

FACILITIES MANAGEMENT AND OPERATIONS CENTER

Construction Inspection Report

Request for Inspection

Contractor:
Contract Number:

Request Date:
Requestor Name:
Project Title:

Type of Inspection: Underground Rough-in In-Wall Above Ceiling
 Special Inspection Final Reinspection Other

Type of Work:

Footing Insulation Mechanical Testing Other
 Slab Electrical Plumbing Roofing
 Framing Fire Alarm Systems Process Piping Lath and Gypsum
 Structural Telecommunications Fire Protection Systems Earth Work, Trenches, and Backfill

Location of Inspection:

Inspections

Required Documents Available: Yes No N/A

Inspector Fills Out Section Below

Inspection Results: Approved
 Disapproved Reinspection Required Code Spec Other

Comments:

Attachments :

Drawings Tests Pictures Checklists
 Installation Guides Punch Lists Other

Inspector Name: _____ **Date/Time of Inspection:** _____

Inspector Signature: _____ **Date of Reinspection:** _____

Construction Phase Completed: **Reinspection Approved**

- Inspector requests 24-hour notice for inspection, but will make every effort to accommodate next-day requests.
- Reinspection may be required if documents are not made available.
- A final inspection is required upon completion of the building and before occupancy.
- See SNL Special Specification 01453S, *Construction Inspection Requirements*, for additional information.

At a minimum, at least one Inspection Report MUST be submitted for each inspection listed on the Code Compliance Traveler.

Request for Inspection Filled Out by Contractor

Report Filled Out By Inspector

Construction Inspection Report Instructions

Request for Inspection Filled Out by Contractor

- Request for Inspection is filled out by the Contractor and submitted to the Inspector with 24 hours' notice of when work is ready for inspection for each discipline. Sections 1.01 and 3.01 of Special Specification 01453S, *Construction Inspection Requirements*, summarize these requirements.
- Type of Inspection: Type of inspection requested must have a box marked. Mark the "Other" box when other inspections are **not listed**.
- Type of Work box must be marked, and when "Other" is marked, "Other" correlates with inspections **not listed** for type of work being performed.
- Location of Inspection: Where is the inspection being performed? What building, room column/grid line, quadrant, and so forth? There should be sufficient information for the Inspector to go to that location without researching or guessing where it is.

Report Filled Out by Inspector:

- Required Documents Available: Construction Drawings, Specifications, manufacturer's details, SNL Standard Drawings, and so forth must be made available to the Inspector at the site of the inspection being requested. The Inspector must check the appropriate box in this section. If not, suspend inspection.
- Inspection Results: Was the inspection approved? If so, you do not need to check any other boxes. If not, the appropriate box or boxes must be checked.
 - "Disapproved" usually means work is unacceptable, and other action/actions to correct are necessary (for example, letter of noncompliance, removal of installed work, etc.).
 - "Reinspection Required" means work was inspected and met with approval; however, complete compliance was not achieved, and some correction is required. Reinspection is also required. When this is required, the Inspector must indicate whether it was a code, specification, or other requirement that led to a reinspection. Document with attachments (pictures, punchlist, etc.) if necessary.
- Comments: The Inspector should provide thorough comments, including enough information to describe the inspection performed. (For example, if the type of inspection requested was a **Final** and installation requires reinspection due to deficiencies identified through a punchlist, then in the comment box the Inspector can comment "See attached punchlist." The punchlist must be attached to the report.)
- Attachments: Mark the box for the appropriate attachments that will accompany the Inspection Report.
- Inspector Name, Signature: The Inspector fills out all information. The report can serve as the report for reinspection. Multiple requests from the Contractor for reinspection are not necessary, unless the Inspector feels the project size deems it a requirement (for example, information tracking issues).
- Construction Phase Completed: After all inspections are completed for the phase of work being performed, the Inspector will note this by checking the box and identifying which phase of work is complete, referencing the Code Compliance Traveler (FRM-013) from foundation to final.