

## CONSTRUCTION MEANS:

- New construction;
- Addition;
- Repair;
- Renovation;
- Upgrading;
- Alteration;
- Rehabilitation;
- Clearing;
- Excavating;
- Reconstruction of a building;
- Safety risks of the building;

- Remodeling;
- Enlargement;
- Conservation;
- Dredging;
- Grading of land;
- Other demands;
- Change in the character or use of a building in a manner that increases the occupancy load,

## BUILDING CODES:

THE PURPOSE OF THE BUILDING CODES IS TO ESTABLISH THE MINIMUM REQUIREMENTS TO PROVIDE A REASONABLE LEVEL OF SAFETY, PUBLIC HEALTH AND GENERAL WELFARE THROUGH:

- structural strength,
- means of egress facilities,
- stability,
- sanitation,
- adequate light and ventilation,

- energy conservation,
- safety to life and property from fire and other hazards attributed to the built environment
- and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

# WHY DO LEAS GO THROUGH/REPORT CONSTRUCTION TO USBE?

The State Superintendent is charged with the responsibility of ensuring school construction is carried out in compliance of requirements.

#### Utah Code 53A-20

- (1) The state superintendent of public instruction shall enforce this chapter.
- (2) The superintendent may employ architects or other qualified personnel, or contract with the State Building Board, the state fire marshal, or a local governmental entity to:
  - (a) examine the plans and specifications of any school building or alteration submitted under this chapter;
  - (b) verify the inspection of any school building during or following construction; and
  - (c) perform other functions necessary to ensure compliance with this chapter.



WHAT IS REQUIRED OF LEA (THIS INCLUDES **CHARTER SCHOOLS AND** SCHOOL DISTRICTS) FOR SCHOOL CONSTRUCTION?







The Following List Provides a general list of the Adopted International Building Codes (as outlined in *Utah Code 15A-2-103*) Construction Items <u>Required</u> to be Inspected, Thus <u>Required</u> to be Reported to USOE. *Note: Additional Inspection and/or Testing Requirements May Be Defined in Within Each Code Book* 

#### IMPORTANT:

This list should not be considered to be all-inclusive. The exemptions listed are taken from the general inspection requirements for each applicable Code, additional more specific requirements may be found in each respective Codebook, and other laws, codes, rules and guidelines. Always ensure compliance is met with all applicable code requirements.

In addition to the inspections specified below, the International Code Council (ICC) appropriately certified and licensed code official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building official (IBC 110).

#### 2015 International Building Code (IBC) Section 110.3

- · Footing and foundation inspection;
- · Concrete slab and under-floor inspection;
- Lowest floor elevation;
- Frame inspection;
- · Lath, gypsum board and gypsum panel product inspection;
- Fire and smoke-resistant penetrations;
- Energy efficiency inspections;
- In addition to the inspections specified in Section 110.3 through 110.3.7, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety;

Page 1 of 4

- Special inspections (the registered design professional in responsible charge shall prepare a statement of special inspections in accordance with 1704.3.1).
  - Continuous special inspections;

Information current as of 11/10/2016



The Following List Provides the Specific Adopted International Building Codes (as outlined in *Utah Code 15A-2-103*) General Construction Items <a href="Exempt">Exempt</a> from Building Inspections, thus <a href="Exempt">Exempt</a> from being Required to be Reported to the Utah State Board of Education (USBE). Note: Additional Exemptions and/or Required Inspections May Be Defined in Within Each Code Book.

#### IMPORTANT:

This list should not be considered to be all-inclusive. The exemptions listed are taken from the general inspection requirements for each applicable Code, additional more specific requirements may be found in each respective Codebook, and other laws, codes, rules and guidelines. Always ensure compliance is met with all applicable code requirements.

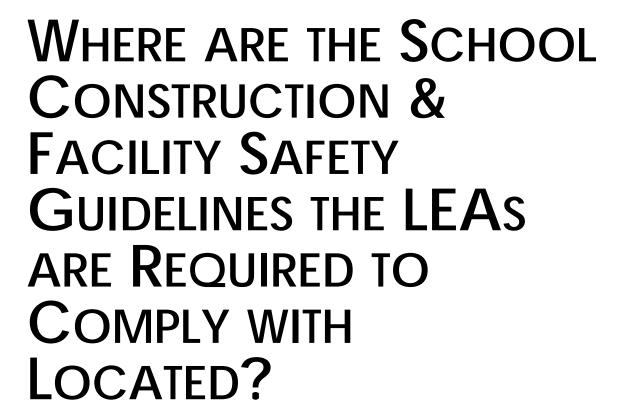
In addition to the inspections specified below, the International Code Council (ICC) appropriately certified and licensed code official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building official (IBC 110).

#### 2015 International Building Code (IBC) Sections 110.3, 1704 and 1705

- Gypsum board and gypsum panel products that are not part of a fire-resistance-rated assembly
  or a shear assembly.
- One-story detached accessory structures used as tool and storage sheds, playhouses and similar
  uses, provided the floor area does not exceed 120 square feet.
- · Fences not over 7 feet high.
- Retaining walls that are not over 4 feet measured from the bottom of footing to the top of the
  wall, unless supporting a surcharge or impounding class I, II or IIA liquids.
- Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons, and the ratio of height to diameter or width is not greater than 2:1.
- Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Temporary motion picture, television and theater stage sets and scenery.
- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, are not greater than 5,000 gallons and are installed entirely above ground.

