APPENDIX O
DUTIES OF THE PROJECT INSPECTOR

SECTION O.1 GENERAL

O.1.1 Minimum Qualifications

The Project Inspector must have the following minimum qualifications to perform the duties listed below:

- Education, trade related training, and experience in a design or construction related field
- The ability to read and understand the requirements of building Plans & Specifications
- Some knowledge of construction means, methods and procedures
- Be knowledgeable of and have reasonably convenient access to the codes and standards referenced in the contract documents which stipulate the requirements for installation and workmanship on the trades involved in the work. (e.g. ACI, SMACNA, NFPA, NEC, VUSBC, ASHRAE, etc.)
- Have an understanding of the General Conditions of the Construction Contract
- Have the ability to read and understand a construction bar chart schedule
- Have the ability to communicate effectively orally and in writing.

O.1.2 Role of the Project Inspector

This Appendix outlines a detailed listing of the duties, services, functions and responsibilities of the Project Inspector. This listing supplements and expands upon the duties, functions and responsibilities generally described in Chapters 8 and 13 of the DCM and in Section 16 of the General Conditions of the Construction Contract. The Project Inspector is an employee of the University and is responsible to the University for performing the duties, observations, and services described. The Project Inspector generally reports to the Director, Design & Construction and to the University PM when assigned to his/her projects. The Project Inspector will be assigned in writing. This in no way relieves the Architect/Engineer from providing and being responsible for his contractual obligations as described in the Manual, the A/E contract, and the General Conditions of the Construction contract.

SECTION O.2 PROJECT INSPECTOR DUTIES

O.2.1 Detailed Listing of Duties

The Project Inspector shall perform the following services unless modified by the contract for services: Monitor and inspect all construction materials, equipment, and supplies for compliance with the contract documents, shop drawings, and submittals.

1. Inspect installation and workmanship for compliance with the approved plans, specifications, shop drawings and referenced standards. (e.g. ACI, SMACNA, NFPA, NEC, VUSBC, ASHRAE, etc.) Verify compliance prior to cover or close-in of work.

2. Monitor quality and coordination of trade Contractors' work at all times. Recommend to the University ways to alleviate identified problems. Identify all work not done in accord with the contract documents

and report it to the University and A/E. Immediately report all discrepancies in the Contractor's work to the Architect/Engineer and the University. Also report any discrepancies noted in plans and specifications to the Architect/ Engineer (A/E) for clarification or resolution. The Project Inspector shall not interpret or change approved plans and specifications.

3. Keep a record or records, including a daily log of construction activity, roofing, tests, inspections, reports, photographs, and annotated drawings, in order to show the progress of and changes in the project during its construction. Keep records of the designer's and designer's representatives' site visits. Maintain these records.

4. Provide for full-time inspection of the roof during its application. The Inspector shall not permit the Contractor to install roofing materials without first having obtained from the A/E a copy of the manufacturer's certification confirming that roofing materials delivered for use on the project meet specified ASTM standards. During 'Roofing Operations,' the inspector shall maintain a daily written roofing report covering such items as: weather conditions, deck conditions, materials stored, and installation procedures including, bitumen temperature at kettle and point of application, etc. A copy of the daily report shall be given to the Contractor.

5. Notify the A/E and University if work begins before required shop drawings, product submittals, or samples have been approved by the A/E. Receive and log samples required to be furnished at the site; notify the A/E when they are ready for examination; record the A/E's approval or other action; and maintain custody of approved samples.

6. Report to the A/E and the University when in his judgment the work being performed does not conform to the requirements of the contract documents or safety requirements are not being followed and, if appropriate, recommend suspension of the work, Notify the University of any safety violations, OSHA visits, accident reports, and corrective actions observed. Such reports do not relieve the General Contractor of responsibility for safety under terms of the contract for construction.

7. Observe tests required by the contract documents. Record and report, to the A/E and University, the Contractor's test procedures and, where applicable, results of the tests.

8. Observe and report on all tests performed by the Contractor and note results in daily reports.

9. Report presence of and activities performed by University's Testing & Inspection agents.

10. Verify invoices for on-site tests/site visits of independent testing entities, which are to be paid by the University.

