**PROJECT INSPECTION CARD**

Rather than waiting until the end of construction to verify certain aspects of the project are complete, as work progresses the project inspector signs off the applicable blocks and sections of form DSA 152: Project Inspection Card, in compliance with DSA procedure PR 13-01: Construction Oversight Process. A stop work order may be issued for failure to complete a section of form DSA 152.

**ELECTRONIC DOCUMENT SUBMITTAL**

DSA launched a secure, cloud-based tool that allows stakeholders to submit and collaborate on documents in real time in DSAbox. Stakeholders can see when a document was submitted to DSA and can access that document at any time.

**POST–CONSTRUCTION**

As outlined in DSA procedure PR 13-02: Project Certification Process, once aware that a project is fully constructed, occupied, or otherwise in use, DSA works with the design/construction team collaboratively to finalize all certification requirements/documents.

On day 60 following the construction/occupation/use of the project, if the project is not certified, DSA will issue form DSA 301-N: Notification of Requirement for Certification to all parties associated with the project. Form DSA 301-N lists project deficiencies and the parties responsible for those deficiencies.

The parties have an additional 60 days to resolve deficiencies identified on form DSA 301-N in order to certify the project. At the end of the second 60-day period (day 120 following the construction/occupation/use of the project), if the project is not certified, DSA issues a form DSA 301-P: Notification of Requirements for Certification to all parties associated with the project.

Like form DSA 301-N, form DSA 301-P is a list of deficiencies for the project and the parties responsible for those deficiencies.

Form DSA 301-P is posted in the publicly viewable Certification Box (see below). Any party responsible for a deficiency may submit the missing documentation to the Certification Box. School districts and design professionals may also submit form DSA 302: Response to 301-P, a document used to identify how they've attempted to resolve deficiencies.

**CERTIFICATION BOX**

Projects that are occupied without certification are placed in the Certification Box. Unlike DSAbbox, which is a place for stakeholders to access project documents, the Certification Box is open to the public. Available documents include form DSA 301-P; form DSA 102-IC: Construction Start Notice/Inspection Card Request, which identifies all parties associated with the project; and any submitted DSA 302 forms.

Even after being placed in the Certification Box, a project may be certified after all deficiencies have been resolved.
SCHOOL DISTRICT
READY TO START CONSTRUCTION

1. Certification Begins

   - Complete forms
   - DSA 5 Approved
   - DSA 102-K Received
   - DSA 152 Issued

2. Construction Begins

3. Relevant 152 Sections Signed Off

4. All 152 Sections Signed Off

   - 1st 60 Days
   - Construction Completed
   - Occupied
   - In Use

5. School District Ready to Start Construction

   - Submit all required documents and fees

6. Day 60!

   - Submit missing documents and/or fees

   - Goes public...

7. Day 120!

   - Submit missing documents and/or fees

   - Certification box

8. Get missing sections signed off

   - Stop work order

   - DSA 152 Issued

   - DSA 301-N Notification of Certification Requirements

   - Goes public...

   - Certification box

   - DSA 301-P Notification of Certification Requirements

   - Certification Starts when Construction Begins
FOR THE SCHOOL DISTRICT

ROLE OF SCHOOL DISTRICTS IN THE SCHOOL CONSTRUCTION CERTIFICATION PROCESS

PRIOR TO CONSTRUCTION

• Select an inspector and submit form DSA 5-P: Project Inspector Qualification and Approval.
• Submit form DSA 102-IC: Construction Start Notice/Inspection Card Request.

DURING CONSTRUCTION

• During the initial 60 days after a project is completed, ensure the project team has submitted documents to DSA for certification.
• On day 60, if the project is not certified, form DSA 301-N will be posted to DSAbbox outlining the deficiencies for project certification and the party responsible for each deficiency. Ensure that each responsible party promptly resolves any deficiencies for which they are responsible. Complete and submit form DSA 168: Statement of Final Actual Project Cost, if not already submitted.
• On day 120, if the project is still not certified, form DSA 301-P will be posted online to DSAbbox and the Certification Box located on DSA’s website, outlining all the deficiencies for project certification and the party responsible for each deficiency. This document will be made available to the public through the Certification Box. Ensure that each responsible party promptly resolves any deficiencies for which they are responsible. Complete and submit form DSA 168, if not already submitted.

BENEFITS OF THE NEW SCHOOL CONSTRUCTION CERTIFICATION PROCESS TO SCHOOL DISTRICTS

• The new form DSA 152 allows inspectors to sign-off on specific elements of a project during construction rather than waiting until the end of the project to report on such elements. This means fewer hold-ups at the end of the project!
• During construction, DSAbbox allows your project team to upload, view, and share documents at any time. No more worrying about misfiled papers!
• Once a project is complete, all parties have up to 120 days to submit documents and resolve deficiencies to certify the project before it is placed in the public Certification Box.

• If a project is not certified and is placed in the Certification Box, form DSA 301-P will identify who is responsible for the remaining deficiencies.
• In response to form DSA 301-P, the school district may submit form DSA 302 outlining its efforts to resolve identified deficiencies.
• The transparent process allows DSA, the school district, parents, and stakeholders the opportunity to clearly identify why a project is uncertified.
• This process provides additional time for certification, enhances communication and, through certification, formally conveys the project’s safety and code compliance to students, parents, teachers, and other interested parties.

RESOURCES

DSAbbox Information: www.dgs.ca.gov/dsa/Programs/progProject/dsabox.aspx
Certification Box: www.dgs.ca.gov/dsa/Programs/progProject/dsabox/certbox.aspx