



Guidelines for Completion of Project Inspector's Semi-Monthly Report for School Construction Projects

A. Completion:

- 1) Prepare and submit a separate semi-monthly report 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 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) For any buildings occupied during the time period covered by the report and prior to completion of the entire project scope, the project inspector shall indicate the date of the verified report filed for buildings occupied prior to project completion, and may attach a copy of such report to the semi-monthly report.
- 5) For any project with construction suspended, the project inspector shall continue filing semi-monthly reports. For any project where all work is suspended for more than one month, the project inspector may use the semi-monthly report to notify DSA of the stoppage, and shall also file a verified report as required, which may be attached to the semi-monthly report.

B. Format & Content:

For the suggested format and required content, see the Semi-Monthly Report Template on Page 2.

C. Distribution:

- 1) The reports shall be addressed to the design professional in responsible charge and the structural engineer.
- 2) A copy shall be provided to the school district.
- 3) A copy shall be provided to DSA. Route the semi-monthly report to the DSA Field Engineer assigned to the project. See DSA eTracker (<https://www.apps.dgs.ca.gov/Tracker/ProjectStatus.aspx>), Field Review Status screen, for the name of DSA Field Engineer.

Semi-Monthly Report Template

Provide title "**Semi-Monthly Report**" at the top of the first page of the report in a way that makes the title clearly visible. Keep the report brief; generally one or two pages in length. The inspector's business header or footer can be used on any pages of the report.

Semi-Monthly Report

< Date of Report >

Time Period: < beginning and ending date >
DSA File No. < file number >
DSA Application No. < application number >

< Name of Design Professional in General Responsible Charge >
< Name of Structural Engineer >

Construction is estimated < * > % complete

Indicate estimated percentage of construction completion. Percentage shall be based on time elapsed between Construction Start date and Project Construction Scheduled Completion, as provided by the owner and/or contract documents.

California Code of Regulations, Title 24, Part 1, Section 4-337 requires that a project inspector provides information on each of the following items.

- 1) **Construction Work Accomplished:** Include a brief statement of site-work and building construction work performed during the time period. List each building or structure on which work was performed, with a brief description of work in progress and work completed during the time period. List fabrication work performed off-site.
- 2) **Summary of Materials Testing & Special Inspections Performed:** List any material sampling or special inspections performed on-site or off-site during the time period. List any material tests performed on-site.
- 3) **Instructions Received from the Design Professional(s) during the Time Period:** List any documents (including change orders and preliminary change orders) or instructions regarding the construction work or materials testing and special inspection program, issued during the time period. Record any significant absence of the project inspector from the job-site when work is progressing, and approved provision for inspection during this time.
- 4) **Problems, Concerns or Unusual Conditions:** List any problems, concerns or unusual conditions with the construction work, testing & special inspection program, or assistant inspection work during the time period. Indicate to whom the issue has been directed for review.
- 5) **Outstanding Deviation Notices:** List any deviation notices that were issued during the time period, or previously issued and that remain unresolved, by date and brief description of the deviation.
- 6) **Deviation Notices Resolved During the Time Period:** List any deviation notices that were resolved during the time period, by date and brief description of the deviation.
- 7) **DSA "Field Trip Note(s)" Issued During the Time Period:** Indicate the date of the DSA Field Trip Note(s), if any, received during the time period covered by the report. Indicate whether or not the Field Trip Note requests any actions by the design professional.
- 8) **Official Site Visitors:** List official visitors to the job-site during the time period and whom they represent. Official visitors may include, but not limited to, the responsible design professional, engineering consultants, geotechnical engineer, school district representatives, DSA field representative, and materials testing laboratory engineer.

Project inspector's Signature Block: <inspector's signature and printed or typed name >

cc: < Division of the State Architect >
< School District >