPECTOR:	
--------------------	--

MASONRY UNIT TYPE:	
--------------------	--

TESTING LABORATORY:	
---------------------	--

DESCRIPTION:	PRISM #1:	PRISM #2:	PRISM #3:	PRISM #4:	REMARKS:

Project Manual

MASONRY MORTAR LOG

DATED: _____

PROJECT: _____

PERMIT NUMBER: _____

PERMIT DATE: _____

SPECIMEN SET NUMBER:	
---------------------------------	--

DATE:	
--------------	--

SPECIAL INSPECTOR:	
SPECIFIED STRENGTH:	
CEMENT MANUFACTURER:	
TESTING LABORATORY:	

LOCATION:	7 DAY RESULTS p.s.i.:	28 DAY RESULTS p.s.i.:	28 DAY RESULTS p.s.i.:	HOLD:	REMARKS:

Project Manual

MASONRY GROUT PLACEMENT LOG

DATED: _____

PROJECT: _____

PERMIT NUMBER: _____

PERMIT DATE: _____

POUR NUMBER:

DATE:

SPECIAL INSPECTOR:

BATCH-PLANT INSPECTOR:

DESIGN MIX NUMBER:

SPECIFIED STRENGTH:

DESIGN SLUMP:

CONCRETE SUPPLIER:

TESTING LABORATORY:

LOCATION:	CUBIC YARDS PLACED:	7 DAY RESULTS p.s.i.:	28 DAY RESULTS p.s.i.:	28 DAY RESULTS p.s.i.:	HOLD:	REMARKS:

Project Manual

D. RECOMMENDED CHECK LIST - for - Structural Steel and Welding Inspections.

1. GENERAL INSPECTION PRACTICE

- 1.1 **Responsibilities and Authority:** Apply Special Inspector responsibilities and authority, and comply with requirements of the UBC.
- 1.2 **Presence at Job:** Arrive at the job site (or fabrication shop) prior to the scheduled starting time. Report to the Project Superintendent. Review the approved plans, and specifications. Be present for Continuous Inspection during execution of all work for which the Special Inspector has been engaged.
- 1.3 **Acceptable Conditions:** Verify that the Building Inspector, or previous Special Inspector has approved the conditions at the site when required.
- 1.4 **Progress Report:** Submit periodic written and verbal progress reports to the Building Inspector.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Building Inspector when discrepancies are not corrected.
- 1.7 **Plan Changes:** Verify that structural plan changes are properly documented and Approved by the Structural Engineer of Record and the Building Department.
- 1.8 **Record Keeping:** Maintain records of all work Inspected, including discrepancies and action(s) taken.
- 1.9 **Compliance Report:** Submit progress and final report(s) of compliance to the Building Department.

Project Manual

2. STEEL AND WELDING MATERIALS

- 2.1 **Structural Steel Materials:** Verify mill test reports, steel identification markings, or other documentation of structural steel for compliance with the approved plans and specifications. Visually Inspect bolts, nuts and washers for conformance.
- 2.2 **Welding Materials:** Verify mill test reports, container identification markings, or other documentation of welding materials for compliance with the approved plans and specifications. Verify that rod containers are undamaged or electrodes are otherwise dried when required.

3. WELDING

- 3.1 **Qualification of Welders:** Verify the qualification of the welders, welding operators and tackers for conformance with AWS specifications and the U.B.C. requirements. Furnish a list to the Building Inspector.
- 3.2 **Drying Ovens:** Verify that appropriate drying ovens are utilized when required.
- 3.3 **Welding and Joint Preparation:** Verify that base metal to be welded is smooth, uniform, free from fins, tears and cracks, and that cut edges are acceptable.
- 3.4 **Welding Procedures:** Visually verify that welding is done in conformance with AWS requirements for process, materials, workmanship, number of passes, preheat and interpass temperatures, cleaning between passes, weld lengths, welding technique and welding sequence.
- 3.5 **Welding Process:** Verify that the welding process is in conformance with approved procedures, approved plans and specifications.
- 3.6 **Weld Repairs and Heat Straightening:** Verify that weld repairs and heat straightening of structural members is done in accordance with approved procedures.
- 3.7 **Fabrication and Materials Tolerances:** Verify that fabrication and materials are within permissible tolerances and the approved plans and specifications.

Project Manual

- 3.8 **Rebar Welding:** Verify that welding of reinforcing steel is done in conformance with approved procedures.
- 3.9 **Production Tests:** Verify that preproduction and production welding tests are correctly performed.

