

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Final Inspection of Construction Projects	<u>Number</u> 606
Related Policy:	6Hx20 – 6.004	<u>Page</u> Page 1 of 2

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, the Request for Inspection and Occupancy Certificate, OEF Form 110, is signed by the College President, architect/engineer, and building code administrator.
 - 1. For projects involving occupancy and costing over \$200,000, use OEF Form 110, Part A - Request for Inspection and Occupancy Certificate, and OEF Form 209 - Certificate of Final Inspection.
 - 2. For projects not involving occupancy and construction which cost less than \$200,000, use OEF Form 110, Part B - Request for Non-Occupancy Inspection.
 - 3. For projects costing less than \$200,000 and requiring no occupancy, use OEF Form 210 - Report of Facilities Construction. This form shall be filled out and sent to the Office of Educational Facilities.
- 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, the Board of Trustees votes on whether to accept the project as substantially 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: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. J. Meadows".