11. Submit to the University and the A/E a weekly report in an approved format summarizing the significant activities and occurrences at the project site. Include copies of the Daily Reports with the report. (See Formats in Appendix O of the Manual.)

12. The Inspector shall record, maintain, and submit with the Weekly Report a running record of outstanding, unresolved issues. The record shall include the issue, date of occurrence, and date of resolution. After an item is reported to be corrected, it shall be deleted from the list in the weekly Report.

13. The Inspector shall report, in writing, to the University and A/E any notifications from the Contractor of dates and times that services will be disrupted.

14. The Inspector shall participate in progress and monthly pay meetings with the University's representative, Architect, Contractor, and other designated representatives, to review the current status of work and any action needed to keep the project within budget and on schedule. The University may assign the Inspector other duties related to these scheduled meetings.

15. The Inspector shall record, maintain, and submit with the weekly report a running record of outstanding discrepancies / deficiencies noted by the Inspector. The record shall include the item, the date observed, and the date corrected. After an item is reported to be corrected, it shall be deleted from the list in the weekly report.

16. The Inspector shall maintain, on site, a complete set of minutes of meetings as a "Running Record" of evolution of problems and solutions during the progress of the work.

17. The Inspector shall maintain current copies of the following at the job site:
    a. current set of contract documents (addenda, contracts, drawings, specifications, change orders, proposed change orders, request for clarification, construction change authorizations, A/E's supplemental instructions, etc.
    b. all correspondence and reports of site conferences
    c. shop drawings
    d. samples and product data
    e. University's purchases, including material and equipment
    f. supplementary drawings
    g. color boards, schedules and samples
    h. names and addresses of Contractors, Subcontractors, and Principal Material Supplier
    i. Contractor's Applications For Payment
    j. running list of discrepancies/deficiencies and date
    k. running list of Unresolved Issues
    l. A/E punch lists with date of issue indicated on each
    m. any other documents and revisions resulting from issues concerning the contract or work
    n. maintenance and operating manuals and instructions when received from Contractor

18. The Inspector shall review and provide a recommendation to the University on the acceptability of all proposals submitted by the Contractor for changes initiated by the University or Architect, and the acceptability of all claims for change orders initiated by the Contractor.

19. The Inspector shall confirm to the University that changes required by approved change orders are incorporated in the work at a time deemed appropriate by the Contractor and are reflected in the Contractor's progress schedule.

20. The Inspector shall keep a record of all Proposal Requests from the Architect, change order proposals from the Contractor, and executed change orders from the Architect. He shall file copies with the University monthly.

21. Throughout construction, the Inspector shall review the Contractor's detailed schedule and advise the University on the Contractor's progress and all other construction scheduling issues. He shall monitor the schedule, notify the University of any slippage in critical path time, make recommendations on accepting the Contractor's proposed schedule recovery plan, and maintain an annotated copy of the schedule that reflects actual progress of the work.

22. The Inspector shall maintain, at the site, a copy of the project schedule with notations, highlighting, etc., that show work to date and any changes made in the CPM schedule. Where a schedule shows early/late start and finish dates for various activities, the Project Inspector shall note actual dates of each occurrence on a copy of the CPM listing. The Inspector shall make recommendations to the University as appropriate concerning the Contractor's conformance to the schedule and/or recovery plans.

23. When the Contractor is directed to make changes based on unit costs, the Inspector shall verify accuracy of quantities of material and labor (or other units of measure) attributable to change orders. The Inspector shall verify that all change orders are complete.

24. The Inspector shall observe the Contractor's Record Drawings at appropriate intervals and shall notify the Architect of any apparent failure by the Contractor to maintain up-to- date records.

25. The Inspector shall review each certificate and application for payment and advise the Architect and University if they accurately represent progress of the work and values of each line item in the Schedule of Values. He shall verify that stated quantities of stored materials are accurate. Based on such review and verification, he shall make recommendations to the University and Architect to approve or to revise the Certificate and application for payment.

26. The University may assign the Project Inspector other duties related to the project. The Project Inspector has no authority to and shall not:
    a. Authorize deviations from the contract documents
    b. Enter into areas of responsibility of the Contractor's superintendent
    c. Issue directions regarding construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work;
    d. Authorize or suggest that the University occupy the project in whole or in part;
    e. Issue a certificate for payment.