#### School Construction Resource Manual

April 30, 2013 Jenefer Youngfield School Construction Inspection Specialist P: 801-538-7669 F: 801-538-7729 email: Jenefer.youngfield@schools.utah.gov



HTTPS://WWW.SCHOOLS.UTAH.GOV/ FINANCIALOPERATIONS/CONSTRUCTI ONFACILITYSAFETY

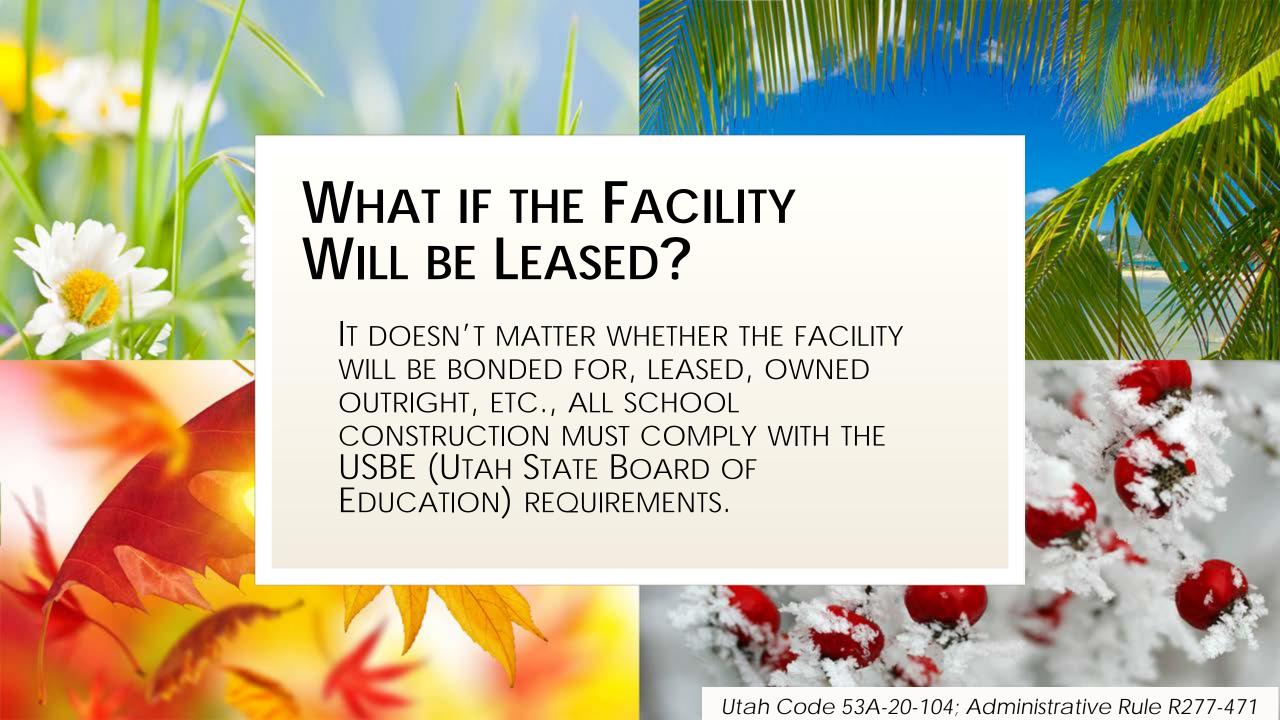


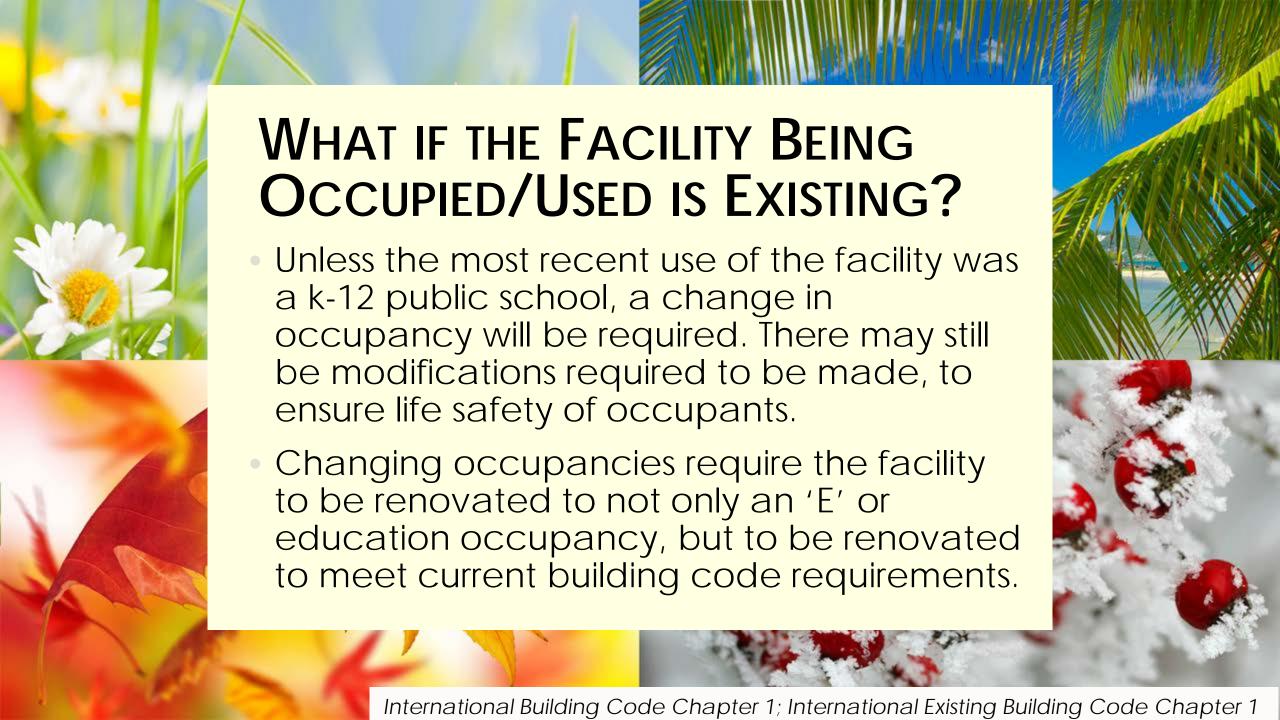
## What Some of the Main Topics are Covered in THE RESOURCE MANUAL?

