

2007 OSHPD Preconstruction Meeting Reminder List

INTRODUCTIONS and SIGN-UP SHEET

- 1. Circulate sign-up sheet with: Name, Title, Phone Number and Email Address.
- 2. Each person introduces themselves: name, title, and company or agency.

OVERVIEW OF PROJECT

- 3. Architect or Designer of Record gives an overview of the project scope. Discuss any unusual or special items or code requirements

PLAN APPROVAL.

- 4. Determine if the OSHPD Office has issued plan approval.

BUILDING PERMIT

- 5. Determine if OSHPD Office has issued permit.
- 6. Construction Start Letter shall be submitted to OSHPD prior to start of construction.

POST APPROVAL DOCUMENTS: CHANGE ORDERS, INSTRUCTION BULLETINS (IBs)

- 7. All additions or changes to plans shall be submitted to OSHPD as a change order or instruction bulletin and be triaged by the OSHPD field staff.
- 8. If an "undue delay" may result, field staff will triage and process a bulletin per the OSHPD Critical Path Expedite Review (CPER) procedures.
- 9. Installation work may proceed only upon OSHPD approval of the bulletin or change order. An approved bulletin shall be confirmed by change order immediately (within 30 days) and shall contain no more than 10 bulletins.
- 10. Refer to the Post Approval Document Checklist for more specific requirements.

DEFERRED APPROVALS (DAs)

- 11. DAs listed on the cover sheet of approved plans.
- 12. Recommend submittal ASAP as DAs usually require submission to the OSHPD Office and are considered an initial 60 day first review.
- 13. Installation work covered under typical DAs may not proceed until approval has been issued. Fire alarm work may commence when location of devices is included with approved plans.

ALTERNATE METHODS OF COMPLIANCE

- 14. During construction, approval required from the Regional Compliance Officer. Engineering Judgments will not be accepted in lieu of existing listed assemblies.

OSHPD PRE-APPROVALS

- 15. Use of pre-approvals with valid OPA numbers may be used on the project, all applicable details and tables in selected OPAs must be adhered to without changes and must be available at the jobsite.
- 16. Architect or Engineer of Record to verify job specific requirements are met.

ARCHITECT OR ENGINEER OF RECORD (AOR or EOR)

- 17. Identify responsible individual for the administration of the work of construction.
- 18. Alternate(s) for the Architect and/or Engineer(s) shall be licensed to perform such responsibilities as required by the CCR.
- 19. If needed, prepare documents for supplantation of Architect, Engineer, Inspector of Record, Special Inspector or Contractor.
- 20. Review TIO program and distribution of responsibilities of work where the project has more than one Inspector of Record assigned to the project.
- 21. Interpret approved plans and specifications.
- 22. Track request for information responses for inclusion in change orders as needed.
- 23. Prepare post approval documents.

- 24. Prepare punchlists and documents for occupancy and closeout.
- 25. Submit verified compliance reports as required by the TIO or OSHPD.
- 26. Submit all completed test, inspection and observation reports to the Office.

CONTRACTOR

- 27. The Contractor shall complete the work in accordance with the approved plans and specifications.
- 28. The Contractor shall cover no work without inspection approval.
- 29. The Contractor shall not proceed with work that is not approved by OSHPD including deferred approvals and changes resulting from RFI responses.
- 30. The Contractor shall not be relieved of any responsibility by the activities of the Architect, Engineer, and Inspector, Project Manager or OSHPD in the performance of their duties.

INSPECTOR OF RECORD (IOR)

- 31. The IOR shall provide competent, adequate and continuous inspection of the work.
- 32. Continuous inspection means complete inspection of every part of the work. Work such as concrete or masonry work, which can be inspected, only as it is placed or assembled shall require the constant presence and observation by the Inspector.
- 33. The Inspector shall maintain a file of the approved plans and specifications on the job at all times. Shop drawings are not to be used for inspections.
- 34. All unapproved documents shall be returned to the Architect for action.
- 35. All codes and referenced documents are to be available at the jobsite.
- 36. Keep TIO documentation updated and obtain OSHPD signatures.
- 37. Records of all test reports and inspections required by the approved documents to be maintained.
- 38. The Inspector shall notify the OSHPD field staff at least 48 hours in advance of time when foundation trenches will be complete and at least 48 hours in advance of the first placement of concrete.
- 39. The Inspector shall notify the contractor, in writing, of any deviations from the approved plans and specification, which have not been immediately corrected, by the contractor.
- 40. Copies of non-compliance reports shall be issued to the Architect / Engineers, Owner and OSHPD.
- 41. Where OSHPD finds disregard to notices of non-compliance or a condition that threatens the safety of patients, staff, workers or the public, OSHPD will request a voluntary stoppage of the work.
- 42. Failure to voluntarily stop will result in the issuance of Stop Work Order issued to the facility.
- 43. The Inspector is not the authority having jurisdiction. The IOR does not have the authority to approve changes, issue approval for occupancy, utility connections and/or use of equipment.
- 44. The IOR shall ensure that the workers and special inspectors on the project have the proper credentials to perform the work. (i.e. welders must be AWS certified, welding inspectors must be AWS certified inspectors, etc.)
- 45. It is highly recommended the IOR review RFIs and responses with OSHPD field staff to avoid code misinterpretations. Changes resulting from RFIs to be documented as a change order or an as built condition.