27. The Inspector shall submit inspection reports to DEB in accordance with CPSM 4.20.3 and all reports shall be uploaded to the DEB Agency Project Inspector Reports portal. Reports submitted to DEB shall meet the following requirements:
    a. Submitted within thirty (30) days of completion of the work item being inspected and prior to the substantial completion inspection.
    b. Agency Project inspection reports required by CPSM Section 4.20.1 shall be uploaded to the DEB Project Inspector Reports portal within seven (7) calendar days of the inspection date.
    c. Reports that shall indicate deficiencies in the work shall be followed by reports that indicate the action taken to correct the work and acceptance of the work.
    d. Reports shall be formatted at the discretion of the agency, but shall include a number and title (as indicated in Required Inspection), the 11 digit DEB project code, date, and signature of the Inspector.

e. Final Reports shall be so entitled, and indicate that the work was complete in accord with the approved construction documents (indicate the date of the approved construction documents and include a list of addenda and change orders), or enumerate the deficiencies and corrective actions taken (do not include addenda and change orders previously listed) to comply with the code.

SECTION O.3 PROJECT INSPECTOR CHECKLIST

O.3.1 Reports and Records

- ☐ Photographs (progress and non-conforming work).
- ☐ Daily reports (prepare and maintain standard form).
- ☐ Weekly reports (prepare and maintain summary of daily report).
- ☐ Monthly reports (prepare and maintain summary of weekly report).
- ☐ Record drawings (review periodically).
- ☐ Notify A/E and University of Contractor's failure to keep up-to-date changes.
- ☐ Notice of defective or non-conforming work with resolution space on form (to GC, A/E, University).
- ☐ Safety notification (to GC, A/E, University). Understands and maintains clarification requests.

O.3.2 Meetings (Attend, Review Minutes, and Maintain Copies)

- ☐ Pre-construction meeting.
- ☐ HVAC Preinstallation meeting. Monthly pay request
- ☐ Interim A/E inspection
- ☐ Pre-roofing conference.
- ☐ Substantial Completion Inspection. Final Inspection.
- ☐ Coordination meetings.
- ☐ Records University's minutes of meetings when A/E is absent.

O.3.3 Submittals (Receive, Use, Keep Track Of)

- ☐ Shop drawings/Samples.
- ☐ Response to notice of Non-conforming work.
- ☐ Responses to Contractor's requests for clarification. A/E field orders.
- ☐ RFPs. change order.
- ☐ Names, addresses, and Telephone Numbers of Contractor(s), Subcontractors materialmen, University, superintendent, Architect/Engineer, consultants, special inspectors.
- ☐ Special inspection reports.
- ☐ Project Inspector reports.
- ☐ Minutes of meetings.
- ☐ Operation and maintenance manuals, and instructions.
- ☐ Any other documents and revisions resulting from issues concerning work.

O.3.4 Inspections/Quality Control

- ☐ Inspects all work & materials for conformance to contract documents, shop drawings, change orders.
- ☐ Coordinates special inspections.
- ☐ Judges clean-up effectiveness. If ineffective, notifies A/E and University of problems.

- ☐ Verifies approved erosion & sediment control plan is on site and is being followed daily.
- ☐ Notifies A/E and University of deficiencies.
- ☐ Verifies Contractor's disposal site has been approved.
- ☐ Verifies that offsite storage for Contractor materials is approved. Verifies Contractor records proper disposal of hazardous material.

O.3.5 Scheduling/Payments

- ☐ Assists A/E to verify accuracy of HECO- 12 quantities. Compares work progress to scheduling.
- ☐ Notifies A/E and University of Contractor's failure to comply with schedule.
- ☐ Verifies Contractor time and materials for change orders and unit prices.
- ☐ Advises University and A/E if separate Contracts are being executed.

O.3.6 Project Close Out

- ☐ Verifies readiness for substantial completion inspection.
- ☐ Verifies readiness for final inspection.
- ☐ Turns over complete and organized submittals, reports, records to University. Provides list of unresolved issues.
- ☐ Reports status of separate contracts at substantial completion inspection. Coordinates Contractor's training of University's forces.
- ☐ Receives and keeps track of punch list.