4. STEEL ERECTION

- 4.1 **Base Plates and Anchor Bolts:** Verify correct size, location and setting of base plates, and size of anchor bolts and base plate holes.
- 4.2 **Welding Sequence:** Verify that welding sequence is followed where specified.
- 4.3 **Faying Surfaces:** Verify faying surfaces on connections utilizing high-strength bolts, for compliance to applicable standards.
- 4.4 **Bolts:** Verify correct type, location and size of bolts, size of bolt holes in connections and tightness of high-strength bolts to applicable standards.

5. SAMPLES AND NONDESTRUCTIVE TESTS

- 5.1 **Bolt and Nut Sampling:** Sample bolts, nuts and washers for testing, if required.
- 5.2 **Steel Sampling:** Mark steel members for sampling, record sample numbers and locations, observe specimen cutting and arrange for transportation of specimens to the testing laboratory, with appropriate documentation. Copy the Building Inspector, and retain a copy for your records.
- 5.3 **Nondestructive Testing:** Arrange for and/or verify nondestructive testing in accordance with approved procedures.

Project Manual

6. PLAN READING

- 6.1 **General Project Requirements:** Review general notes and/or specifications and typical details for general project requirements for steel strengths, fabrication tolerances and special requirements.
- 6.2 **Orientation and Frame Member Sizes:** Review the approved plans for structural steel orientation and frame elevation member sizes.
- 6.3 **Decking:** Review the approved plans for structural steel decking requirements, shear anchor requirements and welding requirements.
- 6.4 **Columns and Base Plates:** Review the approved plans for column and base plate member sizes.
- 6.5 **Joints:** Review the approved plans for all steel-to-steel connections.
- 6.6 **Other Details:** Review the approved plan details for structural steel and welding requirements for stairs, elevator shafts, concrete-to-steel connections and other structural steel requirements.

Project Manual

SPECIAL INSPECTORS' LIST

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

DIVISION 5 - METALS
**INSPECTIONS FOR STRUCTURAL STEEL &
WELDING:**
STEEL IDENTIFICATION AND FITUP
WELDING PROCESSES
BOLTING AND TORQUE TESTING

NO:	SPEC. SEC.:	DESCRIPTION:	INSPECTOR'S NAME:	TELEPHONE:	PAGER:	REGISTRATION OR LICENSE NO. AND EXP. DATE:	AGENCY ISSUED BY:
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DIVISION 5 - METALS

Project Manual

SPECIAL INSPECTORS' LOG

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

NO:	DATE:	DESCRIPTION:	INSPECTOR'S NAME:	TIME IN:	TIME OUT:	TOTAL HOURS:	TEST SPECIMENS TAKEN:
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DIVISION 5 - METALS

Project Manual

E. RECOMMENDED CHECK LIST - for - Spray-Applied Fireproofing Inspections.

1. GENERAL INSPECTION PRACTICE

- 1.1 **Responsibilities and Authority:** Apply Special Inspector responsibilities and authority, and comply with requirements of the UBC.
- 1.2 **Presence at Job:** Arrive at the job site prior to the scheduled starting time. Report to the Project Superintendent. Review the approved plans, and specifications. When required, be present for Continuous Inspection during execution of all work for which the Special Inspector has been engaged.
- 1.3 **Acceptable Conditions:** Verify that the Building Inspector, or previous Special Inspector has approved the conditions at the site when required.
- 1.4 **Progress Report:** Submit periodic written and verbal progress reports to the Building Inspector.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Building Inspector when discrepancies are not corrected.
- 1.7 **Plan Changes:** Verify that structural plan changes are properly documented and Approved by the Structural Engineer of Record and the Building Department.
- 1.8 **Record Keeping:** Maintain records of all work Inspected, including discrepancies and action(s) taken.
- 1.9 **Compliance Report:** Submit progress and final report(s) of compliance to the Building Inspector.

