

PROJECT INSPECTOR SEMI-MONTHLY REPORT

This form shall be completed by the Project Inspector, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-337. Use DSA 155 Instructions as a guideline for completion and distribution of this form.

School District/Owner:		DSA File #:	-
Project Name/School:		DSA App. #:	-
From: <i>(Name of Project Inspector)</i> Name:		DSA Certification #:	DSA 152 Card #(s): <i>(List all inspection card numbers for which this report applies.)</i>
Report #:	Date of Report:		
Number of attached pages: <i>(If none, enter "0.")</i>			
REPORTING PERIOD DATES	From:	To:	
Construction project is estimated to be _____% complete at this time.			
Note that DSA approved construction documents, referred to below, are those portions of the construction documents, duly approved by the DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety and Accessibility portions of the project			

PROVIDE THE FOLLOWING INFORMATION FOR THE REPORTING TIME PERIOD: *(Continues on Pages 2 & 3)*

STATUS OF CONSTRUCTION WORK: *(Provide a description of work in progress, including a listing of fabrication work performed off-site. Attach additional pages if necessary.)*

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PROVIDE THE FOLLOWING INFORMATION FOR THE REPORTING TIME PERIOD (Continued from Page 1)
PROBLEMS OR NON-COMPLYING CONDITIONS: (Complete Sections A and B.)

A	DEVIATIONS RELATED TO THE WORK SHOWN IN THE DSA APPROVED CONSTRUCTION DOCUMENTS (Check the applicable boxes and provide the notice numbers from the form DSA 154 used to notice the deviations/resolutions.)	
	There are unresolved deviations for this reporting period.	Form DSA 154 Notice Numbers
	There are resolved deviations for this reporting period.	
	There are no unresolved/resolved deviations for this reporting period.	N/A
B	DEVIATIONS RELATED TO OTHER WORK SHOWN IN THE CONSTRUCTION DOCUMENTS (Check applicable boxes and provide required information.)	
	There are no unresolved/resolved deviations for this reporting period.	
	There are unresolved deviations for this reporting period.	
	There are resolved deviations for this reporting period. (Provide brief description of resolved deviations and how resolved. Attach additional pages if needed.)	

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Report #:	Date of Report:	DSA App. #: -
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PROVIDE THE FOLLOWING INFORMATION FOR THE REPORTING TIME PERIOD (Continued from Page 1)**DSA FIELD TRIP NOTES ISSUED DURING THIS REPORTING PERIOD***(Check the applicable boxes and provide the required information.)*

There were no DSA Field Trip Notes issued.		
There were DSA Field Trip Notes issued. <i>(Complete below table.)</i>		
Dates Issued:	Does Field Trip Note require action by the Architect?	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

QUESTIONS OR UNUSUAL CONDITIONS: *(List any encountered. Attach additional page if needed.)***INSTRUCTIONS RECEIVED FROM THE ARCHITECT OR REGISTERED ENGINEER:***(List any. Attach additional page if needed.)*OFFICIAL SITE VISITORS: *(List any and whom they represent. May include, architects, registered engineers, laboratory personnel, special inspectors, school district representatives, DSA field representative, etc. Attach additional page if needed.)***Submit completed form electronically to the DSA Regional Office with construction oversight authority for the project (see DSA Procedure PR 13-01).**



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.