



SCHOOL PROJECT MANUAL

METHODS TO MANAGE A SUCCESSFUL PROJECT

For the Construction
Administration, Quality Control,
and Structural Inspection of the
"Public School" Construction
Project.

FIFTH EDITION

FOR USE WITH THE:
UNIFORM BUILDING CODE
and the
STATE OF CALIFORNIA
AMENDMENTS TITLE 24
and the
DIVISION of the STATE
ARCHITECT

MPGroup

By

Michael Stuart Poles

GC, CM, RCI, DABFET, ACFE

SCHOOL PROJECT MANUAL

for the

*Construction Administration,
Quality Control,*

and

Structural Inspection

of

***PUBLIC SCHOOL
CONSTRUCTION PROJECTS***

FOR USE WITH THE REQUIREMENTS OF THE UNIFORM BUILDING CODE
AND THE STATE OF CALIFORNIA AMENDMENTS TITLE 24
AND THE CALIFORNIA DIVISION OF THE STATE ARCHITECT

FIFTH EDITION

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Michael Stuart Poles, GC, CM, RCI, DABFET, ACFE
Principal



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School Project Manual

The Project:

Located at:

Project Number: _____

OLA Number: _____

File Number: _____

Application Number: _____

School Project Manual

TABLE OF CONTENTS

<u>INDEX</u>		<u>Pages</u>
PART 1	Introduction	1 - 2
PART 2	Organization List	1 - 3
	Forms: Subcontractor and Materials Suppliers List (CSI Divisions 2-16)	
PART 3	Communication and Meetings	1 - 8
	Forms: Pre-Construction Meeting - In Attendance	
PART 4	Submittals and Shop Drawings	1 - 2
	Forms: Submittal Log (CSI Divisions 2-16)	
PART 5	Scheduling	1 - 4
PART 6	Testing and Inspection	1 - 2
	Form: Structural Tests and Inspection (T&I) Sheet	
PART 7	Special Inspection:	
A.	Duties and Responsibilities	1 - 2
	Form: Special Inspector's List - Division 2 - Site Work	
	Form: Special Inspector's Log - Division 2 - Site Work	
B.	Recommended Check List - for - Reinforced Concrete Inspections	3 - 8
	Form: Special Inspector's List - Division 3 - Concrete	
	Form: Special Inspector's Log - Division 3 - Concrete	
	Form: Concrete Placement Log	
C.	Recommended Check List - for - Structural Masonry Inspections	9 - 14
	Form: Special Inspector's List - Division 4 - Masonry	
	Form: Special Inspector's Log - Division 4 - Masonry	
	Form: Masonry Prism Log	
	Form: Masonry Mortar Log	
	Form: Masonry Grout Placement Log	

School Project Manual

TABLE OF CONTENTS (Continued)

<u>INDEX</u>		<u>Pages</u>
PART 7	Special Inspection: (Continued)	
	D. Recommended Check List - for - Structural Steel and Welding Inspections	15 - 18
	Form: Special Inspector's List - Division 5 - Metals	
	Form: Special Inspector's Log - Division 5 - Metals	
	E. Recommended Check List - for - Sprayed-Applied Fireproofing Inspections	19 - 20
	Form: Special Inspector's List - Division 7 - Thermal and Moisture Protection	
	Form: Special Inspector's Log - Division 7 - Thermal and Moisture Protection	
PART 8	Reports	1 - 2
	Form: SSS 6A/E Architect and Engineer's Verified Report	
	Form: SSS 6 Inspector of Record's Verified Report	
	Form: Daily Report of Special Inspection	
	Form: Field Data Sheet for Test Specimens	
	Form: Structural Steel Fabrication Shipping Certificate	
PART 9	Requests for Information (R.F.I.)	1
	Form: R.F.I.	
	Form: R.F.I. Log	
	Form: Inspector's Inquiry	
	Form: Inspector's Inquiry Log	
PART 10	Change Orders	1
	Form: Proposal Request Log	
	Form: Change Order Log	
PART 11	Safety	1
	Copy: CAL-OSHA, Article 3, Section 1509 - ACCIDENT PREVENTION PROGRAM	
	Copy: California, Title 8, Subchapter 7 - GENERAL SAFETY ORDERS, Section 3103 - INJURY AND ILLNESS PREVENTION PROGRAM	
PART 12	Project Close-out	1

School Project Manual

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 Public School Buildings, under the jurisdiction of the California Division of the State Architect (DSA), and the Requirements of the Uniform Building Code, the State of California Amendments Title 24, and the California Code of Regulations. 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 School District, the District's representative, the Architect and his Consultants, the Structural Engineer, the Contractor and his Subcontractors, the Inspector of Record (IOR), 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 Title 24 of the California Code of Regulations (CCR), and any local Codes and Ordinances, which may apply. 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.

