

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Final Inspection of Construction Projects	<u>Number</u> 606
Related Policy:	Building Administration 6Hx20 – 6.004	<u>Page</u> Page 1 of 1

**I. Purpose**

To ensure that all work and materials have been supplied according to the construction plans and specifications, and to determine if the facility is in compliance with statutes, rules, and codes affecting the health and safety of the occupants. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.6)

**II. Procedure**

- A. Upon the completion of a project, the contractor informs the architect/engineer, who will contact the College's Director, Facilities Planning and Construction, that the contractor is ready for an inspection for substantial completion.
- B. An inspection of the work is scheduled between the owner, building code administrator, the architect/engineer, contractor, and subcontractors.
- C. Upon the recommendation by the Director, Facilities Planning and Construction, and the architect/engineer, Certificate of Occupancy, OEF Form 110B, is signed by the College President, architect/engineer, and building code administrator.
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- D. Upon recommendation by the Director, Facilities Planning and Construction, and the architect/engineer, the College administration recommends the date of final/substantial completion.
- E. After the College's Facilities Committee approves the recommendation for final completion, the Board of Trustees votes on whether to accept the project as complete.
- F. Upon approval of the Board of Trustees, the Certificate of Final Inspection, OEF Form 209, is signed by the President, architect/engineer, and building code administrator.

Responsible Official:	Director, Facilities Planning and Construction	
President's Signature:		Date: 10/02/2025