- **Facilities Planning**
- LEA Building Official Inspections
- Site Selection & Development
- Plan Development
- Plan Review/Value Engineering
- Procurement (Bidding) Process
- **Inspection Process**
- **Emergency Preparedness** Planning Guide for Schools

- Indoor Air Quality;
- Hazardous Waste;
- Legal Liability;
- Graffiti Removal
- Radon Gas
- Asbestos Removal/Containment
- Americans with Disabilities Act (ADA)
- Roof Inspection Management & Maintenance

- Energy
- **Underground Gas Piping**
- Relocatable (Portable Classroom) Buildings
- Outdoor Learning Pay Centers & Playgrounds
- Fire Extinguishing Systems
- Fire and Structural Wall Identification
- Nonstructural Earthquake Hazards
- Storage of Flammable and Combustible Liquids







# CHARTER SCHOOL BOARD REQUIRED TO DESIGNATE THEIR BUILDING OFFICER

#### This individual:

- Is responsible to ensure construction is carried out as required.
- Becomes the contact for construction and facility (safety & security) related communication.
- Cannot be an employee of the contractor, architect, developer, etc.



#### Charter School Board Building Officer Contact Information

09/19/201

In accordance with State Board of Education Rule 277-471-3(A)(2),

"Charter school boards shall be accountable to the State Charter School Board and the Board to ensure that <u>all charter school permanent or temporary construction, renovation, and inspections are conducted in accordance with Utah law and the Resource Manual.</u> Each local charter school board shall appoint a local CSBBO [charter school board building officer] who has direct operational responsibility for construction, renovation, and inspection of the charter school. The local CSBBO shall report regularly to the local charter school board.

(a) The local charter school board shall provide the name of this officer in writing to the Superintendent

(b) The local charter school board shall promptly notify the Superintendent in writing of any changes of this individual.

The CSBBO shall be hired by the charter school, and cannot be an employee of the contractor, developer, architect, engineer, etc. The CSBBO can only be a charter school board member if:

"A local school board member <u>may not have</u> a <u>direct or indirect financial interest</u> in the construction project contract." (Utah Code 53A-20-101(9))

Please fill out this form and submit it to Jenefer Youngfield, School Construction and Facility Safety Specialist, with the Utah State Board of Education (USBE). After the form is completed it can be scanned and emailed to <a href="mailto:jenefer.youngfield@schools.utah.gov">jenefer.youngfield@schools.utah.gov</a>, or sent by US Mail to: Utah State Board of Education, Attention: Jenefer Youngfield, 250 East 500 South, P.O. Box 144200, Salt Lake City, UT 84114-4200

Charter School Name	e: _		<b>_</b>
Charter School Bo	ard	Building Officer's Contact Information:	
Name:			
Address:	$\Box$		
	$\Box$		
Phone:	_]		
Cell Phone:	_		<del></del>
Fax:	_		<del></del>
Email:	$\Box$		
the Charter S	the (	s form, I agree to notify USBE annually as requested and in the er ol Board Building Officer above changes. Charter School Board Building Officer does not have a direct or in truction project contract.	,
school are ac	lheri	the Charter School Board Building Officer and those involved in fing to the most current requirements; providing the appropriate miliar with the USBE website (	

## CHARTER SCHOOL BOARD BUILDING OFFICER

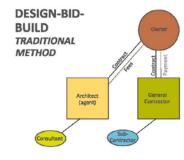
#### This designee is critical:

- Facilities can be a large percentage of the budget, costing hundreds of thousands of dollars to millions of dollars.
- This responsibility is important and should not be deferred to others (i.e., the architect, contractor, construction manager/general contractor, management company.
- The charter application indicates the proposed charter school has an individual who has expertise in construction, who should become aware of construction requirements.
- Construction is complicated, but, when a charter defers the building official's responsibilities to others, this eliminates the designee charged with looking out for the charter.

#### UTAH K-12 PUBLIC SCHOOL CONSTRUCTION - APPROVED PROJECT DELIVERY METHODS

# LEAS HAVE THREE CONSTRUCTION MFTHOD **OPTIONS:**

- Design-Bid-Build (DBB);
- Construction Manager/General Contractor (CM/GC);
- Design-Build (DB)



#### DESIGN-BID-BUILD (DBB):

This project delivery method involves the design team providing the complete construction design, then the project is advertised for construction, then the contractor is hired to perform the work outlined in the construction documents.

#### THE ADVANTAGES OF THIS PROCESS ARE:

- DBB is most universally understood
- The "Low-Bid" for construction phase can bring competitive price control.\*
- DBB can thwart favoritism.
- This process provides opportunities to pre-qualify bidders based on past performance and experience.
- Documents may be more thoroughly detailed and complete in order to avoid gaps and questions in bidding, thereby providing tighter document and cost control.

#### THE DISADVANTAGES OF THIS PROCESS ARE:

- "Lowest responsible bid" criterion for construction doesn't always award the most qualified contractors and leans heavily on the architect to police construction for quality.
- The construction team is hired too late to assist with design for constructability analysis or value engineering.
- . This process can be more prone to conflict as the design team represents the owner and construction team represents the bottom line, which may place each in somewhat adversarial roles.
- . The lowest bid based on bid documents may result in more contractor initiated change orders.
- Early packages and expedited schedules are not possible.
- There is a possibility for time delay, scope reduction or project cancellation due to bidding being over budget.

#### PREFERRED APPLICATIONS:

- · Repeat or prototype school projects.
- Projects with a clear concise defined scope.
- Single facility projects.
- Projects with a flexible schedule.

\*NOTE: Utah State Purchasing recommendation is never to use "low bid" instead, use "low bid with restrictions."



#### CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) At Risk:

This project delivery method involves the use of a construction manager to assist with both design and construction, from design inception through completion of the project.