School Project Manual

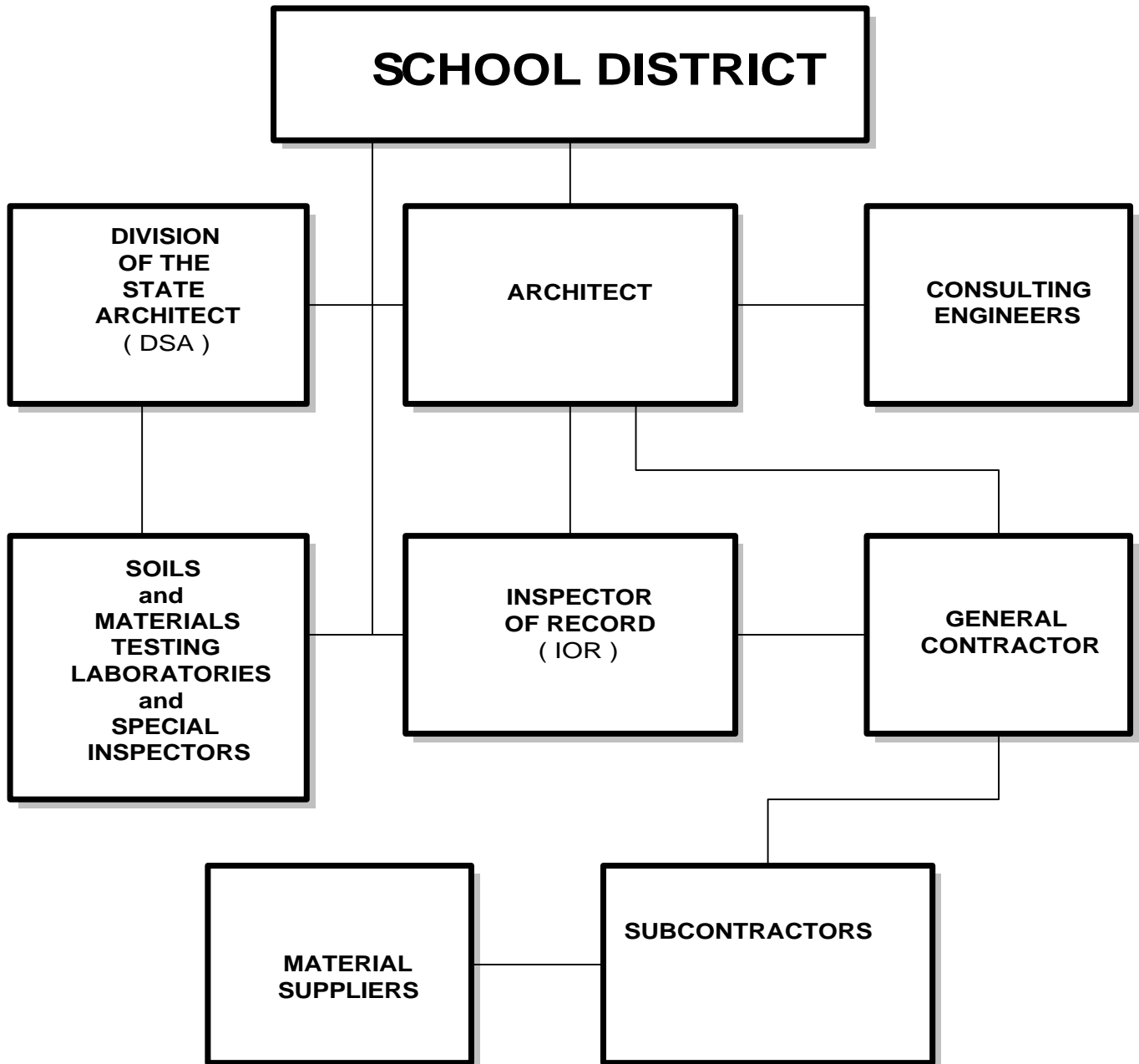
H. Construction Defects Litigation is rampant throughout California and other states. Contractors are being held to longer statutes of limitation, and to higher standards.

