

Field Inspection Report Guide for Inspectors

This guide provides the steps you will need to submit Field Inspection Reports.

Create Field Inspection Report

To create a Field Inspection Report, you first need to open a Project Dashboard. From the main dashboard select the project you want, you can do so by clicking the site photo or project name in the Project List task bar:

The screenshot shows the UC Davis Design and Construction Management software interface. At the top, there is a navigation bar with 'Home', 'Catalog', 'Contacts', and 'Executive' buttons. Below this is a table titled 'INBOX' with columns for Project, Project Name, Type, DocNo, Description, To UCD, and To Me. The table lists several projects, including 'UCD DCM's Spitfire TEST & CONFIG Project'. A red box highlights the 'PROJECT LIST' tab, and a red arrow points to the 'Site Photo' and 'Project Name' columns.

Once you click on the site photo/Project name your Project Dashboard will open:

The screenshot shows the UC Davis Design and Construction Management software interface. The top navigation bar includes 'Home', 'Catalog', 'Contacts', 'Executive', and 'SFCOFIG'. The main area is titled 'SFCOFIG - UCD DCM's Spitfire TEST & CONFIG Project'. On the left, there is a 'PROCESSES' sidebar with various categories like 'Augmentation / Revision', 'Beneficial Occupancy', 'Budget', etc. The main area displays 'PROJECT INFO - 1 OPEN DOCUMENTS' and 'TEAM CONTACTS'.

Next you will select the Field Inspection Report in the processes type area

The screenshot shows the UC Davis Design and Construction Management software interface. The top navigation bar includes 'Home', 'Catalog', 'Contacts', 'Executive', and 'SFCOFIG'. The main area is titled 'SFCOFIG - UCD DCM's Spitfire TEST & CONFIG Project'. On the left, there is a 'PROCESSES' sidebar with various categories. The main area displays 'FIELD INSPECTION REPORT - 49 OPEN DOCUMENTS' with a table of reports. A red box highlights the 'Field Inspection Report' item in the 'PROCESSES' sidebar.


To create a new Field Inspection Report you will click on the  icon

UCDAVIS
 DESIGN AND CONSTRUCTION MANAGEMENT Construction Project Management and Accounting

Home Catalog Contacts Executive 9534900 SFCONFIG

SFCONFIG - UCD DCM's Spitfire TEST & CONFIG Project Aug 6, 2016 - ()

PROCESSES		FIELD INSPECTION REPORT - 49 OPEN DOCUMENTS								
		Doc No	Description	Report Date	Type	Status	Inspected By	Priority	Commitment	Company
Biological Occupancy	3									
Budget	1	0001	Field Inspection Report 0001	4/9/2019			Admin David Moody			UC Davis - DCM
Charge Entry	4	0056	Field Inspection Report 0056	4/8/2019			Test Insp IOR (AE-T-IOR)			DCM Test Acct
CO	27	0055	Field Inspection Report 0055	4/8/2019			Test Insp IOR (AE-T-IOR)			DCM Test Acct
Commitment	4	0054	Field Inspection Report 0054	4/8/2019	General	Draft	Test Insp IOR (AE-T-IOR)		C10015	T.B. Penick & Sons, Inc
COR	6	0053	Field Inspection Report 0053	4/7/2019			Admin David Moody			UC Davis - DCM
Correspondence	1	0052	Field Inspection Report 0052	2/4/2019			Test Insp IOR (AE-T-IOR)			DCM Test Acct
Drawings	2	0049	Field Inspection Report 0049	11/29/2018	General		Admin David Moody			Admin Michelle Davis
Field Inspection Report	49	0048	Field Inspection Report 0048	11/29/2018	General		Admin David Moody			Admin Michelle Davis
Field Order	7	0047	Field Inspection Report 0047	11/29/2018	General		Admin David Moody			Admin Michelle Davis
Forecast	1	0051	Field Inspection Report 0051	11/29/2018	General	Draft	Admin David Moody			Admin Michelle Davis
GC Contract	0									
Tools										

Once you click the  icon, you will see a new document open up on your screen. **Note: Some fields are already populated.**

Field Inspection Report 0001

Doc No: 0001 SITE CONDITION:

PROJECT: SFCONFIG UCD DCM's Spitfire TEST & CONFIG Project

DESCRIPTION: Field Inspection Report 0001

COMMITMENT:

INSPECTED BY:

TYPE: General

STATUS: Draft

REPORT DATE: 4/12/2019

Visitors

Visitor	Note
Add...	

FIELD OBSERVATIONS:

SPECIAL INSPECTIONS:


COMMENTS:

SWPPP:

CONTRACTOR'S LABOR FORCE: REFER TO CERTIFIED PAYROLL RECORDS

Attachments Route Detail

Name	Size	Note	Include	Cataloged
SFCONFIG-Field Insp Report 0017.docx - 0017	18KB		Assemble	seconds ago

Begin to fill in any needed fields in the document. Please note - anywhere there is an  icon, you can click it to lookup information if you aren't sure of what to fill in.

Field Inspection Report 0001 *

Doc No 0001 PROJECT SFCONFIG UCD DCM's SpillFix TEST & CONFIG Project SITE CONDITION

DESCRIPTION DB test for DPR Field Inspection Report 0001

COMMITMENT 010040 DB test for DPR

INSPECTED BY Test Insp IOR (AE-T-IOR) Type General

STATUS Draft

REPORT DATE 4/12/2019 CLOSED 4/12/2019

Visitors

FIELD OBSERVATIONS
 Contractor AAA on site supervision, pouring concrete footings at hay barn (problems) email sent to C Vargas
 Contractor BBB continue work on pads at south pasture, backfilling and compaction
 Contractor ZZZ NA

SPECIAL INSPECTIONS

COMMENTS

SWPPP

CONTRACTOR'S LABOR FORCE: REFER TO CERTIFIED PAYROLL RECORDS

Attachments Route Detail


Name	Size	Note	Include	Cataloged
SFCONFIG-Field Insp Report 0001.docx - 0001	10KB		Assemble	minutes ago

Once you have filled out the document and saved, you may also decide to add an attachment. To do this, select the attachments tab at the bottom of the document and drag your file to the task bar as noted below.

Attachments Route Detail

Name	Size	Note	Include	Cataloged
This would be a test.docx	11KB		Assemble	seconds ago

Drag and drop here

Once you have added your attachment. Click the save  icon at the top or bottom of the page.

How to copy a Field Inspection Report

On the top right hand corner click on the three bar menu and select 'Copy this document' to copy from an existing Field inspection Report so all the fields will be copied from the existing report

DB test for DPR Field Inspection Report 0001

Doc No 0001 PROJECT SFCONFIG UCD DCM's SpillFix TEST & CONFIG Project SITE CONDITION

DESCRIPTION DB test for DPR Field Inspection Report 0001

COMMITMENT 010040 DB test for DPR

INSPECTED BY Test Insp IOR (AE-T-IOR) Type General

STATUS Draft

REPORT DATE 4/12/2019

Visitors

- Alerts
- Copy this Document
- Outstanding Items List
- Related Documents
- DPR Construction A General Partnership
- Get Link
- View Changes

Fill the date to complete copying. This will be the date for the Field Inspection report.

Copy Document ✕


COPY FROM



PROJECT



DOCUMENT TYPE


DOCUMENT

OPTIONS


NEW PROJECT 

ALSO COPY Items  Route 

OPTIONS Include Attachments  Link to source document 

NEW DUE DATE 

NUMBER OF COPIES RECUR OPTION

 Powered by

That's it.....you've completed creating a Field Inspection Report!