#### THE ADVANTAGES OF THIS PROCESS ARE:

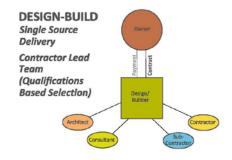
- . CM/GC allows for early introduction of construction expertise while maintaining a separate process to procure design and construction teams.
- . This process allows procurement of the construction team based on evaluation criteria, and not just "lowest bid."
- CM/GC allows for price competition among construction teams on proposed fees.
- The architect acts as the owner's representative on site.
- The guaranteed maximum price (GMP), when agreed to during the design process, provides funding constraints that should be more accurate, at the end of the Design
- . The guaranteed maximum price is set with a clear understanding of design, and guaranteed with a performance bond.
- The opportunity presents itself for an overlap of design and construction phases for faster project completion time.
- . Constructability analysis and value engineering occur throughout the design process.
- . There may be less time incurred in the procurement process than DBB.
- There may be less contractor initiated change orders because the CM/GC has a
- better understanding of construction documents and owners intent.
- The owner understands the project budget from the beginning, thus allowing for the potential for scope enhancements/improvements as appropriate, as the project is

#### THE DISADVANTAGES OF THIS PROCESS ARE:

- There are additional contractor fees, due to the additional responsibilities of a construction manager during design.
- If contractor has insufficient experience in construction management he or she may be unable to provide the level of service and expertise on issues for constructability and value for the project.
- There is a possibility for inflated cost estimates to ensure CM's GMP is met at bid day, which can lead to reduced scope and/or quality before the GMP is set.
- . CM/GC At-Risk can be the most problematic construction method, if either the architect or CM/GC do not have sufficient expertise.

#### PREFERRED APPLICATIONS:

- Complicated or Multiple Phased Projects.
- · Projects with short timelines.
- · Owners or clients with little construction knowledge or experience can be better supported by an experienced design team and CM/GC.



#### **DESIGN-BUILD (DB):**

This project delivery method involves a single design builder or joint venture between a design builder and architect, responsible for both the design and construction services of a project.

#### THE ADVANTAGES OF THIS PROCESS ARE:

- . The design team and contractor may be procured together, providing a complete
- This is a less complicated process, including simplified documents and bidding.
- Construction expertise is available from the beginning of design.
- This process should lead to value engineering and constructability improvements from the beginning of the design process.
- This process allows for the ability to fast track the project from conception to occupancy, and thus may save time.
- DB reduces the risk of needing re-design due to enhanced collaboration between owner, contractor and design team.
- DB provides a less adversarial relationship between design and construction teams
- due to the fact that the architect works for the contractor not the owner.
- DB allows the ability to solve problems encountered with complicated or multiple phased projects as a complete team.
- The maximum allowable construction costs is agreed to by all parties in advance.

#### THE DISADVANTAGES OF THIS PROCESS ARE:

- . Quality often suffers because the design-builder may have an incentive to reduce quality and scope of the project.
- If the owner is not highly qualified and/or experienced he or she may be taken
- advantage of during the project.
- Additional time and expenses are needed to clearly define the project scope before the DB team is on board.
- Stakeholder relationships become critical for success.
- There is not an independent architect on the owner's team to serve as "watchdog" over construction, which introduces the potential loss of checks and balances.
- This process is not understood as well as DBB, so construction performance can
- The DB process often stifles creativity and design solutions for the building

#### PREFERRED APPLICATIONS:

- Projects for districts with experienced construction personnel on staff.
- Projects having short timelines.
- Complicated or multiple phased projects.

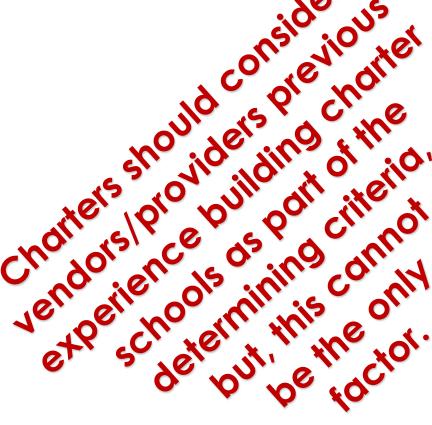
USOF 09/27/2011



# CHARTER SCHOOLS MUST FOLLOW THE PROCUREMENT PROCESSES FOR CONSTRUCTION

This means the following are required to be procured using the public procurement process:

- Architect/Design Team
- Contractor
- Construction Manager (CM)
- General Contractor (GC)
- Consulting Services
- Project Manager



# What Can Happen if a Charter School Contracts or Proceed With Construction Without Following Required Processes?

Failing to follow proper process can result in:

- A fine, amounting to 1/2% of the total construction costs (charters could not recoup these funds);
- Loss of Minimum School Program (MSP) funds (all of the money USBE issues) in the following amounts:
  - 10% for the first month of noncompliance;
  - 25% for the second month of noncompliance;
  - 50% for every month thereafter.

# What Can Happen if a Charter School Contracts or Proceed With Construction Without Following Required Processes?

#### Continued...

- In addition to monetary loss, the USBE, the Utah State Fire Marshal's Office, the local building official can issue a 'Stop Work Order' for a project, for noncompliance, which includes any situation in which life safety issues are present at the respective project.
- A 'Stop Work Order' directs construction to cease until compliance has been met, and approval to proceed with construction by the appropriate entity has been issued.