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.*

School Project Manual

ORGANIZATION CHART



School Project Manual

PART 2. ORGANIZATION

SCHOOL DISTRICT: _____

CONTACT: _____

Phone: () _____

Fax: () _____

ARCHITECT: _____

CONTACT: _____

Phone: () _____

Fax: () _____

STRUCTURAL ENGINEER: _____

CONTACT: _____

Phone: () _____

Fax: () _____

ELECTRICAL ENGINEER: _____

CONTACT: _____

Phone: () _____

Fax: () _____

School Project Manual

MECHANICAL ENGINEER: _____

CONTACT: _____

Phone: () _____

Fax: () _____

SOILS ENGINEER: _____

CONTACT: _____

Phone: () _____

Fax: () _____

**DIVISION of the
STATE ARCHITECT:** _____

DISTRICT ENGINEER: _____

Phone: () _____

Fax: () _____

INSPECTOR OF RECORD: _____

Phone: () _____

Fax: () _____

School Project Manual

TESTING LABORATORY: _____

CONTACT: _____

Phone: () _____

Fax: () _____

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 and the Inspector of record 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, the Inspector of record, and the District, and shall be used for the purpose of identification of all Project participants and subsequent Preliminary Notices, and Mechanics' Lien Releases.

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 2 - SITE WORK

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 3 - CONCRETE

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 4 - MASONRY

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 5 - METALS

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 6 - WOOD AND PLASTICS

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 7 - THERMAL AND
MOISTURE PROTECTION

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 8 - DOORS AND WINDOWS

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 9 - FINISHES

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 10 - SPECIALTIES

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 11 - EQUIPMENT

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 12 - FURNISHINGS

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 13 - SPECIAL
CONSTRUCTION

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 14 - CONVEYING SYSTEMS

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 15 - MECHANICAL

School Project Manual

SUBCONTRACTOR and MATERIALS SUPPLIERS LIST

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

DIVISION 16 - ELECTRICAL

School 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 Inspector of Record, 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
- . DSA File Number
- . DSA Application 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.

School Project Manual

4. Emergency communication provisions shall be provided for 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 and submit copies to the Inspector of Record.

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 the Inspector of Record.

School 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, with copies provided to the Inspector of record. The Architect will return to the Contractor any Correspondence or Submittals which do not include the correct project name, Project Number, DSA File Number and Application Number, 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 District
- . The Inspector of Record

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, or the Inspector of record 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, or the Inspector of Record will prepare and submit to the Architect 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.

School Project Manual

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 District
- . The Inspector of Record

3. A Construction Exception Report may also be initiated by the Inspector of Record, the Special Inspectors, and the DSA District 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 District, that the District 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 Inspector of Record, 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. Inspector of Record
5. Testing Laboratory
6. Contractor's Office
7. Contractor's On-Site Personnel
8. Key Subcontractors

School Project Manual

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 Inspector of Record

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.

School Project Manual

Pre-Construction Meeting

DATE: _____

TIME: _____

PLACE: _____

PROJECT: _____

FILE NO: _____ APPLICATION NO: _____

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:

School Project Manual

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

1. At each of these regularly scheduled progress meetings the representatives of the Architect, the Inspector of Record, 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 District.

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

School Project Manual

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 Inspector of Record 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 Inspector of Record, 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.

School Project Manual

3. At the time of submission of the Payment Application, the Contractor, the Architect, and any of his appropriate consultants, and the Inspector of Record 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, and the Inspector of Record, 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 District.

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.

School Project Manual

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 District. 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 District. 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 DSA File Number and Application Number, 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.

School Project Manual

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.

