



INSTRUCTIONS: FORM 155

GUIDELINES FOR COMPLETION OF FORM DSA 155 PROJECT INSPECTOR SEMI-MONTHLY REPORT

NOTE: All current forms and instructions are available on the [Forms](#) page on the DSA website.

1. Prepare and submit a separate Semi-Monthly Report (DSA 155) for each project on the 1st and 16th of every month during construction of the project. These are the reporting dates for Semi-Monthly Reports.
2. The first report shall be made on the first reporting date (1st or 16th) after the start of construction. For construction start date, use the date the contractor mobilizes on the project site to begin construction or demolition, if demolition work is included in the project scope and in the Division of the State Architect (DSA) approved construction documents.
3. The final Semi-Monthly Report shall be made on the reporting date (1st or 16th) following substantial completion of construction. For construction substantial completion date, report the date the project construction is sufficiently complete in accordance with the DSA approved construction documents so that the owner can occupy or utilize the project for its intended use, as determined by the project owner and design professional in general responsible charge.
4. If construction is suspended on a project, the Project Inspector shall continue filing Semi-Monthly Reports. For any project where all work is suspended for more than one month, the semi-monthly report shall be made on the reporting date (1st or 16th) after the 30th day of work suspension and shall report the stoppage on that report. No further Semi-Monthly Reports are required until work starts again. Follow the instructions in item #2 above.

FORMAT & CONTENT

Use of form DSA 155 is required.

DISTRIBUTION

1. The report (form DSA 155) shall be filed in the Project Inspector's job file.
2. The Project Inspector shall provide copies of the report (form DSA 155) to the following:
 - The design professional in responsible charge
 - The structural engineer
 - The school district
 - The DSA by electronically as instructed in DSA Procedure PR 13-01.