UNIVERSITY OF MINNESOTA

*Building Code Department 270 Donhowe Building*

*319 - 15th Avenue S.E*

*Minneapolis, MN 55455*

*Phone: 612-625-3318*

#  Fax: 612-625-6667

Project Final Inspection Guideline

Project Name: ………………………………………….

University Project Manager: ………………………..

General Contractor: ………………………………….

Superintendent: ………………………………………

Project Number(s) ……………………………………

Purpose and Intent:

* To assist with clarifying to the project team the roles of; the University Project Manager, the General Contractor and their Subcontractors, Design Professionals and BCD, as an aid for project closeouts.
* This document becomes the General Contractor’s and may be modified as they see fit. Changes, additions and modifications should be indicated at the end of the document and may be incorporated in future editions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. General Conditions | **Yes** | No | NA | **Comments** |
| 1. Project is significant and/or CPM: New building, addition, major renovation |  |  |  | CPM - Owner/Operator |
| 2. Project is U Construction or Research and Outreach Center (ROC) |  |  |  | U Construction/ROC |
| 3. BCD Inspector(s), plans examiners(s), and Assistant BO, have been notified by General Contractor the closeout meetings are underway.  |  |  |  | **General Contractor.** |
| 4. Architect, University PM have been notified by General Contractor the closeout meetings will be underway.  |  |  |  | **General Contractor** |
| 5. Revisions to approved plans have been reviewed by BCD. Any review and inspection discrepancies have been resolved.  |  |  |  | BCD staff/Architect/MEP designer. |
| B. Closeout Procedures | **Yes** | **No** | **NA** | **Comments/roles/responsibilities** |
| 1. Project Closeout meeting(s) have been scheduled and Permit Status Log sent to PM and General Contractor. Monthly. Re-assess near completion. ABO, CPM, Contractor. |  |  |  |  |
| 2. **The Following University agencies have been notified.** |  |  |  |  |
| DEHS.* Lab safety - Biological, radiation and chemical safety
* Eyewash/Safety Shower
* Chemical Fume Hood placard
* Hazardous materials
* Indoor air quality
* Air Permit w/EM
 |  |  |  |  |
| Energy Management* Civil/Utilities/Storm and water reuse
* Storm water management
* Air Permit w/DEHS
* Commissioning of HVAC systems
 |  |  |  | Commissioning only: TAB report required before commissioning |
| FM District Manager |  |  |  |  |
| Disability Services |  |  |  | Roberta Kehne 612 624-1801 rlkehne@umn.edu |
| Health Department - BCD |  |  |  | Mark Rossi |
| Public Safety* Emergency Communication Center (PSECC)
 |  |  |  | psecc@umn.edu |
| 3. **State Agencies have been notified** |  |  |  |  |
| MPCA * Construction Stormwater
* Air Permit
 |  |  |  |  |
| Hospitals* State Fire Marshal
* MN Department of Health
 |  |  |  |  |
| Department of Labor and Industry* Elevator Approvals
* High Pressure Steam
 |  |  |  |  |
|  4. **Local Agencies have been**  **Notified**  |  |  |  |  |
| * Fire Department for site and building tour
 |  |  |  |  |
| * Other local regulatory agencies when applicable i.e. Park Board
 |  |  |  |  |
| Intentional space |  |  |  |  |
| C. Documents Complete |  |  |  | **Comments** |
| 1. G704 Certificate of Substantial Completion – Architect/General Contractor
 |  |  |  |  |
| 1. Special Inspections Report Complete - approved by Design Professional, supplied by Testing Agency
 |  |  |  |  |
| 1. Elevator(s) Certification - State
 |  |  |  |  |
| 1. Alternate Materials and Methods documented and tested if required – Architect/Engineer.
 |  |  |  |  |
| 1. Mechanical Test and Balance Report – Mechanical Engineer
 |  |  |  | Within 10% of design |
| 1. Generator test and Emergency Lighting test complete and documented
 |  |  |  |  |
| 1. Medical Gas report
 |  |  |  |  |
| 1. Backflow device certification
 |  |  |  |  |
| 1. Bacteria test and chlorination of domestic water report
 |  |  |  |  |
| 1. Water well acceptance
 |  |  |  |  |
| D. Permits and Inspections |  |  |  | **Exceptions/Comments** |
| 1. Utilities Plumbing Final Completed:
* Storm/Sewer and Water complete
* Septic system complete
 |  |  |  |  |
| 1. Utilities HVAC Final Completed::
* Chilled Water
 |  |  |  |  |
| 1. Utilities Electrical Final Completed :
* Duct Banks, Vaults, Transformers complete
 |  |  |  |  |
| 1. Plumbing Final Complete:
* Medical Gas Complete
* Gas line pressure test(s) labs, water heaters, med gas complete
* Bacteria Test Submitted
* Manometer completed
* Backflow devices complete
 |  |  |  |  |
| 1. Electrical Final Complete:
* Generator test
* Electric panel directories
* Final equipment labeling
* Emergency lighting test completed
 |  |  |  |  |
| 1. HVAC Final Complete:
* Gas line pressure test(s) equipment complete
* Duct detector/damper actuator test
* Access to equipment provided
* RTU/AHU shutdown test
* Lab hood test
* Lab pressure test
* Type I kitchen hood test
* Test and Balance Report complete
 |  |  |  |  |
| 1. Fire Sprinkler Final Complete:
* Piping hydro test
* Flow and tamper switch(s) test
* Generator test
* Emergency lighting test
* VESDA atrium and/or vault test
* Ansul/Type I Hood test
* Fire doors/shutter test
* Fire Department lock box with key
 |  |  |  |  |
| 1. Fire Alarm Final Complete:
* Alarm panel fully functional
* Graphics installed
* Battery Backup
* Smoke evacuation test
* Post fire exhaust test
 |  |  |  |  |
| 1. Food Service
* Kitchen Health Inspection
* Pool/spa/therapy tubs
* Hospitals: Heath inspection complete
 |  |  |  |  |
| 1. Building Complete:
* Exit locations/exit signs, exit lighting walkthrough w/ inspector performed
* Emergency lighting in place
* Guards/handrails/stairs complete
* Fire-resistive ratings accurate/labeled above ceilings
* Accessibility features and components complete
* Exterior finishes complete
* All signage installed
* Glazing; tempered/rated complete
 |  |  |  |  |
| 1. Open
 |  |  |  |  |
| E. Exterior; Building, Site and Parking |  |  |  | **Exceptions/Comments** |
| 1. Building exterior finish:
* Exterior finishes complete
* Emergency exterior lighting
* Vent terminations installed
* Address numbers posted
 |  |  |  |  |
| 1. Parking and walks:
* Walks, curb ramps,
* Lot lighting
* Accessible marking/signs
 |  |  |  |  |
| 1. Site:
* Final grade
* Storm/Sewer structure covers
* Landscaping complete
* Fire Department Access
* Underground tanks complete
* Fuel fill area complete
* UG Tanks
 |  |  |  |  |

While every effort has been made to cover most aspects of building closeouts, this document is not all inclusive.

Revision date 5/21/2019