School Project Manual

SUBMITTAL LOG

DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

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

School Project Manual

SUBMITTAL LOG

DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

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

School Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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

School Project Manual

SUBMITTAL LOG

DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

School Project Manual

SUBMITTAL LOG

DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

School Project Manual

SUBMITTAL LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NUMBER: _____ APPLICATION NUMBER: _____

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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 I.O.R.		COMMENTS:
			PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

School Project Manual

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PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

School Project Manual

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CONTRACTOR: _____
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DIVISION 9		FINISHES								
NO. / REV:	SPEC. SECTION:	DIVISION 9 DESCRIPTION:		DATE SUBMIT TO A/E		DATE ISSUED TO G.C.		DATE ISSUED TO I.O.R.		COMMENTS:
				PLAN:	ACTUAL:	PLAN:	ACTUAL:	PLAN:	ACTUAL:	

School Project Manual

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

School Project Manual

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

School Project Manual

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DATED: _____
PROJECT: _____
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FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

School Project Manual

SUBMITTAL LOG

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CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

School Project Manual

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DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

LEGEND:
 A = Reviewed
 B = Rejected
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 D = Furnish As Corrected

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

School Project Manual

SUBMITTAL LOG

DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

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

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

School Project Manual

SUBMITTAL LOG

DATED: _____
PROJECT: _____
CONTRACTOR: _____
FILE NUMBER: _____ **APPLICATION NUMBER:** _____

LEGEND:

- A = Reviewed
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- D = Furnish As Corrected

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

School 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.

School 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 Inspector of Record 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 District.
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).

School 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.

School 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 District, the Architect and the District 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.

School Project Manual

PART 6. TESTING AND INSPECTION

A. Testing services will be provided by an independent Materials Testing Laboratory, under contract to the District. These services will be paid for by the District, directly.

B. Special Inspection services will be provided by an independent Materials Testing Laboratory, under contract with the District. These services will be paid for by the District, directly.

1. The Contractor is responsible to schedule all of the required Inspector of Record Inspections, Special Inspections, and Laboratory Testing to be performed in accordance with the requirements of Title 24, 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 through the Inspector of Record, 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 District to the Contractor.

3. Testing and Inspection reports will be promptly distributed by the Testing Laboratory, as follows:

- . District - 1 copy
- . Division of the State Architect - 1 copy
- . Architect - 1 copy
- . Structural Engineer - 1 copy
- . Inspector of Record - 1 copy
- . Contractor - 1 copy
- . Contractor's Project Superintendent - 1 copy

School 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 Inspector of Record, 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 Title 24, 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 DSA. It remains the responsibility of the Contractor to comply with all of the requirements, and the scheduling and coordinating of **all** Tests and Inspections, through the Inspector of Record.

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

School Project Manual

T&I SHEET

TESTING LABORATORY: _____ DATE: _____

NAME: _____

DISTRICT/OWNER: _____

DIVISION — FILE NO. _____ APPLICATION NO. _____

ARCHITECT _____

STRUCTURAL ENGINEER: _____

STATE OF CALIFORNIA
DEPT. OF GENERAL SERVICES
OFFICE OF THE
STATE ARCHITECT

STRUCTURAL TESTS AND INSPECTIONS

SSS 103-1 (R 11/85)

The following tests and inspections, as checked, will be required as detailed in applicable specifications.

COMPACTED FILL	CON- CRETE	GUNIT	GROUT	MORTAR			
Fill material, acceptance tests					Test of aggregates for mix design only		
Compaction control, continuous					Suitability tests of aggregates as detailed below		
Compaction tests only as ordered					Mix designs		
Bearing capacity of compacted fill					Continuous batch plant inspection		
REINFORCING STEEL					Inspect placing		
Sample and test bar steel					Sample		
Sample and test mesh					Compression tests		
Inspect placing at job					Pick up samples at job		
STRUCTURAL STEEL					Samples delivered to laboratory		
Sample and test as detailed below					Deliver sample forms to jobsite		
Shop fabrication inspection					Sample and test cement		
Field erection inspection	SUITABILITY TESTS			CONCRETE MATERIALS	GUNIT	MORTAR	GROUT
Inspection of welds — Shop		Sodium sulphate					
Inspection of welds — Field		Structural strength					
Inspection of riveting or bolting — Shop		Los Angeles rattler					
Inspection of riveting or bolting — Field		Clay (Hydrometer method)					
Sample and test high strength bolts and washers		Reactivity tests					
		Volume change					
BRICK AND BLOCK	MIX DESIGNS: CONCRETE, GROUT, MORTAR OR GUNIT						
Sample and test							
Test only							
Inspection of placing							
Core drill samples							
GLUED LAMINATED STRUCTURAL LUMBER							
Fabrication Inspection							
Sample and test steel accessories							
Inspect fabrication of steel accessories							

List of structural steel members to be tested:

(Is this list continued on reverse: Yes No)

