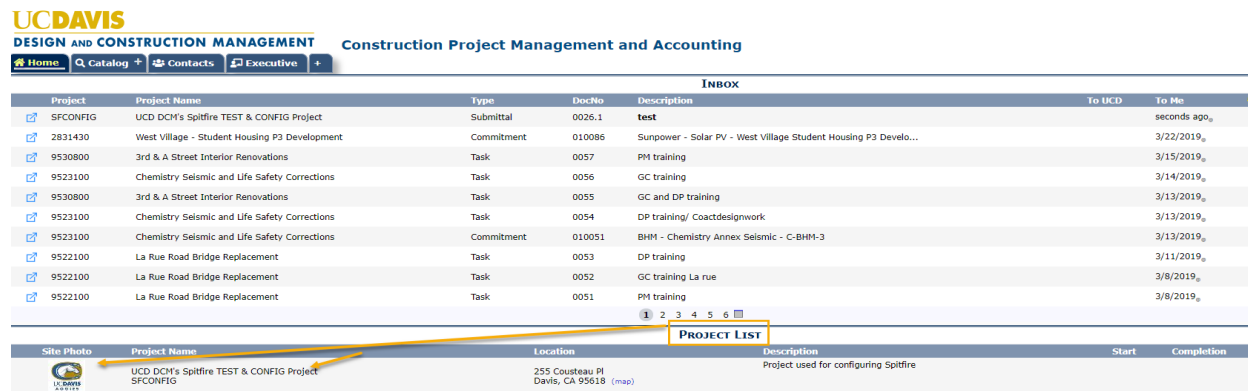


Inspection Request Guide for Inspectors

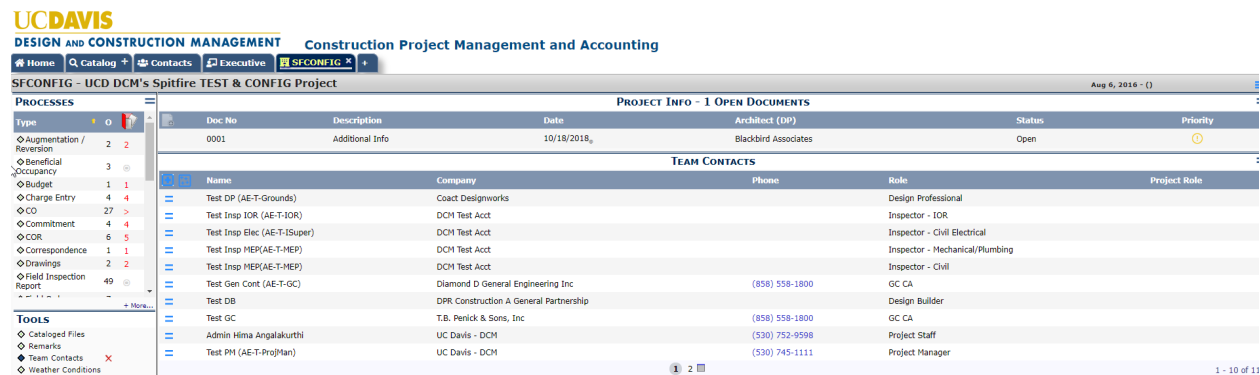
This guide provides the steps you will need to respond to Inspection Requests.

View Inspection Request

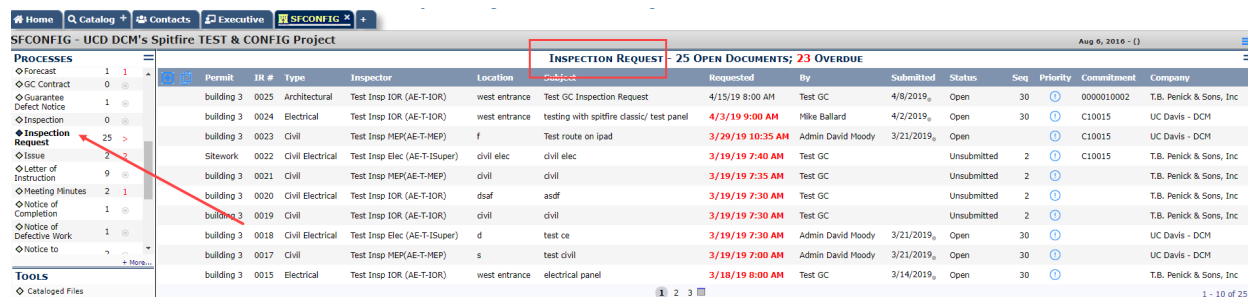
To view an Inspection Request, you first need to open a Project Dashboard. From the Home Dashboard select the project you want from the Project List, you can do so by clicking the site photo or project name in the Project List task bar.