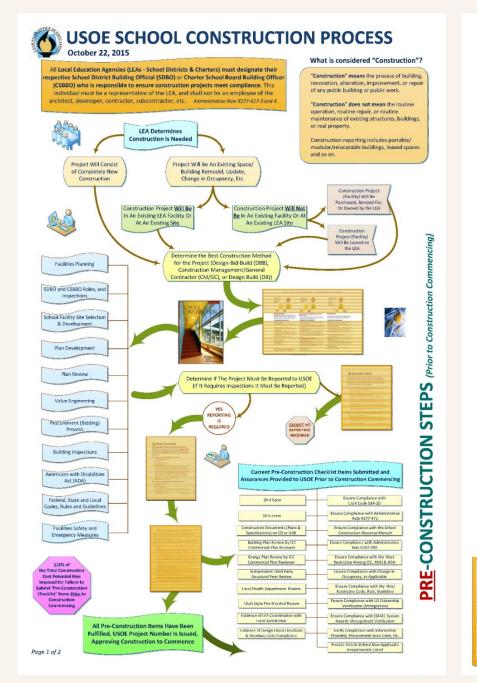
## BUILDING INSPECTOR OPTIONS

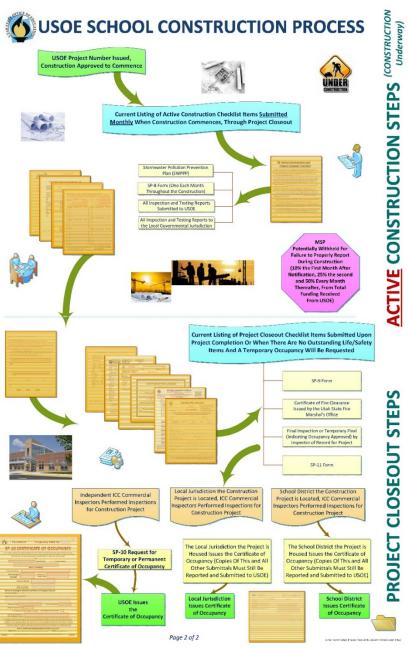
LEAs have three school building inspector options. These inspectors must maintain the appropriate International Code Council commercial certification(s) and State of Utah licensing (i.e., inspections must only occur in the area they are inspecting). This may not be a principal or employee of the architect, contractor, developer, a subcontractor working on the project, or any management company or other agency hired by the LEA to perform construction or construction administration services:

- Local jurisdiction: the building inspector(s) from the city or county in which the facility is being constructed;
- School District: the appropriate building inspector(s) from the school district in which the facility is being constructed;
- Independent: this includes all building inspectors not included in the previous two options, and would include a school district or jurisdictional building inspector performing inspections outside their boundaries.

# CONSTRUCTION PROJECT WORKFLOW







# PRE-CONSTRUCTION CHECKLIST

This document contains an overview of the requirements for an LEA to obtain a USBE Project Number.



To avoid loss of funding, all requirements listed below must be both (a) complied with prior to construction commencing, and (b) reported to USOE for all applicable projects, consistent with: (1) Utah Codes 53A-20 School Construction and 15A-1 State Construction and Fire Codes Act, (2) Administrative Rule R277-471 School Construction Oversight, Inspections, Training and Reporting, and (3) the School Construction Personnel The USOE project number will only be issued upon submittal of all applicable items listed bel

Youngfield (jenefer.youngfield@schools.utah.qov), (801) 538-7669.

NOTE: Where projects would be exempt from reporting to USOE, this does not eliminate the need to obtain all required.

The approximate time to receive the USOE project number, for each project, is two weeks fr listed below have been appropriately satisfied, unless otherwise specifically communicated.

Project Name & Description:

#### I. Please submit the following:

- The appropriate SP-4, SP-4a or SP-4r form (<u>Preliminary Information on Proposed Scho</u> <u>Construction</u>);
- □ b. The appropriate SP-5 form (Final Plan Data on Proposed School Facilities Construction
- c. The construction documents (plans & specifications, COMcheck, etc.) on a CD to the: Utah State Office of Education - Attention: Jenefer Youngfield - 250 East 500 South, Plake City, UT 84114-4200.

Note: because of file sizes and quantities, emailed construction documents cannot be accepted;

- d. A copy of the building plan review, which has been completed by an International Coccertified Commercial Building Plans Examiner authorized to perform work in Utah, the reviewer's name, date, certification/license number and the design team's responses
- e. A copy of the energy code plan review, when applicable, which has been completed to Commercial International Energy Conservation Code Plans Examiner authorized to puthat includes the reviewer's name, date, certification/license number and the design to the review;

**Note:** COMCheck can be used as a tool to perform the energy review, but does not meet the State review identified above;

- If. A copy of the **structural peer review**, when applicable, which has been **completed by party structural engineer currently licensed in Utah**, that includes the reviewer's name certification/license number and the design team's responses to the review;
- g. A copy of the **health department plan review**, when applicable, that has been **comple department having jurisdiction**, of projects containing new or expanded facilities, ren

  school kitchen facilities, restroom facilities, etc., and the design team's responses to tl
- ☐ h. A copy of the **State Fire Marshal's Office plan review**, that includes the reviewer's nar certification/license number and the design team's responses to the review;
- □ i. Documentation (for example: a letter or email from the jurisdiction's designee; a city meeting agenda; or minutes, etc., with the project identified) illustrating the local sch school has coordinated and reviewed the project with the local municipality or coun Section 10-9a-305 UCA for municipalities, and Section 17-27a-305 UCA for counties.
- □ j. Evidence design flood elevations and floodway data, as applicable, have been complie the International Building Code Sections 107.2.5.1 and 1612.3.1.

Pre-Construction Checklist continued...

II. I have complied with or will ensure compliance with the following for this project: a. Utah Code 53A-20 School Construction (http://le.utah.gov/~code/TITLE53A/53A20.htm); b. Administrative Rule R277-471 (http://www.rules.utah.gov/publicat/code/r277/r277-471.htm); C. The Utah State Office of Education School Construction Resource Manual: http://www.schools.utah.gov/finance/Facilities.aspzx; 🗖 d. Administrative Rule R392-200 Design, Construction, Operation, Sanitation, and Safety of Schools (http://www.rules.utah.gov/publicat/code/r392/r392-200.htm) e. The most restrictive and/or specific among the (1) ADA (Americans with Disabilities Act - 2010), (2) International Building Code, and (3) ANSI A117.1 - 2003 relative to accessibility, ensuring that any remodels, renovations, etc., rectify deficiencies outlined in the facility's ADA Transition Plans, If. Change in Occupancy - International Building Code - Chapter 34 Existing Structures, Section 3408 that applies to existing facilities (for example; a former business or retail space converted to a public school): "No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies." ☐ or, this item does not apply because this project is an entirely new or existing type 'E' construction g. The most restrictive and/or most specific requirements among all applicable federal, state or local building codes, laws, rules and regulations (including the amendments to the building codes (R156-56)); ☐ h. Section 63G-12 Utah Immigration Accountability and Enforcement Act UCA and federal requirements for verification of U.S. citizenship for those with whom the LEA contracts directly (for example: a contract between the architect and the LEA, between the contractor and the LEA, etc.); i. The System Awards Management (SAM - formerly EPLS) for any projects which federal funds are used, or, check this box if no federal funds are being used for this project. III. For any item(s) listed above not complied with or provided, please indicate the reason(s) below: ☐ I verify, as the designated School District Building Official/Charter School Board Building Officer, the . To the best of my knowledge all information provided on this form is accurate and complete as required; . This signed copy is an approved document that was obtained from the USOE website within one year of the date listed. Compliance has been met with all applicable procurement Codes, Rules and Guidelines. Signature