Other Tests and Inspections, together with special instructions:	Copies of Reports to:
<i>(Are these instructions continued on reverse: Yes No)</i>	By: _____ AUTHORIZED REPRESENTATIVE

School 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 Section 306, and the applicable Divisions of the Uniform Building Code, Title 24, 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 Inspector of Record, 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** furnished by the Inspector of Record. 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 Inspector of Record
 - . COPY to General Contractor's Superintendent
 - . COPY to Testing Laboratory
 - . COPY to Special Inspector's record copy

School 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 Inspector of Record
- . 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 Inspector of record 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 **Daily Report of Special Inspection Form** from the Inspector of record. He/she shall complete, date, and sign, the appropriate form(s), and distribute them as follows:

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

School 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

School 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

School 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 Title 24.
- 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 Inspector of Record, 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 Inspector of Record.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Inspector of Record 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 Inspector of Record.
- 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 Inspector of Record, and copies to the Project Superintendent.

School 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.

School 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.

School 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 T-24 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 T-24 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 T-24 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 T-24 and ASTM Standards applicable for the tests.

School 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 Inspector of Record, 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.

School 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 Inspector of Record.

School 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

School 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

School Project Manual

CONCRETE PLACEMENT LOG

DATED: _____

PROJECT: _____

APPLICATION NUMBER: _____

FILE NUMBER: _____

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:

School 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 Title 24.
- 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 Inspector of Record, 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 Inspector of Record.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Inspector of Record 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 Inspector of Record.
- 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 Inspector of Record.

School 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.

School 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.

School 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.

School 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 Title 24, 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.

School 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 Inspector of Record.

School 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

School Project Manual

SPECIAL INSPECTORS' LOG

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

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

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

School Project Manual

MASONRY PRISM LOG

DATED: _____

PROJECT: _____

APPLICATION NUMBER: _____

FILE NUMBER: _____

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

SPECIAL INSPECTOR:	
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MASONRY UNIT TYPE:	
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TESTING LABORATORY:	
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DESCRIPTION:	PRISM #1:	PRISM #2:	PRISM #3:	PRISM #4:	REMARKS:

School Project Manual

MASONRY MORTAR LOG

DATED: _____

PROJECT: _____

APPLICATION NUMBER: _____

FILE NUMBER: _____

SPECIMEN SET NUMBER:	
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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:

School Project Manual

MASONRY GROUT PLACEMENT LOG

DATED: _____

PROJECT: _____

APPLICATION NUMBER: _____

FILE NUMBER: _____

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:

School 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 Title 24.
- 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 Inspector of Record, 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 Inspector of Record.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Inspector of Record 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 Inspector of Record.
- 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 Inspector of Record.

School 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 Title 24 requirements. Furnish a list to the Inspector of Record.
- 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.

School 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 Inspector of Record, and retain a copy for your records.

5.3 **Nondestructive Testing:** Arrange for and/or verify nondestructive testing in accordance with approved procedures.

School 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.

School 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

School Project Manual

SPECIAL INSPECTORS' LOG

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:	DATE:	DESCRIPTION:	INSPECTOR'S NAME:	TIME IN:	TIME OUT:	TOTAL HOURS:	TEST SPECIMENS TAKEN:
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DIVISION 5 - METALS

School 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 Title 24.
- 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 Inspector of Record, 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 Inspector of Record.
- 1.5 **Correct Discrepancies:** Notify the Contractor when discrepancies occur.
- 1.6 **Uncorrected Discrepancies:** Notify the Inspector of Record 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 Inspector of Record.
- 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 Inspector of Record.

School 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 Inspector of Record
- . COPY to General Contractor's Superintendent
- . COPY to Special Inspector's record copy

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

School 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**

School Project Manual

SPECIAL INSPECTORS' LOG

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

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

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

School Project Manual

PART 8. REPORTS

A. VERIFIED REPORTS

1. The Verified Report, **Form SSS 6A/E**, as issued by D.S.A., shall be submitted on the **1st. day of February, May, August, and November** and at other times as outlined in Title 24. The report shall be submitted to D.S.A. by the **Architect** of Record, the **Structural Engineer** of Record, the **Mechanical Engineer** of Record, and the **Electrical Engineer** of Record. (A sample is in this Part.)
2. The Verified Report, **Form SSS 6**, as issued by D.S.A., shall be submitted on the **1st. day of February, May, August, and November** and at other times as outlined in Title 24. The report shall be submitted to D.S.A. by the **Contractor** of Record, and the **Inspector** of Record. (A sample is in this Part.)
3. The Architect, the Project Manager, and the Project Inspector shall be furnished with copies of the verified reports submitted, by the above, and they shall retain the copies in their Project record files.

