Roles of School Districts in the School Construction Certification Process

Prior to Construction
- Select an inspector and submit form DSA-5-PI: Project Inspector Qualification and Approval.

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 DSAbox 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 DSAbox 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, DSAbox 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.

Certification Starts when Construction Begins

Through teamwork, open communication, and transparency, the Division of the State Architect (DSA) is committed to making the school construction certification process a success for all parties involved.

The following features of the certification process have been developed to ensure success.

Resources
DSAbox Information:
www.dgs.ca.gov/dsa/Programs/projProject/dsaBox.aspx
Certification Box:
www.dgs.ca.gov/dsa/Programs/projProject/dsaBox/certBox.aspx

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.

Projects that are occupied without certification are placed in the Certification Box. Unlike DSAbox, which is a place for stakeholders to access project documents, the Certification Box is open to the public. Available documents include form DSA-301-N: Project Certification Card Request, which identifies all parties associated with the project; and any submitted DSA-302 forms.

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.

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.
SCHOOL DISTRICT READY TO START CONSTRUCTION

1. **COMPLETE FORMS**
   - DSA 5 APPROVED
   - DSA 102-K RECEIVED
   - DSA 152 ISSUED

2. **CONSTRUCTION BEGINS**

3. **ALL 152 SECTIONS SIGNED OFF**
   - CONSTRUCTION COMPLETED
   - OCCUPIED
   - IN USE

4. **1st 60 DAYS**
   - SUBMIT ALL REQUIRED DOCUMENTS AND FEES
   - SUBMIT MISSING DOCUMENTS AND/OR FEES

5. **Day 60!**

6. **RELEVANT 152 SECTIONS ARE INCOMPLETE**
   - GET MISSING SECTIONS SIGNED OFF

7. **STOP WORK ORDER**

8. **2nd 60 DAYS**
   - SUBMIT MISSING DOCUMENTS AND/OR FEES

9. **Day 120!**

10. **CERTIFICATION BOX**

11. **#DAScertified**

12. **Goes public...**

13. **CERTIFICATION STARTS when CONSTRUCTION BEGINS**