

Control Number: BD-009

Title: Construction Inspections

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Inspection

Approved
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Purpose:
This procedure provides guidelines for scheduling, conducting and documenting construction inspections.

Scope:
The procedure pertains to inspections of new construction, installation of modular structures and remodeling of District facilities.

Procedure:

1. To initiate a request for inspection, the project manager, general contractor or contractor's representative, Facilities Services, or sub contractor calls the Building Department @ 383-2092.
2. The requester provides the project number, school name, date, location at job site and type of inspection requested. At this time the caller is given a log number as verification that an inspection has been scheduled. If more than three inspections are required the requester must fax the requests to 882-1978. Requests for next day inspections must be phoned in by 3:00 PM.
3. Inspection schedules are distributed to the inspectors each day and an additional copy is placed in their mailboxes.
4. The inspectors decide in which order they will accomplish the inspections. Many of the inspectors cover a very wide area and they try to utilize their time efficiently. Requesters may call the inspector in the morning to arrange a specific time.
5. When the inspector arrives at the job site he will stop at the construction trailer to check in with the requester. The requester's completed inspection request form including the log number should be on site. The inspector will verify that all information matches with his scheduled inspection. After performing the inspection, the inspector will record his comments on the request form. A signed and dated copy will be left at the job site and the original form is returned to the office.
6. Upon returning to the office the inspector will input the comments and results of the each inspection into the "Inspector" database. The original copy is then filed at the office.
7. When corrections are completed, the requester will schedule a re-inspection. Comments found to be corrected during the re-inspection will be satisfied in the

- database. The status of a failed inspection will be updated to "approved" once all the comments have been satisfied. This allows the project to move forward without letting any issues slip through the system.
8. On occasion when an inspector arrives at the job site additional inspections may be requested. If the inspector's schedule can accommodate the additional inspections he/she may call the office for additional log numbers.
 9. If the requester has scheduled an inspection and then determines that the area is not ready for inspection, he/she may call the Inspector and the Building Department's secretary and change the date of the inspection one time, to a maximum of one week from the original date.
 10. If the inspector reports to the job site prior to being notified of the date change, or it is determined that the area is not ready for inspection, the inspection will log the inspection as failed and the requester will need to call for a re-inspection. When a re-inspection is requested the original log number will be indicated on the schedule along with the new log number. The contractor will provide a copy of the original inspection comments and the inspector will make changes to the database as comments are satisfied.