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



If your Project Dashboard doesn't default to Inspection Request, you will want to select Inspection Request document in the processes type area



To view an Inspection Request you will click on the folder  icon

UCDAVIS
DESIGN AND CONSTRUCTION MANAGEMENT Construction Project Management and Accounting

Home Catalog Contacts Executive SFCONFIG

SFCONFIG - UCD DCM's Spitfire TEST & CONFIG Project Aug 6, 2018 - ()

PROCESSES

- Forecast 1
- GC Contract 0
- Guarantee 1
- Defect Notice 0
- Inspection 0
- Inspection Request 25**
- Issue 2
- Letter of Instruction 9
- Meeting Minutes 2
- Notice of Completion 1
- Notice of Defective Work 1
- Notice to -

TOOLS

- Cataloged Files

INSPECTION REQUEST - 25 OPEN DOCUMENTS; 23 OVERDUE

Permit	IR #	Type	Inspector	Location	Subject	Requested	By	Submitted	Status	Seq	Priority	Commitment	Company
building 3	0025	Architectural	Test Insp IOR (AE-T-IOR)	west entrance	Test GC Inspection Request	4/15/19 8:00 AM	Test GC	4/8/2019	Open	30	Low	0000010002	T.B. Perick & Sons, Inc
building 3	0024	Electrical	Test Insp IOR (AE-T-IOR)	west entrance	testing with spitfire classic/ test panel	4/3/19 9:00 AM	Mike Ballard	4/2/2019	Open	30	Low	C10015	UC Davis - DCM
building 3	0023	Civil	Test Insp MEP(AE-T-MEP)	f	Test route on load	3/29/19 10:35 AM	Admin David Moody	3/21/2019	Open	30	Low	C10015	UC Davis - DCM
building 3	0022	Civil Electrical	Test Insp Elec (AE-T-ISuper)	civil elec	civil elec	3/19/19 7:40 AM	Test GC		Unsubmitted	2	Low	C10015	T.B. Perick & Sons, Inc
building 3	0021	Civil	Test Insp MEP(AE-T-MEP)	civil	civil	3/19/19 7:35 AM	Test GC		Unsubmitted	2	Low		T.B. Perick & Sons, Inc
building 3	0020	Civil Electrical	Test Insp IOR (AE-T-IOR)	dsaf	asaf	3/19/19 7:30 AM	Test GC		Unsubmitted	2	Low		T.B. Perick & Sons, Inc
building 3	0019	Civil	Test Insp IOR (AE-T-IOR)	civil	civil	3/19/19 7:30 AM	Test GC		Unsubmitted	2	Low		T.B. Perick & Sons, Inc
building 3	0018	Civil Electrical	Test Insp Elec (AE-T-ISuper)	d	test ce	3/19/19 7:30 AM	Admin David Moody	3/21/2019	Open	30	Low		UC Davis - DCM
building 3	0017	Civil	Test Insp MEP(AE-T-MEP)	s	test civil	3/19/19 7:00 AM	Admin David Moody	3/21/2019	Open	30	Low		UC Davis - DCM
building 3	0015	Electrical	Test Insp IOR (AE-T-IOR)	west entrance	electrical panel	3/18/19 8:00 AM	Test GC	3/14/2019	Open	30	Low		T.B. Perick & Sons, Inc

After you click the  icon, you will see the Inspection Request document open up on your screen:

Test GC Inspection Request

INSPECTION REQUEST # 0025

PROJECT SFCONFIG UCD DCM's Spitfire TEST & CONFIG Project

COMMITMENT 0000010002

SUBJECT Test GC Inspection Request

LOCATION west entrance

TYPE Architectural

REQUESTED BY Test GC

STATUS Open

INSPECTOR Test Insp IOR (AE-T-IOR)

REQUESTED 4/15/2019 08:00

PERMIT building 3

PRIORITY Low


Notes Inspector

TYPE DETAILS OF THE REQUESTED INSPECTION

Description of inspection

INSPECTOR RESPONSE

ENTER RESPONSE THEN STATUS. OPEN/VOIDED STATUS WON'T SEND EMAIL.