Project Manual

2. FIRE RATINGS AND MATERIALS VERIFICATION

- 2.1 **Fire Ratings:** Review the approved plans and specifications for fire ratings.
- 2.2 **Materials Verification:** Review the approved plans and specifications for the approved materials and thicknesses.
- 2.3 **Base Materials:** Inspect the condition of the base materials. Verify that the steel is clean and free from oil, excessive rust and any foreign substances that would prevent proper bonding of the fireproofing materials.
- 2.4 **Mixing Materials:** Verify that the materials are mixed in accordance with the manufacturer's instructions and the requirements of the UBC Standard 43-8.
- 2.5 **Verify thicknesses:** Conduct adequate thickness probe readings in accordance with the requirements of the UBC Standard 43-8, and the local jurisdiction. Record probe readings and specific locations in accordance with the requirements of the UBC Standard 43-8, and the local jurisdiction.
- 2.6 **Density Specimens:** Take the proper number of density specimens for laboratory testing and place them into plastic bag(s) and seal the bag(s). Label the bag(s) with appropriate information for the testing laboratory.
- 2.7 **Specimen Handling/Protection:** Properly handle and place the specimens in a protected area after preparation. Arrange for transportation of the specimens to the Testing Laboratory.
- 2.8 **Document Tests and Specimens:** Report the depth probe readings and their specific locations by completing the "Fireproofing Depth Report" and "Sampling of Sprayed Fireproofing" forms. Attach the original completed forms onto the plastic bags for the Testing Laboratory record.

- . ORIGINAL to Testing Laboratory *
- . COPY to Building Inspector
- . COPY to General Contractor's Superintendent
- . COPY to Special Inspector's record copy

* = (With Specimens, enclosed in a packing slip envelope)

Project Manual

SPECIAL INSPECTORS' LIST

DATED: _____
PROJECT: _____
TESTING LABORATORY: _____
LAB. JOB NUMBER: _____

DIVISION 7 - THERMAL AND MOISTURE
PROTECTION
INSPECTIONS FOR:
SPRAY-APPLIED FIRE PROOFING
ROOFING
WATERPROOFING

NO:	SPEC. SEC.:	DESCRIPTION:	INSPECTOR'S NAME:	TELEPHONE:	PAGER:	REGISTRATION OR LICENSE NO. AND EXP. DATE:	AGENCY ISSUED BY:
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DIVISION 7 - THERMAL AND
MOISTURE
PROTECTION

Project Manual

SPECIAL INSPECTORS' LOG

DATED: _____

PROJECT: _____

TESTING LABORATORY: _____

LAB. JOB NUMBER: _____

NO:	DATE:	DESCRIPTION:	INSPECTOR'S NAME:	TIME IN:	TIME OUT:	TOTAL HOURS:	TEST SPECIMENS TAKEN:
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DIVISION 7 - THERMAL AND MOISTURE PROTECTION

Project Manual

PART 8. REPORTS

A. SPECIAL INSPECTOR'S CERTIFICATE OF COMPLIANCE

1. Each Permit Authority usually has a special form which they require the Special Inspector to complete and sign, when the Special Inspector either completes the required special inspection, or is not expected to return the following day. The City of Los Angeles has a form known as the "B-94", which is accepted by many other Building Departments. It is, however, recommended that the Special Inspector inquire which form is to be used when he or she calls the Building Department to "check in". (A sample "B-94" is in this part.)

B. SPECIAL INSPECTOR'S CORRECTION NOTICE

1. Each Permit Authority usually has a special form which they require the Special Inspector to complete and sign, when the Special Inspector finds the work is not in compliance with the Approved Plans, and/or the Building Code. In this case, the City of Los Angeles has a form known as the "Correction Notice Registered Deputy Building Inspection", which is also accepted by many other Building Departments. It is, however, recommended that the Special Inspector inquire which form is to be used when he or she calls the Building Department to "check in". (A sample "Correction Notice Registered Deputy Building Inspection" is in this part.)

C. DAILY REPORTS OF SPECIAL INSPECTION

1. Each Special Inspector, whether working on-site or at fabrication shop(s), shall on a daily basis, furnish to the Owner and/or the Materials Testing Laboratory and the Project Superintendent, a completed "Daily Report of Inspection". (A sample is in this Part.)

D. FIELD DATA SHEET FOR TEST SPECIMENS

1. When Laboratory test specimens are required to be made, each Special Inspector, on a daily basis, furnish to the Testing Laboratory, and the Project Superintendent, a completed "Field Data Sheet for Test Specimens". (A sample is in this Part.)

Project Manual

E. STRUCTURAL STEEL FABRICATION SHOP INSPECTION AND SHIPPING CERTIFICATE

1. Prior to structural steel being fabricated by the fabrication shop, all materials must first be identified by the Special Inspector. Each Special Inspector, on a daily basis, shall furnish to the Owner and the Project Superintendent, a completed "Daily Report of Inspection" and when the materials are shipped to the Project Site, they shall be accompanied with a completed "Structural Steel Fabrication Shipping Certificate" (A sample is in this Part.), and copies of the producing mill's "Mill Certificates", for identification.