Along with providing a completed copy of this form with other submittals to USOE, please retain a copy this document with your project

Save Form

Page 2 of 2

Reset Form

09/30/2015

Print Form

09/30/2015



In accordance with Utah Code 53A-20 and Administrative Rule R277-471, the Utah State Board of Education (USBE) Construction Project Number is issued in lieu of a building permit for K-12 public school construction. This project number is valid through the date listed below, unless additional approval is obtained. The USBE project number may be revoked, if it is found to have been issued without all of the necessary requirements being fulfilled or in cases of noncompliance of applicable codes, rules or guidelines.

USBE Project # good through

NOTE: Extensions beyond the date shown must be requested through USBE.

Authorized Signature and Date

NOTE: THIS MUST BE POSTED IN A CONSPICUOUS LOCATION, AT THE CONSTRUCTION SITE THROUGHOUT THE PROJECT.

Issuance of this number should not be construed to eliminate USBE's right to impose added measures to ensure the health, safety and welfare of the occupants.

## **USBE** PROJECT NUMBER

This is issued in lieu of a building permit), and allows the LEA to proceed with construction when issued.



Pre-Construction Checklist Submittal Statu	S
District Project #	
Project Location SP-4 Form Rec'd (Section I, item a	
Project Address	
City SP-5 Form Rec'd (Section I, item b)	
Project Description	
Section I - i.e., 'Pre-Construction Checklist' doc date have been checked/received:	
Construction Documents (plans) Submitted (Section I, item c)	
ICC Building Plan Review (Section I, item d) ICC Certified Energy Code Review (Section I, item e	
3rd Party Structural Peer Review (Section I, item f)	
Utah State Fire Marshal Review (Section I, item h)	
Evidence Corporations/Jurisdictions - Electrical, Gas Telephone (Section item)	
Evidence Design Flood/Floodway Data ( (Section I, item k)	
UDOT/Child Access Routing Pla	
Section II (only items with a date (i.e., 'Pre-Constaction heckle, bloc date) have been checked/received:	
Compliance with: Utah Code 53A-20; Administrative Rule R277-471:	
School Construction Resource (anual;	
Administrative Rule R-392-20	
The most restrictive/specific between A International Building Code and ICC A117.1 - 2009	
The most restrictive/specific federate or local building codes, rules and regulations	
Change in Occupancy (Section II, Item f)	
E-Verify (Section II, item h) SAM (Section II, item i)	
Procurement Compliance (Section III)	
Items Not Submitted - Notes (Section III):	
Submittal Status	

WHAT HAPPENS IF THE SUBMITTALS PROVIDED ARE INCOMPLETE?

A form (see the sample at right) or similar information will is communicated to the LEA building official. This information outlines the item(s) still needed to be complied with, in order for USBE to issue the USBE Project Number.

Monday, July 17, 2017 Page 1 of 904

## **ACTIVE** CONSTRUCTION & PROJECT **CLOSEOUT CHECKLIST**

This document contains an overview of the requirements from the time construction commences, through completion of the construction project.



#### **Active Construction and Project Closeout Checklist**

To avoid loss of funding, all requirements listed below must be both (a) complied with prior to construction commencing, and (b) reported to the Utah State Board of Education (USBE) for all applicable projects, consistent with: (1) Utah Codes 53A-20 School Construction and 15A-1 State Construction and Fire Codes Act, (2) Administrative Rule R277-471 School Construction Oversight, Inspections, Training and Reporting, and (3) the School Construction Resource Manual. The USBE project number will only be issued upon submittal applicable items listed below to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov), (801) 538-

NOTE: Where projects would be exempt from reporting to USBE, this does not eliminate the need to obtain all requir

The time-period required to receive a 'Certificate of Occupancy' (temporary or permanent) may be upon receipt of all of the required items listed below. Once all required items have been submitted issuance of a certificate may be expedited to as little as 12 hours; however, this can only occur when intent to file for a 'Certificate of Occupancy' has been provided to Jenefer Youngfield, prior to needi certificate, and submission of all documents and notice to USBE occurs prior to planned occupancy.

Project Name & Description:

#### I. Active Project Requirements

The School District Building Official/Charter School Board Building Officer verifies that they have or

a. For projects involving the site, submit the Stormwater Pollution Prevention Plan (SWPPP) sheet construction, provided to the local municipality or county public works department and/or healt having jurisdiction for review; and by checking this box ensure SWPPP compliance throughout th

The School District Building Official/Charter School Board Building Officer shall submit the followin monthly basis, throughout the project:

- ☐ b. The SP-8 form (Construction Inspection Summary). This includes any months in which there is no project, but the project is still open and active (indication on the form submitted would include a the effect of "no activity on the project, including inspections and/or tests for this month");
- c. Copies of all inspection and testing reports, amended construction documents, including: fire pr shop drawings, deferred submittals, phased construction documentation, etc. for the construction applicable each month, to USBE. These may be submitted electronically by the testing and/or in when submitted to school district or charter school, or faxed, or mailed;
- ☐ d. Copies of all inspection and testing reports, amended construction documents, including: fire p shop drawings, deferred submittals, phased construction documentation, etc. for the construction applicable each month, to the local governmental jurisdiction having authority, in which the co project is taking place. For additional details see the 'School Inspection Reporting Requirements

09/30/2016

Active Construction and Project Closeout Checklist continued...