B. 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 Inspector of Record, and the Project Superintendent, a completed "Daily Report of Inspection". (A sample is in this Part.)

C. 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 Inspector of Record, and the Project Superintendent, a completed "Field Data Sheet for Test Specimens". (A sample is in this Part.)

School Project Manual

D. 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 Inspector of Record, 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.

School Project Manual

FORM SSS 6A/E

STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE STATE ARCHITECT

FOR OFFICE USE ONLY

VERIFIED REPORT NO. _____

SSS 6A/E (R 11/85)

NOTE:
ONE COPY REQUIRED ON THE FIRST OF
FEBRUARY, MAY, AUGUST AND NOVEMBER
AND
TWO COPIES REQUIRED AT COMPLETION
OF PROJECT, OR WHEN SERVICES IN
CONNECTION WITH THE PROJECT ARE
TERMINATED FOR ANY REASON.
(SEE TITLE 21)

THIS REPORT INCLUDES ALL CONSTRUCTION WORK TO _____ DAY OF _____, 19 _____

SCHOOL DISTRICT/OWNER	SCHOOL	PROJECT NAME	FILE
BUILDING NAME	CONTRACT PRICE		APPLICATION
	\$		
	% COMPLETE		% COMPLETE
PRELIMINARY		FINISH	
SITE			
STRUCTURAL		EQUIPMENT	
FOUNDATION			
WALLS		MECHANICAL	
ROOF			
ENCLOSURE		ELECTRICAL	
		MISCELLANEOUS	
ESTIMATED TOTAL PROJECT COMPLETION			

GENERAL STATEMENT AS TO STATUS OF THE WORK

NO. OF CHANGE ORDERS AT CLOSE OF PROJECT _____

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE READ THE ABOVE REPORT AND KNOW THE CONTENTS THEREOF; THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND THAT I KNOW OF MY OWN PERSONAL KNOWLEDGE THAT THE WORK DURING THE PERIOD COVERED BY THE REPORT HAS BEEN PERFORMED AND MATERIALS USED AND INSTALLED, IN EVERY MATERIAL RESPECT, IN COMPLIANCE WITH THE DULY APPROVED PLANS AND SPECIFICATIONS THEREFOR.

INSTRUCTIONS FOR SUBMISSION OF SSS 6A/E

THE INDIVIDUAL SHOWN AS HAVING GENERAL RESPONSIBLE CHARGE OF OBSERVATION OF THE WORK OF CONSTRUCTION ON THE APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS, ITEM 6 OF FORM SSS 1, IS RESPONSIBLE FOR THE SUBMISSION OF THIS REPORT TO THE OFFICE OF THE STATE ARCHITECT. IF RESPONSIBILITY FOR OBSERVATION OF ANY PORTIONS OF THE WORK OF CONSTRUCTION WAS DELEGATED (FORM SSS 1 - ITEMS 7A, 7B, 7C, AND 7D) TO OTHERS, THIS REPORT MUST BE SIGNED BY THOSE SO DELEGATED THAT RESPONSIBILITY PRIOR TO SUBMISSION TO THE OFFICE OF THE STATE ARCHITECT.

NOTE: Only MANUAL signatures are acceptable.

SIGNATURE OF ARCHITECT	DATE
ADDRESS	
SIGNATURE OF STRUCTURAL ENGINEER	DATE
ADDRESS	
SIGNATURE OF MECHANICAL ENGINEER	DATE
ADDRESS	
SIGNATURE OF ELECTRICAL ENGINEER	DATE
ADDRESS	

(OVER)

School Project Manual

FORM SSS 6A/E (back)

For public school building projects:

Sections 39151 and 81141 of the Education Code state in part:

The term "personal knowledge" as used in this section and as applied to the architect, and the registered engineer, means the personal knowledge which is obtained from periodic visits to the project site of reasonable frequency for the purpose of general observation of the work, and also which is obtained from the reporting of others as to the progress of the work, testing of materials, inspection and superintendence of the work that is performed between the above-mentioned periodic visits of the architect or the registered engineer. The exercise of reasonable diligence to obtain the facts is required.