DAILY REPORT OF SPECIAL INSPECTION

Date: _____

Page ___ of ___

Project: _____

Permit Number: _____

Permit Date: _____

Architect: _____ Structural Engineer: _____

Contractor: _____ Sub-Contractor: _____

Testing Lab.: _____ Laboratory Job No.: _____

Type of Inspection: _____

Mix Designation: _____ Spec. P.S.I. @ 28 Days: _____

Test Specimens Taken: Yes ___ No ___ Number: _____

Type: _____

Remarks: _____

Description and Location of Work: _____

Time In: _____ **Out:** _____ **Total Hours:** _____ **Reg:** _____ **O.T:** _____

I DECLARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND THAT I KNOW OF MY OWN PERSONAL KNOWLEDGE THAT THE WORK COVERED BY THIS REPORT *DOES* „ *DOES NOT* „ COMPLY WITH THE APPROVED PLANS, SPECIFICATIONS AND APPLICABLE CODES RELATED THERETO.

(Signature - Special Inspector)

(ICBO Certification No.) (Date of Expiration)

(Printed Full Name)

STRUCTURAL STEEL FABRICATION SHIPPING CERTIFICATE

Date: _____

Shipment Number: _____

Project: _____ Permit No: _____
_____ Permit Date: _____

Architect: _____
Structural Engineer: _____
General Contractor: _____
Steel Fabricator: _____
Testing Laboratory: _____

Description:

This shipment has been identified, and continuously inspected by this Inspector during fabrication in accordance with the Approved Plans, Specifications, and all applicable Codes.

All materials accepted by this Inspector, have been **Hammer Branded** ____, **Stamped** ____, or **Kiel Marked** ____, with the following: _____.

Daily Report(s), Mill Certificate(s), Certificate(s) of Compliance, and Fabrication Report(s) are attached ____, will follow under separate cover ____.

(Signature - Special Inspector)

(Printed Full Name)

(ICBO Certification No.) (Date of Expiration)

Project Manual

PART 9. REQUESTS FOR INFORMATION (R.F.I.)

A. When the Contractor requires clarification of the Contract Documents, or may have any questions requiring answers, the Contractor will make his request, to the Architect, for such in writing on a "Request for Information" (RFI) form. Requests from the Contractor may ask any question requiring clarification or answers pertaining to the Contract Documents, or Site Conditions. The RFI's are to be numbered sequentially. Each RFI shall be limited to one (1) subject only. The Contractor should attempt to submit the RFI at least 15 days before the time that clarification, or question should affect any critical activity.

1. Upon receipt, the Architect will log the RFI. The Architect will normally review the RFI on the day of arrival. If the Architect determines that no additional response is required from any of his consultants, the RFI will be answered, returned to the Contractor, and maintained in an R.F.I. Log.
2. The Architect will make all interpretations consistent with the content of the Contract Documents. If the Architect feels that a Change Order is appropriate, or may be pending, he will prepare a Proposal Request for the scope of work, and issue it to the Contractor, for his reply.
3. If any RFI affects the Contract Documents and the subject of the request becomes a contract modification, it will be incorporated into a Change Order, and be given a Change Order number for future reference.
4. Should errors, omissions, or conflicts in the Drawings, Specifications, or other Contract Documents prepared by the Architect be discovered, the Architect will prepare, at the Owner's request, such amendments or supplementary documents, and provide consultation as may be required to correct or clarify the situation. These clarifications will be issued to the Contractor and the Building Department, by the Architect.

B. When the Building Inspector, or Special Inspector(s) requires clarification of the Contract Documents, or may have any questions requiring answers, the Building Inspector, or Special Inspector(s) will make his/her request for such in writing on a "Inspector's Inquiry" form. Requests from the Inspector may ask any question requiring clarification or answers pertaining to the Contract Documents, or Site Conditions. The Inspector's Inquiries are to be numbered sequentially.

REQUEST FOR INFORMATION

R.F.I. NO.

Subject: _____

Date: _____

From: _____

Phone: () _____

Fax: () _____

To: _____

Phone: () _____

Fax: () _____

Att: _____

Project: _____

Project No: _____

Permit No: _____

Permit Date: _____

Activity No: _____

Equipment No: _____

Specification Section: _____

Drawing Sheet: _____

Detail Reference: _____

Other Reference: _____

CHANGE ORDER PENDING: ___ Yes ___ No

Page: _____ of _____

Attachments: _____

We request the following information: _____

Date Reply Required: _____

By: _____

Copies To: _____

Title: _____

Reply: _____

Attachments:

___ Specifications

___ Drawings

By: _____

Title: _____

Date: _____

Copies To: _____

Project Manual

R.F.I. LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

PAGE: _ of _

RFI NO:	SPEC. SEC:	SHEET REF:	DETAIL REF:	SUBJECT:	DATE FROM G.C:	DATE ANSW. REQ'D:	DATE ANSW'D BY A/E:	A/E REPLY:

INSPECTOR'S INQUIRY

INQ. NO.

