Active Construction and Project Closeout Checklist

June 27, 2012

Active Project Requirements

- **Submit SP-8** forms (Construction Inspection Summary) monthly throughout the construction project, to Jenefer Youngfield, at the Utah State Office of Education (USOE) (jenefer.youngfield@schools.utah.gov). This includes months in which inspections are not performed but the project is still active (indication on the form submitted would include a statement to the effect of "no inspections and/or tests were performed on this project for this month"). *Reporting compliance is required for **any** construction project in excess of $99,999, **and/or** those federally funded that must be reported to USOE, **and/or** the Certificate of Occupancy will be issued by USOE **(NOTE: this exemption of reporting does not eliminate the need to obtain required inspections and reviews under this dollar amount as outlined in the International Building Code**), to avoid loss of Minimum School Program funding;*
- **Submit all inspection and testing reports** for the construction project **monthly**, to Jenefer Youngfield, at USOE (jenefer.youngfield@schools.utah.gov). This may be submitted electronically, directly by the testing and/or inspection firms when submitted to the school district or charter school.
- Ensure that **all inspections and testing reports are submitted monthly to the local governmental jurisdiction having authority** at the location construction is taking place, throughout the project. For details review the 'School Inspection Reporting Requirements' form at:
  http://www.schools.utah.gov/finance/Facilities/Forms.aspx .

Project Closeout Requirements

- **Submit** a copy of the **SP-9** (Final Inspection Certification Summary) completed form with backup documentation to support information on the form;
- **Submit** a copy of the **final inspection** completed by the International Code Council (**ICC**) **licensed building inspector of record**;
- **Submit** a copy of the **'Certificate of Fire Clearance'** issued **by State Fire Marshal's office**;
- **Submit** a copy of the **SP-10** (Certificate of Occupancy) if the licensed inspections were performed by one of the two following sources: inspector employed by the school district in which the facility is located or by the local jurisdiction (city or county) in which the facility is located. Or, submit a request for a Certificate of Occupancy the USOE ***Superintendent signs if the licensed inspections were performed by an independent inspector*** (this includes inspectors performing services for construction projects outside of the school district or jurisdiction they are employed, to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov);
- **Submit** a copy of the **SP-11** (USOE School Building Certificate of Final Inspection) form to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov).

NOTE: ***Receipt of the licensed inspector's final inspection and/or the Utah State Fire Marshal's 'Certificate of Fire Clearance' does not fulfill the requirement of a 'Certificate of Occupancy.' Occupancy of a facility may not be allowed until a permanent or temporary 'Certificate of Occupancy' has been issued by the appropriate authority.***

Visiting the USOE 'Facilities' website is recommended prior to commencement work on new construction projects to ensure proper usage of required forms, reporting, reviewing of updated information, etc., at the following site:

http://www.schools.utah.gov/finance/Facilities.aspx