OR

For essential services building projects:

Section 16020 of the Health and Safety Code states in part:

"Periodic review of construction," as used in this section and as applied to the architect, civil engineer, or structural engineer and the registered engineer, means the knowledge which is obtained from periodic visits to the project site of reasonable frequency for the purpose of general observation of the work, and also which is obtained from the reporting of others as to the progress of the work, testing of materials, inspection and superintendence of the work that is performed between those periodic visits of the architect, civil engineer, or structural engineer, or the registered engineer. The exercise of reasonable diligence to obtain the facts is required. The term "periodic review of construction" does not include responsibility for superintendence of construction processes, site conditions, operations, equipment, personnel, or the maintenance of a safe place to work or any safety in, on, or about the site of work.

School Project Manual

FORM SSS 6

STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE STATE ARCHITECT

VERIFIED REPORT NO. _____
SSS 6 (R 11/85)

NOTE:
ONE COPY REQUIRED ON THE FIRST OF
FEBRUARY, MAY, AUGUST AND NOVEMBER
AND
TWO COPIES REQUIRED AT COMPLETION
OF PROJECT, OR WHEN SERVICES IN
CONNECTION WITH THE PROJECT ARE
TERMINATED FOR ANY REASON.
SEE TITLE 21

FOR OFFICE USE ONLY

THIS REPORT INCLUDES ALL CONSTRUCTION WORK TO _____ DAY OF _____ 19____

SCHOOL DISTRICT/OWNER	PROJECT NAME	FILE
BUILDING NAME	CONTRACT PRICE	APPLICATION
	\$	
	% COMPLETE	% COMPLETE
PRELIMINARY	FINISH	
SITE		
STRUCTURAL	EQUIPMENT	
Foundation		
Walls		
Roof	MECHANICAL	
ENCLOSURE	ELECTRICAL	
	MISCELLANEOUS	
	ESTIMATED TOTAL PROJECT COMPLETION	

GENERAL STATEMENT AS TO STATUS OF THE WORK

NO. OF CHANGE ORDERS AT CLOSE OF PROJECT: _____

(1) I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE READ THE ABOVE REPORT AND KNOW THE CONTENTS THEREOF THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND THAT I KNOW OF MY OWN PERSONAL KNOWLEDGE THAT THE WORK DURING THE PERIOD COVERED BY THE REPORT HAS BEEN PERFORMED AND MATERIALS USED AND INSTALLED, IN EVERY MATERIAL RESPECT, IN COMPLIANCE WITH THE DULY APPROVED PLANS AND SPECIFICATIONS THEREFOR:

*(2) AND FURTHERMORE THAT I AM AN AUTHORIZED OFFICIAL OF _____
(FIRM OR CORPORATION)
WORKING IN THE CAPACITY OF _____ WITH PERSONAL KNOWLEDGE
(OWNER, PARTNER, PRESIDENT, VICE-PRESIDENT, SUPERINTENDENT)
OF THE WORK OF CONSTRUCTION AND THAT I HAVE BEEN PROPERLY AUTHORIZED BY SAID FIRM OR CORPORATION TO SIGN THIS REPORT.

<p>* NO. 2 TO BE FILLED IN ONLY WHEN SIGNED BY A CONTRACTING COMPANY OR SCHOOL DISTRICT/OWNER OFFICIAL IN CHARGE OF FORCE-ACCOUNT CONSTRUCTION.</p> <p>NOTE: Only MANUAL signatures are acceptable.</p>	SIGNATURE	DATE
	TITLE (CONTRACTOR, INSPECTOR, COMPANY OR SCHOOL DISTRICT/OWNER OFFICIAL)	
	ADDRESS	

(OVER)

School Project Manual

FORM SSS 6 (back)

For public school building projects:

Sections 39151 and 81141 of the Education Code state in part:

The term "personal knowledge" as applied to the inspector means the actual personal knowledge which is obtained from his personal continuous inspection of the work of construction in all stages of its progress at the site where he is responsible for inspection and, when work is carried out away from the site, that personal knowledge which is obtained from the reporting of others on the testing or inspection of materials and workmanship for compliance with plans, specifications or applicable standards. The exercise of reasonable diligence to obtain the facts is required.

The term "personal knowledge" as applied to the contractor means the personal knowledge which is obtained from the construction of the building. The exercise of reasonable diligence to obtain the facts is required.