Subject: _____

Date: _____

From: _____

Phone: () _____

Fax: () _____

To: _____

Phone: () _____

Fax: () _____

Att: _____

Project: _____
Project No: _____
Permit No: _____
Permit Date: _____
Activity No: _____
Equipment No: _____
Specification Section: _____
Drawing Sheet: _____
Detail Reference: _____
Other Reference: _____
CHANGE ORDER PENDING: ___ Yes ___ No
Page: _____ of _____
Attachments: _____

We request the following information: _____

Date Reply Required: _____
Copies To: _____

By: _____
Title: _____

Reply: _____

Attachments:
___ Specifications
___ Drawings

By: _____
Title: _____
Date: _____
Copies To: _____

Project Manual

INSPECTOR'S INQUIRY LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

PAGE: of

RFI NO:	SPEC. SEC:	SHEET REF:	DETAIL REF:	SUBJECT:	DATE FROM INSP:	DATE ANSW. REQ'D:	DATE ANSW'D BY A/E:	A/E REPLY:

Project Manual

PART 10. CHANGE ORDERS

A. Change Orders will be processed by and through the Architect, with the issuance of a Proposal Request. Change Orders will be executed only by the Owner and copied to the General Contractor.

1. All Change Order Proposals from the Contractor must be complete, including both cost and time changes resulting from that Change Order Proposal.
2. No Change Order proposed will be considered unless it has been previously identified as a potential cost, non-cost, schedule change, or non-schedule change during the Weekly Construction Progress Meeting two (2) weeks (minimum) prior to its presentation.
3. All Change Orders will be processed and returned to the Contractor by the Architect within two (2) weeks from the submittal of the complete, written Change Order Proposal.
4. All Change Orders accepted by the Architect and the Owner shall be incorporated into the Contractor's monthly updated Contract Progress Schedule.
5. Refer to the Special and General Conditions of the Contract Documents, for additional requirements relating to Change Orders.

Project Manual

PROPOSAL REQUEST LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

PERMIT NO: _____ PERMIT DATE: _____

PAGE: ___ of ___

START DATE: _____ COMPLETION DATE: _____

P.R. NO:	RFI NO:	SPEC. SEC:	SHEET REF:	DETAIL REF:	DESCRIPTION:	DATE FROM ARCH:	DATE ANSW. REQ'D:	DATE ANSW'D BY G.C:	COST ADD'L:	COST DEDUCT:	CHANGE ORDER PENDING:	SCHEDULE REVISION DAYS +/-

Project Manual

CHANGE ORDER LOG

DATED: _____

PROJECT: _____

PERMIT NO: _____ PERMIT DATE: _____

CONTRACTOR: _____

PAGE: ___ of ___

START DATE: _____ COMPLETION DATE: _____

C.O. NO:	P.R. NO:	RFI NO:	SPEC. SEC:	SHEET REF:	DETAIL REF:	DESCRIPTION:	DATE ACCEPTED ARCH:	DATE ACCEPTED OWNER:	DATE TO BLDG. DEPT:	COST ADD'L:	COST DEDUCT:	CONTRACT AMOUNT:	SCHEDULE REVISION DAYS +/-
												\$	_____ CALENDAR DAYS

Project Manual

PART 11. SAFETY

A. The Contractor shall make available to the Architect, and the Owner a copy of his Safety Program, (as required by **CAL-OSHA, Article 3, Section 1509 - ACCIDENT-PREVENTION PROGRAM**) and any revisions or monthly updates and the name of his authorized Safety Supervisor within fifteen (15) days after the Notice to Proceed, and continuously thereafter for the duration of the Contract. The Contractor shall comply with all of the requirements of law, for the posting of telephone numbers, and for first aid training. (A copy of Article 3, Section 1509, follows in this section.)

1. In accordance with the requirements of the State of California, **Title 8, Subchapter 7, GENERAL SAFETY ORDERS, Section 3203 - INJURY AND ILLNESS PREVENTION PROGRAM - "Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention program (Program). The Program shall be in writing."** (A copy of Title 8, Section 3203, follows in this section.)