#### II. Project Closeout Requirements

The School District Building Official/Charter School Board Building Officer shall submit the following:

- ☐ a. The completed SP-9 Final Inspection Certification Summary and all supporting documentation;
- □ b. Final inspection or temporary final (when a Temporary Certificate of Occupancy is being requested), completed by the appropriately certified and licensed the International Code Council (ICC) building inspector of record:
- a c. Copy of the 'Certificate of Fire Clearance' issued by the State Fire Marshal's office;
- ☐ d. Copy of the Certificate of Occupancy, if the inspections were performed by either the school district or local jurisdiction (city or county) in which the facility is located, or, a completed SP-10 Request for a Certificate of Occupancy submitted to obtain a Certificate of Occupancy signed by the State Superintendent of Public Education when the necessary licensed inspections (those other than the local jurisdiction or school district) were performed by an independent inspector (this includes inspectors performing services outside the school district/jurisdiction employed);
- ☐ e. Provide evidence that the most restrictive and/or specific among the (1) ADA (Americans with Disabilities Act 2010), (2) International Building Code 2015, and (3) ANSI A117.1 - 2009, have been complied with, including assurances that any remodels, renovations, etc., rectify deficiencies related to accessibility within and/or access to the scope of construction area; by means of proper design and adherence to all: construction documents, fabrication, installations and inspections, by obtaining and submitting letters of assurance from the following, as applicable:
  - Design Professional(s);
  - ☐ ii. Contractor(s);
  - □iii. Inspector(s)
- Other(s) (please specify)
- ☐ f. A copy of the completed SP-11 (USBE School Building Certificate of Final Inspection).

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.' It is unlawful to allow occupancy of a facility until the appropriate permanent or temporary 'Certificate of Occupancy' has been issued by the appropriate authority.

#### III. For any item(s) listed above not complied with or provided, please indicate the reason(s)

☐ I verify, as the designated School District Building Official/Charter School Board Building Officer, the following

- . To the best of my knowledge all information provided on this form is accurate and complete as required;
- . This signed copy is an approved form that was obtained from the USBE website within one year of the date listed.

Signature

Along with including a completed copy of this form to USBE with other submittals, please retain a copy of this document with project

Printed Name

#### Monthly Reporting is Required Along with Project Closeout

These requirements are outlined on the 'Active Construction and Project Closeout Checklist'

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15A-1 State Con	ng shall be for all nstruction and Fi ules R277-471 Sci spector and Fact ting shall be includ out; date(s) of insp	projects cor re Codes Act hool Constru ory Built Hoo led with subm ections; name s) involved in	sistent with: (1) Uto c, and 58-56 Utah Co- ction Oversight, Insp using Act and (3) the littals, and as required c(s) of inspector(s) perf areas are for other tha	th Codes 53A-2 instruction Tradi- pections, Traini e School Constr by IBC and for hi forming inspection	O School Construction  des Licensing Act, (2  ing and Reporting,  uction Resource Ma  istorical documentation  (s)/testing; all licent  ce/area, and so on.	(2) , and fanual. tion shall	Revised 04/24/2017  Date:	Final Inspection	SP-9 File Spans have been com	pleted and work ha	n Certificate hat or	jenefer.younafield schooks.utah.qov	Date: SP-11 FORM  SP-11 FORM  SCHOOL CONSTRUCTION BUILDING CERTIFCATE OF VERIFICATION AND PERFORMANCE EVALUATION (CLOSEOUT) FORM  School/Facility Name: Grades Housed: Grad
Month Being Reported:		Year:		pector of cord:			Address:			General Contractor			
C. b UE		l L	home to de la				Final Insura	tions Completed & Acc		_	· f d-d:a	il iti\	School District: or Check Box if Charter Scho
School/Facility Name:			Inspector's Li Number(s):	cense			Building	,	Mechanical			Other/Special	Municipality or County Having Jurisdiction:
Project			Inspector's				Architectu	ral Structural	(H.V.A.C.)	Plumbing	Electrical	Inspections	Project Description: Number of Stories:
Description:			Discipline(s):				Accessibil	Bolts/Welds/	Air Tests	Compressed Air	Data Cable	Elevator(s)	Owner of the School or Facility:
Address:			General Contractor:				Ceilings - Suspende	d Columns	■ Boiler	Culinary/ Domestic	Fire Alarm	Final Grade	Owner's Address:
D. 111/	Lanca et an		Į.		Inspection		☐ Compacti	on Decking	Chiller	Drain Waste Vent	Lighting	☐ Hydrant Lines	Superintendent or Executive Officer:
Quan Building/ -tity Architectural Inspector Name	e Inspection Dates	Notes	Quan Structural - tity Bolts/Welds/	Inspector Name	Date(s)	Notes	☐ Drywall/P	aint Footings	H.V.A.C. Controls	Fire Sprinkler Finish	Low Voltage Electrical	☐ Irrigation	Building Codes and Edition(s) Applicable to the Project:
Accessibility Suspended Ceiling			Rebar				Fireproofi	ng Formwork	Duct Insulation	Fire Sprinkler Rough	Electrical Panels	Play Equipment	Construction Classification(s) (1 A, 1 B, II A, II B, III A, III B, IV A, IV B, V A, VB) in accordance with International Building Code (IBC) 2015:
Compaction			Decking				☐ Insulation	Foundation	Ductwork	Gas	■ Electrical	Portable Classroom(s)	Occupancy Classification: Building Use:
Drywall/ Painting			Footings				Roofing	Framing	H.V.A.C. Equipment	Roof Drain	Rough- Electrical	Pressure Vessels	Fire Sprinkled:   Yes   No Sprinklers Required:   Yes   No
Fireproofing			Formwork				Slab on G	rade Masonry	Hydronic/ Piping	Rough Plumbing	Security/ Energy	Special Inspection	Occupant Load of Project Area: Occupant Load of Entire Building:
Insulation			Foundation				Suspende Slab	d Steel	Piping Insulation	Sanitary Sewer	Sound System	State Boiler Inspection	Temporary Certificate of Occupancy - From (Date)- As Applicable:
Roofing			Framing				■ Waterpro	ofing Final Structural	H.V.A.C.	Water System	Telephone Cable	State Fire Marshall	Temporary Certificate of Occupancy 30 Days 60 Days 90 Days Parcel Size - In Acres:
Slab on Grade			Masonry				Final Build	ling	Refrigeration				Final Gross Square Footage (including new and existing):
Suspended Slab			Steel				Inspection				Power		Final Remodeled Gross Square Footage: Final Cost Per Square Foot (Building Only):
Waterproofing			Structural Other						Rooftop Units	5	Service	Water Service 4-Way	Square Footage Final from Original SP4 & 5 Forms: No Change Increase Decrease
Building Other			Other Types of Stru	ctural					Mechanical			Inspection	Construction Cost from
Other Types of Building/ Architectural Inspection(s)			Inspection(s)		· F	Page 1 of 2			Final Mechanical			Final Other/ Special	Final Construction Cost: Onstruction Cost from No Change Increase Decro
													SF-11 School Construction Certificate of Verification and Performance Evaluation - Page