To coordinate scheduling - select the Inspector's tab, add scheduling comments and select YES or NO from the drop down to confirm the date, save the document by clicking the  icon in the upper right or bottom left corner, this will generate a confirmation email to the GC indicating that you have confirmed the Inspection Request Date and Time.

Test GC Inspection Request *

INSPECTION REQUEST # 0025

PROJECT SFCONFIG UCD DCM's Spitfire TEST & CONFIG Project

COMMITMENT 0000010002

SUBJECT Test GC Inspection Request

LOCATION west entrance

TYPE Architectural

REQUESTED BY Test GC

STATUS Open

INSPECTOR Test Insp IOR (AE-T-IOR)

REQUESTED 4/15/2019 08:00

PERMIT building 3

PRIORITY Low

Notes Inspector

SCHEDULING COMMENTS

Scheduling Comments


DATE CONFIRMED?

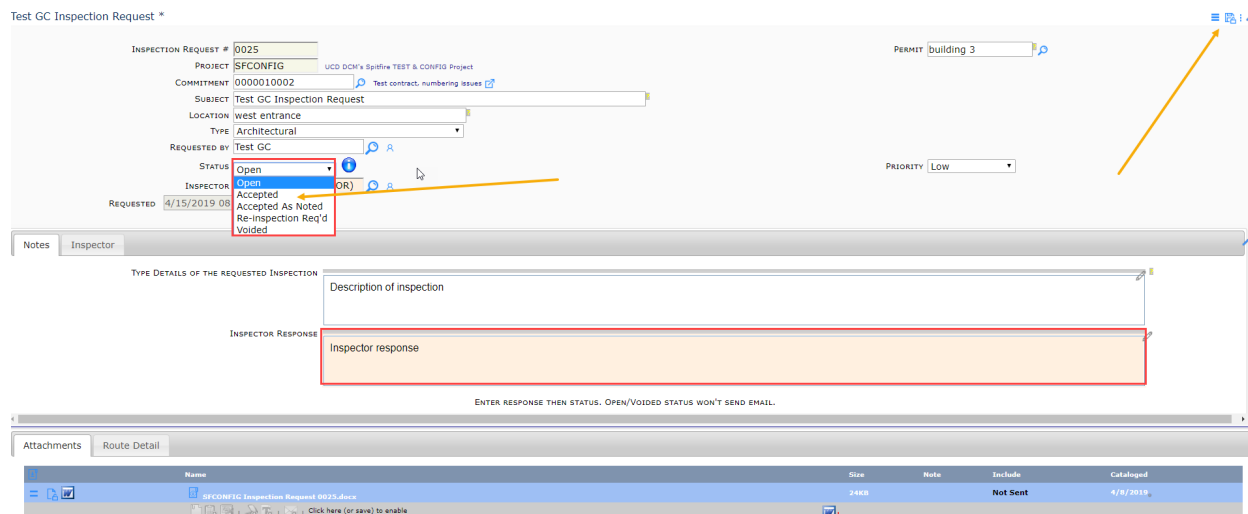
No

Yes

Attachments Route Detail

Name	Size	Note	Include	Cataloged
SFCONFIG Inspection Request 0025.docx	24KB		Not Sent	4/9/2019

After the inspection has been completed, you will need to come back into Spitfire, open up the Inspection Request document and formulate your response, set the status and click the  icon at the top or bottom of the page. This will forward to the next sequence and gets distributed to the General Contractor. **Please note: You must type your response first, then set the status to send an email.**



That's it.....you've completed responding to an Inspection Request!