It is highly recommended that a copy of YOUR "Program" be inserted into this section of the Project Manual for reference, and maintenance of your "Safety Program".

Connect On-line to: O.S.H.A., at: <http://www.osha.gov>

This is the official site for The U.S. Department of Labor Occupational Safety & Health Administration's OSHA Computerized Information System (OCIS). This site contains information pertaining to OSHA Standards and Related Documents.

2. The Contractor must prepare a complete report for any accident or other incident on the construction site which results in personal injury, or property damage. Similarly, an accident report must also be prepared for any accident or incident resulting in personal injury or property damage that occurs off the site but while involved in work directly related to the project. The Contractor must furnish any and all accident reports to his Insurance Carrier, and copy the Architect and the Owner, within twenty-four (24) hours of the incident.

3. The Contractor shall copy the Owner with all appropriate Safety Programs, and copies of Weekly "Tailgate" Safety Meeting Notes.

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CAL-OSHA, Article 3, Section 1509 - ACCIDENT-PREVENTION PROGRAM

1509. ACCIDENT-PREVENTION PROGRAM. (a) Every employer shall inaugurate and maintain an accident-prevention program. The program shall provide that capable, responsible supervisors shall make regular inspections of all excavations, forms, scaffolds, stairs, ladders, structures, machinery and equipment at frequent intervals; shall take immediate corrective measures to eliminate the hazards directly under the control of the employer; or shall report violations of Safety Orders and safe practices to the responsible employer.

(b) Every employer shall adopt a written Code of Safe Practices which relates to the employer's operations. The Code shall contain language equivalent to the relevant parts of Plate A-3 (see pages 36/39).

(c) The Code of Safe Practices shall be posted at a conspicuous location at each jobsite office or be provided to each supervisory employee who shall have it readily available.

(d) Periodic meetings of supervisory employees shall be held under the direction of management for the discussion of safety problems and accidents that have occurred.

(e) Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3.

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Title 8, Subchapter 7, GENERAL SAFETY ORDERS, Section 3203 - INJURY AND ILLNESS PREVENTION PROGRAM

EXCERPTS FROM STATE OF CALIFORNIA TITLE 8 – SUBCHAPTER 7 – GENERAL INDUSTRY SAFETY ORDERS

§3203. INJURY AND ILLNESS PREVENTION PROGRAM.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention program (Program). The Program shall be in writing and shall at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensure employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safety work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with Subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established.

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing Section 3203.

(B) Whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and health hazard.

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard.

(A) When observed or discovered; and

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instructions.

(A) When the program is first established.

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

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Title 8, Subchapter 7, GENERAL SAFETY ORDERS, Section 3203 - INJURY AND ILLNESS PREVENTION PROGRAM

(Continued)

TITLE 8 – SUBCHAPTER 7 – GENERAL INDUSTRY SAFETY ORDERS (Cont.)

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and

(F) For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by Subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three years; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by Subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for three years.

EXCEPTION No. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employee's job assignment when first hired or assigned new duties.

EXCEPTION No. 2: Training records of employees who have worked for less than one year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of Subsection (a)(3) of this section shall be presumed to be in substantial compliance with Subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly.

(2) Prepares and makes available to the affected employees written records of the safety and health issues discussed at the committee meetings and maintained for review by the Division upon request.

(3) Reviews results of the periodic, scheduled worksite inspections.

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents.

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

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PART 12. PROJECT CLOSE-OUT

A. The conditions and submittals required for final close-out of the Project and final payments are defined in the Contract Documents.

1. All submittals of documentation, record "as-built" drawings, manuals, warranties, extra materials, lien releases or waivers or final payment applications should be made to and through the Architect.
2. All "punch-list" items shall be completed and accepted by the Architect and the Building Inspector prior to submitting for final payment.
3. All required equipment startup and tests shall be thoroughly documented and copied to the Architect, the Building Inspector, and the Owner.
4. All required Special Inspections, Building Inspector Inspections, and reports of all Materials Testing results shall be completed, signed off by all parties, and furnished to the Building Department, the Architect and the Owner.
5. The Architect, the Engineers, the Materials Testing Laboratory and their applicable Special Inspectors shall each complete and sign a **Final Inspection Report**. The distribution shall be as follows:

- . ORIGINAL to Building Department - 2 Originals
- . COPY to Owner
- . COPY to Architect
- . COPY to Engineers
- . COPY to Contractor
- . COPY to Superintendent

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