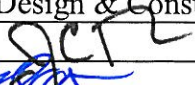


**Standard Operating Procedure (SOP)
Project Inspection and Daily Reports**

SOP No.	DC 5110	Revision :	01
Department:	Design & Construction	Date:	01/23/17
Dept. Head Approval:		Date:	1/24/17
Director Approval:		Date:	1/26/17

Purpose:

To standardize the process by which Capital Project Inspectors or other Owner's representatives document their inspections through a Daily Inspection Report and photos.

Responsibility:

1. The following people are responsible for following this SOP.
 - 1.A. Capital Project Inspectors
 - 1.B. Project Engineers
 - 1.C. Project Managers

Definitions:

1. DIR Daily Inspection Reports
2. OSHA Occupational Safety and Health Administration
3. T&M Time and Materials
4. WV SFM West Virginia State Fire Marshal

Procedure:

1. All site inspections, by the Capital Project Inspectors or other Owner's representative, should be documented through the attached Standard Daily Inspection Report
2. DIRs shall be completed any time an Inspector visits a job site. It is noted that Inspectors may not visit the site every day.
3. DIRs should be scanned and saved to the electronic project file on a weekly basis.

4. DIRs are necessary to document site activities and represent a critical component of the Project File.
5. DIRs should be accompanied by photographs. The Photographs should be saved in the electronic project file in folders grouped by day, week, or month. All photographs should be date stamped.
6. The Contractor's Daily Reports should be reviewed by the Capital Project Inspector and discrepancies or expectations should be noted.
7. The Daily Inspection Report should include the following items if applicable.
 - 7.A. Describe general work activities and progress
 - 7.B. Deficiencies identified or quality issues
 - 7.C. Directive given by Inspector (note to whom these were communicated and note any documentation)
 - 7.D. Tests performed or observed
 - 7.E. Contractor equipment on-site (heavy equipment or specialty equipment)
 - 7.F. Sub-Contractors/Trades on-site
 - 7.G. Safety concerns or accidents
 - 7.H. Housekeeping issues
 - 7.I. T&M work Observed
 - 7.J. Visitors to site
 - 7.K. Inspections by WV SFM, OSHA or other
 - 7.L. Questions raised or open issues to resolve
 - 7.M. Major deliveries or shipments



PROJECT INFORMATION

Project Name:

WVU Project Manager:

WVU Project Number:

WVU Project Engineer/Inspector:

Substantial Completion:

Site Work Start Time:

Author of Report:

Site Work End Time:

Date:

GC:

Time:

Architect:

Weather:

ONSITE PERSONNEL

<u># of Workers</u>	<u>Trade</u>	<u>Location</u>	<u>Work Performed/ Progress</u>	<u>Comments</u>
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GENERAL ON SITE

Accidents:

Open Issues:

Deliveries:

Questions:

Equipment:

Safety Concerns:

Housekeeping:

Tests:

Inspections:

Visitors:

OTHER COMMENTS/ NOTES