

2007 Field Review OCCUPANCY Reminder

Construction that requires occupancy of some areas of the construction project before the total project completion may be acceptable to OSHPD at the discretion of the ACO with the concurrence of the FLSO and DSE.

When in the judgment of the field staff, the occupancy of such completed portions of a project does not compromise the health or safety of the public, a partial or temporary occupancy may be issued.

The area to be occupied must be in compliance with the approved plans and specifications and applicable codes and regulations. A partial or temporary occupancy will be issued on a report, a Certificate of Occupancy form provided by the Office. The partial or temporary occupancy report will identify the areas or portions of the OSHPD project being issued partial or temporary occupancy.

Note: In accordance with Title 22, the Department of Health Services - Division of Licensing and Certification issues the authorization to the Health Care Facility to begin providing health care services. Licensing/Certification (L/C) is advised through an OSHPD Construction Final or Certificate of Occupancy report prepared by the Area Compliance Officer indicating that the construction is completed per the approved construction documents and applicable codes and regulations. L/C then must review the facility policies and procedures and other documentation before approving the effected area for patient occupancy / use.

The following is a checklist of items that need to be completed or submitted before the ACO can issue partial or temporary occupancy:

<u>CHK</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Post approval and deferred approval documents that may affect the construction in place.
<input type="checkbox"/>	<input type="checkbox"/>	2. Completion of the work in the area to be occupied and required support spaces or items, i.e.: entry, exit, access, elevators, and restrooms.
<input type="checkbox"/>	<input type="checkbox"/>	3. All corrections or punchlist items completed that would require an occupied space to be vacated to complete those corrections or punchlist items.
<input type="checkbox"/>	<input type="checkbox"/>	4. Documentation of all tests, inspections and observations as required by the approved Testing, Inspection and Observation (TIO) program for the construction of specific areas to be occupied and their related support areas.
<input type="checkbox"/>	<input type="checkbox"/>	5. Verified Compliance Reports from the Architect, Engineers, IOR and Contractor after their punchlist or observation report of the work.
<input type="checkbox"/>	<input type="checkbox"/>	6. OSHPD's structural acceptance will be issued by the District Structural Engineer (DSE) on a field visit report except for minor projects with little or no structural issues.
<input type="checkbox"/>	<input type="checkbox"/>	7. OSHPD's fire and life safety acceptance will be issued by the Fire / Life Safety Officer (FLSO) on a field visit report except for minor projects with little or no fire and life safety issues.
<input type="checkbox"/>	<input type="checkbox"/>	8. Certificate or Letter of Substantial Completion completed by the responsible design Professional.
<input type="checkbox"/>	<input type="checkbox"/>	9. OSHPD Compliance Officer's acceptance.

NOTE:

The purpose of this list is to reduce oversights and to achieve minimum levels of uniformity and completeness. The use of this reminder list does not constitute a complete plan review. Compliance with all items on this list does not necessarily assure compliance with all provisions of the applicable codes and standards. This reminder list should be used only by persons with a comprehensive knowledge of the applicable codes and standards.

Additional information sources:

OSHPD Architectural, Mechanical, Electrical and Structural Standard Plan Review Comments:

http://www.oshpd.ca.gov/FDD/Plan_Review/PlnAppComments.html#standard

OSHPD Public Use Forms:

<http://www.oshpd.ca.gov/FDD/Forms/index.html>

OSHPD FREER Manual:

http://www.oshpd.ca.gov/FDD/Plan_Review/Documents/FREER.PDF

OSHPD Regulations, Policy Intent Notices and Code Application Notices:

<http://www.oshpd.ca.gov/FDD/Regulations/pinscans.html>

OSHPD Project Review Status:

http://www.oshpd.ca.gov/FDD/project_tracking/index.asp