

## PROJECT INSPECTION CARD

This form shall be completed by the Project Inspector, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-336 (a), as the work of construction progresses.

Complete this form in compliance with DSA Procedure PR 13-01 and use the DSA 152 Manual as a guide.

|   |                      |
|---|----------------------|
| School District/Owner:  | DSA File #: -        |
| Project Name/School:  | DSA App. #: -        |
| Project Inspector Name:   | DSA Certification #: |
| Building #:<br><i>(As identified on the plans.)</i>   |                      |
| <b>The Project Inspector shall date and initial each block and section per the Instructional Notes on page 2.</b> |                      |
| DSA card #:   | Date Issued:         |

**Card Start Date:** \_\_\_\_\_ (Note 9)

| AREA OF COMPLIANCE                   |  | DATE | Inspector's Initials                       |  |  |
|--------------------------------------|--|------|--|--|--|
| <b>SECTION 1</b>                     | Initial Site Work and Foundation Prep      | 1    | Mass Grading                               |  |  |
|                                      |  | 2    | Building Pad                               |  |  |
|                                      |  | 3    | Drainage Devices                           |  |  |
|                                      |  | 4    | Utilities (Rough-in)                       |  |  |
|                                      |  | 5    | Excavations                                |  |  |
|                                      |  | 6    | Forms                                      |  |  |
|                                      |  | 7    | Reinforcement                              |  |  |
|                                      |  | 1A   | Material Tests (Note 3)                    |  |  |
|                                      |  | 1B   | Special Insp (Note 4)                      |  |  |
|                                      |  | 1C   | Geotech (Note 5)                           |  |  |
|                                      |  | 1D   | DSA-6 Arch (Note 6)                        |  |  |
|                                      |  | 1E   | DSA-6 SE (Note 7)                          |  |  |
|                                      |  | 1F   | DSA-6 EE (Note 7)                          |  |  |
|                                      |  | 1G   | DSA-6 ME (Note 7)                          |  |  |
| <b>SECTION 1 COMPLIANCE (Note 8)</b> |  |      |  |  |  |
| <b>SECTION 2</b>                     | Vertical and Horizontal Framing            | 8    | Foundation Concrete                        |  |  |
|                                      |  | 9    | Concrete Vertical                          |  |  |
|                                      |  | 10   | Masonry Vertical                           |  |  |
|                                      |  | 11   | Wood Vertical                              |  |  |
|                                      |  | 12   | Steel Vertical                             |  |  |
|                                      |  | 13   | Concrete Horizontal                        |  |  |
|                                      |  | 14   | Wood Horizontal                            |  |  |
|                                      |  | 15   | Steel Horizontal                           |  |  |
|                                      |  | 2A   | Material Tests (Note 3)                    |  |  |
|                                      |  | 2B   | Special Insp (Note 4)                      |  |  |
|                                      |  | 2D   | DSA-6 Arch (Note 6)                        |  |  |
|                                      |  | 2E   | DSA-6 SE (Note 7)                          |  |  |
|                                      |  | 2F   | DSA-6 EE (Note 7)                          |  |  |
|                                      |  | 2G   | DSA-6 ME (Note 7)                          |  |  |
| 2H                                   | DSA-6 Arch/SE for Mod./Relo.Bldg.(Note 11) |      |  |  |  |
| <b>SECTION 2 COMPLIANCE (Note 8)</b> |  |      |  |  |  |
| <b>SECTION 3</b>                     | Appurtenances                              | 16   | Ceilings                                   |  |  |
|                                      |  | 17   | Exterior Cladding                          |  |  |
|                                      |  | 18   | Rated Assemblies                           |  |  |
|                                      |  | 19   | Fire Alarms                                |  |  |
|                                      |  | 20   | Fire Suppression                           |  |  |
|                                      |  | 21   | M/E/P (Structural)                         |  |  |
|                                      |  | 22   | M/E/P (Fire & Life Safety)                 |  |  |
|                                      |  | 3A   | Material Tests (Note 3)                    |  |  |
|                                      |  | 3B   | Special Insp (Note 4)                      |  |  |
|                                      |  | 3D   | DSA-6 Arch (Note 6)                        |  |  |
|                                      |  | 3E   | DSA-6 SE (Note 7)                          |  |  |
|                                      |  | 3F   | DSA-6 EE (Note 7)                          |  |  |
|                                      |  | 3G   | DSA-6 ME (Note 7)                          |  |  |
|                                      |  | 3H   | DSA-6 Arch/SE for Mod./Relo.Bldg.(Note 11) |  |  |
| <b>SECTION 3 COMPLIANCE (Note 8)</b> |  |      |  |  |  |
| <b>SECTION 4</b>                     | Finish Site Work and Other Work            | 23   | Fine Grading                               |  |  |
|                                      |  | 24   | Flatwork                                   |  |  |
|                                      |  | 25   | Parking                                    |  |  |
|                                      |  | 26   | Fire Lane                                  |  |  |
|                                      |  | 27   | Other Work Structural                      |  |  |
|                                      |  | 28   | Other Work Fire Life Safety                |  |  |
|                                      |  | 29   | Other Work Accessibility                   |  |  |
|                                      |  | 4A   | Material Tests (Note 3)                    |  |  |
|                                      |  | 4B   | Special Insp (Note 4)                      |  |  |
|                                      |  | 4D   | DSA-6 Arch (Note 6)                        |  |  |
|                                      |  | 4E   | DSA-6 SE (Note 7)                          |  |  |
| 4H                                   | DSA-6 Arch/SE for Mod./Relo.Bldg.(Note 11) |      |  |  |  |
| <b>SECTION 4 COMPLIANCE (Note 8)</b> |  |      |  |  |  |

