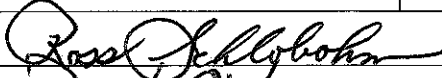



**Standard Operating Procedure (SOP)
Inspection by Trades**

SOP No.	MG-0008	Revision:	1
Department:	Maintenance & Environmental Health & Safety	Date:	8/26/14
Dept. Head Approval:			
Director Approval:			

Purpose:

Purpose is to establish guidelines for the inspection of construction projects and renovations to West Virginia University facilities by designated maintenance and safety personnel and coordination with project managers.

Responsibility:

- 1) The following people are responsible for following this SOP.
 - a. Inspection by Trades Coordinator
 - b. Maintenance Operations Managers
 - c. Environmental Health & Safety Fire Safety Systems Managers
 - d. Assistant Directors of Maintenance and Environmental Health & Safety
 - e. Facilities Management Engineering Manager
 - f. Associate Directors of Construction Services and In-house Construction
 - g. Director of Maintenance
 - h. Director of Design and Construction
 - i. Director of Environmental Health & Safety
 - j. Project Managers

Definitions:

- 1) Construction Project – Projects to include new construction of facilities, removal and installation of equipment and infrastructure.
- 2) Renovation Project – Projects that are targeted in improving the finishes, floor plan lay out or changing the function of an existing room or facility.
- 3) Project Manager – Person assigned to manage the Construction or Renovation project as assigned by the Director of Design and Construction. The Project Manager is the point of contact between the University and the applicable contractor.
- 4) Inspection by Trades Coordinator – Person assigned to coordinate the inspections with the Trades Inspectors and the Project Managers.
- 5) Trades Inspector – Person designated in their field of expertise to perform periodic inspections of project work sites to ensure West Virginia University Standards and applicable building codes are followed by the contractor. Trades personnel work

onsite with Design and Construction's Project managers (CPMs) and inspectors on issues of application of materials, equipment access, maintainability, and overall work quality.

Procedure:

- 1) The Project Manager will:
 - a. Provide a construction/renovation schedule to the Inspection by Trades Coordinator.
 - b. Provide updates to the schedule if the schedule changes.
 - c. Be responsible for uploading drawings and schedules to the Inspection by Trades folder on the N: drive.
- 2) The Inspection by Trades Coordinator will solicit appropriate Operations Managers (or designees) in the Central Shops, Zone Maintenance, EH&S Fire Safety Systems, Operations, and Roads and Grounds/areas for Trades Inspectors to conduct inspections.
- 3) The Inspection by Trades Coordinator will schedule inspections at various stages of construction and renovation to include:
 - a. Infrastructure installation and foundations
 - b. Electrical wiring installation
 - c. Plumbing installations
 - d. Mechanical systems installation
 - e. Roofing system installation
 - f. Life Safety systems and features
 - g. Fire Safety equipment
 - h. Finishes of the interior of the building
 - i. Exterior finishes and landscaping
- 4) The Inspection by Trades Coordinator will inform the Project Manager prior to conducting an inspection. The Project Manager shall attend the inspections with the Inspection by Trades team.
- 5) The Project Manager will notify the Contractor.
- 6) Trades Inspectors will need to check in with the Contractor's Site Superintendent.
- 7) All participants shall sign a sign-in sheet provided by the Inspection by Trades Coordinator.
- 8) Trades Inspectors will document any findings on Appendix A.
- 9) Inspection by Trades Coordinator and Trades Inspectors are to communicate directly to the Project Manager and NOT to the contractor.
- 10) The Inspection by Trades Coordinator will collect the form (Appendix A) from the Trades Inspectors immediately following the completion of their inspection.

- 11) The Inspection by Trades Coordinator will summarize the comments in a spreadsheet and send it to the Project Manager.
- 12) The Project Manager will coordinate with the contractor responsible and respond to all items within two (2) weeks of notification. The forms will be maintained with the project daily inspection reports for that project. The Inspection by Trades Coordinator will retain the originals.
 - a. If a response is not forthcoming within two weeks, a notice of lack of response will be forwarded to the Director of Maintenance for further action.
- 13) Any finding documented on Appendix A that is not resolved will be forwarded to the Associate Director of Construction Services or In-house construction for resolution with the FM Engineering Manager.