OSHPD FIELD STAFF

- 46. The field staff's primary responsibility is observation of the work.
- 47. The field staff will visit the site as often as necessary, in our judgment, to ensure the proper enforcement of the approved contract documents and applicable codes.
- 48. To contact or request a field visit, it is preferred that requests are made through the IOR for availability and to avoid duplicate scheduling with staff.
- 49. Typical observations are prior to placement of concrete, wall close in, ceiling cover, occupancy and project final.
- 50. Corrections required will be documented with a code citation.
- 51. Appeals related to field staff citations or directives are to follow the OSHPD Comment Process Review (CPR) procedure.
- 52. The field staff will review change orders at the discretion of the field staff. Considerations for field review are complexity of change, size of change, time available and whether a change of use is involved. All change orders will first be triaged by the field staff.

- 53. Bulletins requested to be reviewed through the CPER program will be triaged.
- 54. The field staff work independently of each other as the areas of facilities covered varies and our primary project contact is the IOR.

DSE

- 55. The DSE's main responsibilities are the primary structure, bearing partitions, exterior cladding of buildings, and anchorage of large equipment on H and I projects.
- 56. The DSE will also review equipment anchorage, bracing of systems, and other items as requested by the ACO.

FLSO

- 57. The FLSO has responsibilities for all fire life safety items, including fire sprinklers and fire alarm systems, fire rated construction, smoke control and exiting.

ACO

- 58. The ACO has general overall responsibility for field observation of the project.
- 59. The ACO will issue approval for utility connections when applicable, after the project team's approval of that work.

CONSTRUCTION ACTIVITIES

- 60. If special safety equipment is required to access the job site such as a hard hat, eye or hearing protection and vest, please inform us as to the project requirements.
- 61. The DSE will review / approve concrete mix designs prior to the placement of concrete.
- 62. The DSE will review / approve welding procedures prior to welding.
- 63. Fire department access roads to be provided and maintained.
- 64. Fences provided with gates and locks.
- 65. Hydrants provided and access maintained.
- 66. Access to standpipes maintained during construction.
- 67. Access to existing fire department connections maintained.
- 68. Access to fire department key boxes maintained.
- 69. Fire authority approval of access plan.
- 70. Maintenance of means of egress from occupied spaces assured.
- 71. Reduction in required exit width reviewed and approved.
- 72. Reduction in number of means of egress requires review and approval.
- 73. Temporary means of egress to be reviewed and approved.
- 74. Modifications to existing means of egress reviewed and approved.
- 75. Temporary exit signs and emergency planning information provided.
- 76. Fire separations maintained.
- 77. Construction of temporary construction barriers required.
- 78. Temporary standpipes provided during construction.
- 79. Existing fire alarm notification devices maintained.
- 80. Access to existing manual fire alarm pull stations maintained.
- 81. Access to existing fire extinguishers maintained.
- 82. Existing automatic fire sprinkler system maintained.
- 83. Fire extinguishers provided during construction.
- 84. Interruptions in the service of fire life safety systems require advanced notice
- 85. Fire watch required for hot work.
- 86. Fire watch procedures in accordance with fire authority.
- 87. Installation details required to be on site for fire dampers, smoke-fire dampers, fire stop systems, head of wall systems, edge of slab systems, expansion joint systems, spray applied fireproofing, duct detectors, in-duct detectors.
- 88. Identify specific or unusual project requirements, i.e.: Certified inspection of all medical gas work, no tie-in prior to approvals; review concrete anchor installation requirements; plumbing drainage lines minimum slope 1/4" unless specifically approved to 1/8".

REMODEL CAN 2-34

- 89. Existing equipment, piping, ducts, and conduit supports and bracing shall be brought into compliance with code requirements under Remodel CAN 2-34.

WORK WITHIN EXISTING HOSPITAL

- 90. Maintaining the operation of the existing hospital should take precedence over all construction work. All hospital system shut downs must be coordinated with the hospital and backup systems are maintained or temporary backup systems are to be provided.

OCCUPANCY AND USE OF EQUIPMENT

- 91. The field staff has responsibility for issuance of any Certificates of Occupancy.
- 92. Review OSHPD Occupancy Checklists for needed items.

PROJECT FINAL AND CLOSEOUT

- 93. Complete all items applicable from the OSHPD Project Closeout Checklist.

ADDITIONAL RECOMMENDATIONS:

- 1 If possible, limit all material and detail substitution requests to the beginning of the project. All substitution requests to be reviewed by the project team prior to requesting a change of approval from OSHPD.
- 2 On RFIs, referencing a California Building Code section will help reduce requests and help provide code complying responses. Conduct "mini" precons with each new trade prior to the start of their work.
- 3 Inspection requests by subcontractors should be verified by the Contractor prior to issuance to the IOR.
- 4 Make use of the "Best Practices," a collaborative guideline produced with the California Healthcare Foundation.
- 5 Keep the lines of communication open.

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