**Card Completion Date:** \_\_\_\_\_ (Note 10)

**Inspector's Signature:** \_\_\_\_\_

**PROJECT INSPECTION CARD**Instructional Notes

1. **The Project Inspector shall date and initial each block and section when:**
  - A. Identified areas are determined to be in compliance with the *DSA approved construction* documents. **DSA approved** construction documents are those portions of the construction documents, duly approved by DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety, and Accessibility portions of the project.
  - B. Required testing and inspections are complete, and
  - C. Required documentation has been received by the project inspector.
2. **If any block or section is not applicable to the construction, Inspector shall enter "NA" under date and provide initials.** Dates must be entered in mm-dd-yy format.
3. If material testing is required for any work covered by the section, then an interim Laboratory of Record Verified Report (form DSA 291) must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the DSA 291 was received and initial the block.
4. If any special inspections are required for any work covered by the section, then an interim Verified Report for the special inspections must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the verified report was received and initial the block.
  - For projects where the special inspectors are provided by the Laboratory of Record: The Verified Report is form DSA 291 Laboratory Verified Report with the "combined Verified Report" box checked in section 2 of the form.
  - For projects where the special inspectors are not provided by the Laboratory of Record: The Verified Report is form DSA 292 Special Inspection Verified Report. If more than one special inspector is providing services, then form DSA 292 for each of the special inspectors is required.
5. If geotechnical related inspections or testing is required for any work covered by the section, then an interim Geotechnical Verified Report (form DSA 293) must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the DSA 293 was received and initial the block. For projects involving cast-in-place deep foundations, a DSA 293 is not required prior to placing grout or concrete in Section 2 since verification of concrete/grout volumes in the hole is part of the geotechnical verification for such deep foundations.
6. An interim Verified Report (Form DSA 6-AE) for the design professional in general responsible charge must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the Verified Report was received and initial the blocks. For most projects, the "Design Professional in General Responsible Charge" is an architect (Arch). However, for some projects this person may be a structural, mechanical, or electrical engineer.
7. An interim Verified Report (form DSA 6-AE) for design professionals as listed must be received by the Project Inspector before he or she can initial the section compliance block. The Project Inspector shall enter the date the Verified Report was received and initial the blocks. If the construction documents used to construct/inspect work in the section include plans signed by any one of the design professionals listed, then the Interim Verified Report must include their signatures. If the construction documents used to construct/inspect work in the section do not include plans signed by any one of the design professionals listed, then the Project Inspector shall, for that specific design professional, enter NA for the date received and initial the block.  
The following are abbreviated: SE (Structural Engineer); EE (Electrical Engineer); ME (Mechanical Engineer)
8. The "Section Compliance" block is dated and initialed after all other blocks in that section are dated and initialed.
9. The Project Inspector shall enter the date the contractor mobilizes to begin construction (or demolition) of the work that is part of the scope for the building number identified on the inspection card.
10. The Project Inspector shall enter the date of the card completion and provide his/her signature when all other sections and blocks on the inspection card related to the structural, fire life safety and access aspects of the project are completed. Final Verified Reports are not required to be received prior to entering the card completion date.
11. For the first-time installation of modular or relocatable buildings, an Interim Verified Report (form DSA 6-AE) as described in Note 7 is required. Installation of a stockpile building may be considered a relocation. This field is required to be completed for projects submitted for DSA plan approval after April 22, 2016.