OR

For essential services building projects:

Section 16021 of the Health and Safety Code states in part:

"Personal knowledge" as applied to the inspector, means the actual personal knowledge which is obtained from his or her personal continuous inspection of the work of construction in all stages of its progress at the site where he or she is responsible for inspection and when work is carried out away from the site, that personal knowledge which is obtained from the reporting of others of the testing or inspection of materials and workmanship for compliance with plans, specifications, or applicable standards. The exercise of reasonable diligence to obtain the facts is required.

"Personal knowledge," as applied to the contractor, means the personal knowledge which is obtained from the construction of the building. The exercise of reasonable diligence to obtain the facts is required.

DAILY REPORT OF SPECIAL INSPECTION

Date: _____

Page ___ of ___

Project: _____

File Number: _____
Application Number: _____

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)

FIELD DATA SHEET FOR TEST SPECIMENS

Date: _____

Page ___ of ___

Project: _____

File Number: _____

Application Number: _____

Architect: _____

Structural Engineer: _____

Contractor: _____

Sub-Contractor: _____

Testing Lab.: _____

Laboratory Job No.: _____

Telephone: () _____

Samples for: Concrete ___ Grout ___ Mortar Other _____

Mix Designation: _____ Admixture(s): _____

Concrete Plant: _____ Cement Type: _____

Average Slump: _____ Spec. P.S.I. @ 28 Days: _____ Total Cubic Yards: _____

Air Temperature: _____ Concrete Temperature: _____

Number of Test Specimens Taken: _____ Marked: _____

Age to be Tested: ___ @ 3 Days, ___ @ 7 Days, ___ @ 14 Days, ___ @ 28 Days, ___ @ Hold.

Location(s) in Structure: _____

Date Cast: _____ Samples Made By: _____

Remarks: _____

Original To: Testing Laboratory Copies To: Project Inspector of Record
Architect
Superintendent
Special Inspector's Record Copy

STRUCTURAL STEEL FABRICATION SHIPPING CERTIFICATE

Date: _____

Shipment Number: _____

Project: _____

File No: _____
Application No: _____
Permit No: _____

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)

School 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, copied to the Inspector of Record 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 District'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 Inspector of Record, by the Architect.

B. When the Inspector of Record, or Special Inspector(s) requires clarification of the Contract Documents, or may have any questions requiring answers, the Inspector of Record, 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: _____
File No: _____
Application No: _____
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: _____

School Project Manual

R.F.I. LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NO: _____ APPLICATION NO: _____

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: _____
File No: _____
Application No: _____
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: _____

School Project Manual

INSPECTOR'S INQUIRY LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NO: _____ APPLICATION NO: _____

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:

School 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 District and copied to the Inspector of Record.

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 District 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.

School Project Manual

PROPOSAL REQUEST LOG

DATED: _____

PROJECT: _____

CONTRACTOR: _____

FILE NO: _____ APPLICATION NO: _____

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 +/-

School Project Manual

CHANGE ORDER LOG

DATED: _____

PROJECT: _____

FILE NO: _____ APPLICATION NO: _____

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 DSA:	COST ADD'L:	COST DEDUCT:	CONTRACT AMOUNT:	SCHEDULE REVISION DAYS +/-
												\$	_____ CALENDAR DAYS

School 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-slc.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.

School Project Manual

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.

School Project Manual

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;

School Project Manual

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.

School Project Manual

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 and the Inspector of Record.
2. All "punch-list" items shall be completed and accepted by the Architect and the Inspector of Record prior to submitting for final payment.
3. All required equipment startup and tests shall be thoroughly documented and copied to the Architect, the Inspector of Record, and the District.
4. All required Special Inspections, Inspector of Record Inspections, and reports of all Materials Testing results shall be completed, signed off by all parties, and furnished to the Division of the State Architect, the Architect and the District.
5. The Architect, the Engineers, the Inspector of Record, the Materials Testing Laboratory and their applicable Special Inspectors shall each complete and sign a **Final Verified Report**. The distribution shall be as follows:

- . ORIGINAL to Division of the State Architect - 2 Originals
- . COPY to School District
- . COPY to Architect
- . COPY to Engineers
- . COPY to Contractor
- . COPY to Inspector of Record

School Project Manual

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School Project Manual

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School Project Manual

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School Project Manual

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