

Building Code Department (BCD)/General Contractor Pre-Construction Meeting Agenda

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| Project Name |  |
| University Project Manager |  |
| Project Scope |  |
| General Contractor |  |
| Project Superintendent |  |
| Project Number |  |
| Permit Number |  |

**The University’s Vision:** *We are driven to deliver exceptional services and places to make discoveries possible and experiences memorable.*

**Purpose:** *To provide professional, timely and thorough inspection services and advance the common goal of successful project completion.*

**Introductions:**

**Contractor’s Safety Protocols:**

**Project phasing if applicable, and preliminary construction schedule:**

**Maintaining exiting during construction:**

* The architect designs any temporary exiting systems.

**Fire Alarm, sprinkler system and energized equipment outages, Lock Out/Tag Out:**

* Standpipes – locations
* FD connection(s)
* Lockout/tag-out locations
* Power and energized equipment outages: responsibility, schedule and notifications

**Specific project needs, approvals, agency approvals, and University department approvals:**

* Elevators and High Pressure Steam – State of Minnesota.
* Facilities Management.
* Lab Safety.
* Hospital commissioning.
* University Health Department

**Closeout Procedures:**

* Schedule closeout meetings - utilize BCD’s Project Final Checklist. Verify with Assistant Building Official.
* Meetings should be initiated with ample time to coordinate project closeout. Depending on the project scope one to four months before completion. Verify with Assistant Building Official.
* HVAC - Testing, Adjusting and Balancing (TAB) report accepted by BCD.

**Contractor’s responsibility:**

* Provide access to site.
* Follow the proper inspection sequencing – RI and Final; MEP and Fire before Building.
* The inspection is ready.
* Pre-testing has been performed.
* The Inspection Record cards are displayed and in a central location.
* All plan updates have been incorporated into the sub-contractor’s plans and scope of work.
* All proposal requests/change orders have been approved by BCD Plans Examiners and Trade Plan Reviewers.
* Provide documentation when necessary i.e. reports, testing, special inspections, manufacturer’s instructions/specifications and shop drawings.
* The BCD Mechanical Inspectors will perform or delegate to others the framing inspections for; fire resistive walls, ceilings and smoke walls/ceiling areas when fire or smoke dampers are located.

This agenda is of a general nature and is intended to guide inspection processes, identify potential inspection issues and clarify inspection expectations. It is not intended to direct construction processes, construction means and methods, construction temporary components, OSHA regulations or construction sequencing.

Revised 4/30/2019

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**Inspection requesting and performing procedures**

**Purpose:** Reinforce standard service level expectations for the Building Code Division’s (BCD) staff/customers. Provide customers clear direction for scheduling inspections. Provide consistency with inspection procedures for BCD’s staff/customers.

* **Minimum inspection lead-time:** Inspections require 2 business days’ notice (inspections at outstate projects require 3 days’ notice).\*
* **Responsibility:** It is the responsibility of the person requesting an inspection to verify; the project is ready for an inspection, all testing if required is complete and any previous inspections necessary to continue have been recorded.
* **Requesting an inspection:** Check the appropriate inspector’s calendar for availability. The permit holder, and/or person doing the work calls the inspector for an inspection request. Provide the permit number and provide the inspector with clear directions including; building name, room number(s) and floor where work is being performed, and items to be addressed in the inspection. Send the inspector a follow-up email regarding the requested inspection.
* **Confirmation of inspection request:** When the inspection request has been confirmed and scheduled, the inspector will put the inspection on his or her calendar. If a specific time is necessary, verify with the inspector. \*\*
* **Access to the inspection:** Access to site, floor level, and room/area must be provided.
* **Meet the inspector at job site:** Project Manager, superintendent, foreman or trade professional shall meet the inspector on site. If not meeting the inspector on site, specific instructions regarding access/areas/part/system to be inspected shall be provided. Door keys or lock-box codes may be necessary. BCD does not keep an inventory of lock box codes, please provide for each inspection request.
* **Recording inspection results:** The person requesting the inspection or other responsible persons shall provide the inspector with the Inspection Record card or cards. Inspection Record cards should be verified by the requestor and posted on the job site prior to the inspector’s arrival. All inspection record cards should be centrally located. The inspector will initial and provide a brief description of inspection results on the inspection record card. The inspector will load into the BCD Accela permit system the inspection results of Pass/Partial/Fail with an appropriate description of the inspection result immediately, or before the inspector leaves campus.\*\*\*.
* **Email and phone call protocol:** Emails and phone calls will be returned by the next business day.

\* **Exceptions:** If the inspector is available they may be able to schedule sooner than 2 days, and sometimes 2 days may not be adequate for scheduling due to system wide travel, vacations, etc.

\*\* **Exceptions:** Times will be honored to the best of the inspector’s ability, however, parking, travel time or unforeseen circumstances such as sick or technology issues may occur. The inspector will contact you in these instances.

\*\*\* **Exceptions:** In rare cases due to connectivity, inspection results may be entered the following morning.

**Policy:** Priority Walls and One-Side Sheet Rocking

**Date:** July 2018

**Purpose:** To Accommodate Construction Means and Methods

**Definition** – Priority Walls:

Areas where drywall needs to be applied prior to installing Mechanical, Electrical, Plumbing and Fire Sprinkler system components in order to enable construction to continue in an efficient and effective manner.

These areas may be; walls above the plenum space, walls behind showers/tubs, shaft walls, walls for mounting equipment, fire-resistive ceilings above corridors, or other areas creating enclosed cavities.

**Procedure:**

To achieve code compliance the General Contractor shall communicate and coordinate the processes and delivery methods to all affected trade subcontractors, and allow University Inspection staff the opportunity to pre-approve the selected area(s).

The framing for; shafts, fire dampers, smoke dampers, fire/smoke dampers and other HVAC penetrations requiring detailed framing, shall be approved by University Inspection staff prior to Priority Wall drywall installation.

**Definition** – One-Side Sheet Rocking:

A means and methods of accelerating construction whereas one side of a wall or walls may be covered with drywall prior to completion of select rough-in inspection approvals of; Mechanical, Electrical, Plumbing and Fire Sprinkler systems.

**Procedure:**

To achieve code compliance the General Contractor shall communicate and coordinate the processes and delivery methods to all affected trade subcontractors, and allow University Inspection staff the opportunity to pre-approve the selected areas for one-sided rocking.

Exceptions to allowing one-side rock:

* Exterior walls or any walls that contain insulation or sound proofing
* Walls where all of the electrical conduit and associated boxes, connectors and attachments have not been installed unless approved by the University Electrical Inspector
* Walls where the plumbing risers have not been installed.
* Walls containing incomplete framing for fire dampers, smoke dampers, fire/smoke dampers or other HVAC penetrations.
* If the building is not weather tight.