

PROJECT INSPECTION CARD

This form shall be completed by the Project Inspector, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-336 (a), as the work of construction progresses.

Complete this form in compliance with DSA Procedure PR 13-01 and use the DSA 152 Manual as a guide.

School District/Owner:	DSA File #: -
Project Name/School:	DSA App. #: -
Project Inspector Name:	DSA Certification #:
Building #: <i>(As identified on the plans.)</i>	
The Project Inspector shall date and initial each block and section per the Instructional Notes on page 2.	
DSA card #:	Date Issued:

Card Start Date: _____ (Note 9)

		AREA OF COMPLIANCE		DATE	Inspector's Initials		
SECTION 1	Initial Site Work and Foundation Prep	1	Mass Grading				
		2	Building Pad				
		3	Drainage Devices				
		4	Utilities (Rough-in)				
		5	Excavations				
		6	Forms				
		7	Reinforcement				
		1A	Material Tests (Note 3)				
		1B	Special Insp (Note 4)				
		1C	Geotech (Note 5)				
		1D	DSA-6 Arch (Note 6)				
		1E	DSA-6 SE (Note 7)				
		1F	DSA-6 EE (Note 7)				
		1G	DSA-6 ME (Note 7)				
		SECTION 1 COMPLIANCE (Note 8)					
SECTION 2	Vertical and Horizontal Framing	8	Foundation Concrete				
		9	Concrete Vertical				
		10	Masonry Vertical				
		11	Wood Vertical				
		12	Steel Vertical				
		13	Concrete Horizontal				
		14	Wood Horizontal				
		15	Steel Horizontal				
		2A	Material Tests (Note 3)				
		2B	Special Insp (Note 4)				
		2D	DSA-6 Arch (Note 6)				
		2E	DSA-6 SE (Note 7)				
		2F	DSA-6 EE (Note 7)				
		2G	DSA-6 ME (Note 7)				
		SECTION 2 COMPLIANCE (Note 8)					
SECTION 3	Appurtenances	16	Ceilings				
		17	Exterior Cladding				
		18	Rated Assemblies				
		19	Fire Alarms				
		20	Fire Suppression				
		21	M/E/P (Structural)				
		22	M/E/P (Fire & Life Safety)				
		3A	Material Tests (Note 3)				
		3B	Special Insp (Note 4)				
		3D	DSA-6 Arch (Note 6)				
		3E	DSA-6 SE (Note 7)				
		3F	DSA-6 EE (Note 7)				
		3G	DSA-6 ME (Note 7)				
		3H	DSA-6 Arch/SE for Mod./Relo.Bldg.(Note 11)				
		SECTION 3 COMPLIANCE (Note 8)					
SECTION 4	Finish Site Work and Other Work	23	Fine Grading				
		24	Flatwork				
		25	Parking				
		26	Fire Lane				
		27	Other Work Structural				
		28	Other Work Fire Life Safety				
		29	Other Work Accessibility				
		4A	Material Tests (Note 3)				
		4B	Special Insp (Note 4)				
		4D	DSA-6 Arch (Note 6)				
		4E	DSA-6 SE (Note 7)				
		4H	DSA-6 Arch/SE for Mod./Relo.Bldg.(Note 11)				
				SECTION 4 COMPLIANCE (Note 8)			

Card Completion Date: _____ (Note 10)

Inspector's Signature: _____

PROJECT INSPECTION CARDInstructional Notes

1. **The Project Inspector shall date and initial each block and section when:**
 - A. Identified areas are determined to be in compliance with the *DSA approved construction* documents. **DSA approved** construction documents are those portions of the construction documents, duly approved by DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety, and Accessibility portions of the project.
 - B. Required testing and inspections are complete, and
 - C. Required documentation has been received by the project inspector.
2. **If any block or section is not applicable to the construction, Inspector shall enter "NA" under date and provide initials.** Dates must be entered in mm-dd-yy format.
3. If material testing is required for any work covered by the section, then an interim Laboratory of Record Verified Report (form DSA 291) must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the DSA 291 was received and initial the block.
4. If any special inspections are required for any work covered by the section, then an interim Verified Report for the special inspections must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the verified report was received and initial the block.
 - For projects where the special inspectors are provided by the Laboratory of Record: The Verified Report is form DSA 291 Laboratory Verified Report with the "combined Verified Report" box checked in section 2 of the form.
 - For projects where the special inspectors are not provided by the Laboratory of Record: The Verified Report is form DSA 292 Special Inspection Verified Report. If more than one special inspector is providing services, then form DSA 292 for each of the special inspectors is required.
5. If geotechnical related inspections or testing is required for any work covered by the section, then an interim Geotechnical Verified Report (form DSA 293) must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the DSA 293 was received and initial the block. For projects involving cast-in-place deep foundations, a DSA 293 is not required prior to placing grout or concrete in Section 2 since verification of concrete/grout volumes in the hole is part of the geotechnical verification for such deep foundations.
6. An interim Verified Report (Form DSA 6-AE) for the design professional in general responsible charge must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the Verified Report was received and initial the blocks. For most projects, the "Design Professional in General Responsible Charge" is an architect (Arch). However, for some projects this person may be a structural, mechanical, or electrical engineer.
7. An interim Verified Report (form DSA 6-AE) for design professionals as listed must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the Verified Report was received and initial the blocks. If the construction documents used to construct/inspect work in the section include plans signed by any one of the design professionals listed, then the Interim Verified Report must include their signatures. If the construction documents used to construct/inspect work in the section do not include plans signed by any one of the design professionals listed, then the Project Inspector shall, for that specific design professional, enter NA for the date received and initial the block.
The following are abbreviated: SE (Structural Engineer); EE (Electrical Engineer); ME (Mechanical Engineer)
8. The "Section Compliance" block is dated and initialed after all other blocks in that section are dated and initialed.
9. The Project Inspector shall enter the date the contractor mobilizes to begin construction (or demolition) of the work that is part of the scope for the building number identified on the inspection card.
10. The Project Inspector shall enter the date of the card completion and provide his/her signature when all other sections and blocks on the inspection card related to the structural, fire life safety and access aspects of the project are completed. Final Verified Reports are not required to be received prior to entering the card completion date.
11. For the first-time installation of modular or relocatable buildings, an Interim Verified Report (form DSA 6-AE) as described in Note 7 is required. Installation of a manufacturer's stockpile buildings may be considered a relocation rather than the first-time installation.