Utah Code 53A-20-104; Administrative Rule R277-471-5



# PROSPECTIVE CHARTER'S SHALL NOT OCCUPY A FACILITY PRIOR TO OBTAINING A 'CERTIFICATE OF OCCUPANCY'

Failure to comply with this may result in prevention of occupancy or use of a structure by and LEA (i.e., school may not open as scheduled).

Utah Code 53A-20-104; Administrative Rule R277-471-9; International Building Code Section 111

#### 'CERTIFICATE OF OCCUPANCY'

The State Superintendent of Public Instruction signs the certificate after all of the requirements have been fulfilled, when independent inspectors services have been contracted.

A copy of the signed certificate is sent to the LEA and is required to be posted in a conspicuous location.



Revised 10-13-2016

#### SP-10 CERTIFICATE OF OCCUPANCY

In Accordance with the State Adopted Building Code (UCA 58-56), UCA 53A-20 School Construction, Administrative Rule R277-471, and all other applicable federal, state and local Codes, Rules and guidelines, in which inspections were performed by those other than the local jurisdiction and/or the school district in which the project is housed.

those other than the local jurisdiction and/or the school district in which the project is housed.
for
School District or 🗵 Charter School
(Name of Building)
Project Description:
USBE Project Edition(3 of
Number: Code(s) Us
Address of Building:  School District Building Official
Address of School  Board (as applicable):  Board (as applicable):
Portion of Building for Which the licate of Occupancy is Issued:  Entire Building:
Specific Areas Listed
N/A
Occupancy Use:  Design Type of Construction:
□ Automatic Sprinkler System Provided Sprinkling System Required? □ Yes □ No
Any Special Stipulations and Conditions of Permit:
It has been certified by the designated School District Building Official (SDBO) or Charter School Board Building Officer (CSBBO), that the described portion of the above listed construction project has been constructed and inspected for compliance with all applicable federal, state and local codes, rules and guidelines, and the Utah State Board of Education (USBE) School Construction Resource Manual, for the group(s) and division(s) of occupancy and the use for which the proposed occupancy is classified, and that all required documentation has been obtained and submitted to USBE.
Sydnee Dickson, State Superintendent of Public Instruction Signature: Date:

(Please Post Permanently in a Conspicuous Place in the Facility Listed Above)

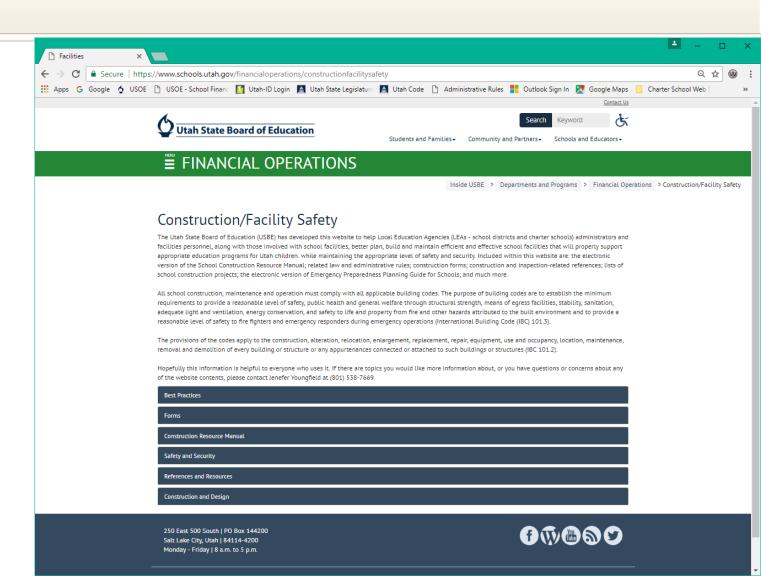
Print Form

# MOST COMMON PROBLEMS WE SEE WITH LEAS RELATED TO CONSTRUCTION?

- LEA designee not having the necessary expertise and/or knowledge to oversee and fulfill the duties of the building official;
- LEAs turning over the duties and/or responsibilities of the building official to the contractor, developer or management company;
- LEA building official not understanding the process/requirements
- LEAs failing to work with the jurisdiction(s);
- LEAs failing to obtain all of the necessary submittals;
- LEAs failing to report monthly throughout the process;

#### SCHOOL CONSTRUCTION/FACILITIES SAFETY WEBSITE

https://www.schools .utah.gov/financ ialoperations/co nstructionfacilitys afety



# JENEFER YOUNGFIELD SCHOOL CONSTRUCTION & FACILITY SAFETY SPECIALIST

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