

# Code Inspection Request

## University of Kansas Construction Projects

(use this form or e-mail with all information described below)

**FROM:** CONTRACTOR **DATE:** \_\_\_\_\_ (72 hr. min. notice)  
 (Firm) \_\_\_\_\_ **RE:** Project Name: \_\_\_\_\_  
 (Name) \_\_\_\_\_ Project No.: KU # • CCR A-  
 \_\_\_\_\_ GC / A-E Proj. No: \_\_\_\_\_

<b>TO: Authorities Having Jurisdiction:</b> <i>DFM Fax: (785) 296-8898</i>	Initials, if Attend *	<b>Copies To:</b> <i>Each to reply &amp; coord. w/ GC, if attendance req'd.</i>	Initials, if Attend *
<input checked="" type="checkbox"/> <b>Phyllis Fast</b> , DFM Proj. Mgr./Coord. <a href="mailto:Phyllis.Fast@da.state.ks.us">Phyllis.Fast@da.state.ks.us</a>		<input checked="" type="checkbox"/> <b>Arch./Eng.:</b>	
<input type="checkbox"/> Ray Smith, DFM Project Mgr. <a href="mailto:Ray.Smith@da.state.ks.us">Ray.Smith@da.state.ks.us</a>		<input checked="" type="checkbox"/> <b>DCM Proj. Mgr.:</b>	
<input type="checkbox"/> George Steele, DFM Project Mgr. <a href="mailto:George.Steele@da.state.ks.us">George.Steele@da.state.ks.us</a>		<input checked="" type="checkbox"/> DFM: Diana Hutchison, Code Coord. <a href="mailto:Diana.Hutchison@da.state.ks.us">Diana.Hutchison@da.state.ks.us</a>	
<input type="checkbox"/> <b>J.D. Spence</b> , DFM Arch. Insp. <a href="mailto:Dspence@grasshoppernet.com">Dspence@grasshoppernet.com</a>		<input type="checkbox"/> KSFMO: Brenda McNorton <a href="mailto:McNortoB@ksfm.state.ks.us">McNortoB@ksfm.state.ks.us</a> * F: 296-0151	
<input type="checkbox"/> <b>Scott Sinclair</b> , DFM M/E Insp. <a href="mailto:scotts@networksplus.net">scotts@networksplus.net</a>		<input type="checkbox"/>	
<b>TO: University Fire Marshal Authority:</b>			
<input checked="" type="checkbox"/> <b>Bob Rombach</b> , KU-UFMA: <a href="mailto:dcmbr@ku.edu">dcmbr@ku.edu</a> * Fax: (785) 864-3495			

**We hereby request the following code inspection(s) on the above-referenced project:**

<b>DATE:</b>	<b>TIME:</b>
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<b>INSPECTION TYPE</b>	<b>LOCATIONS TO BE INSPECTED</b>
<input type="checkbox"/> Footings and foundations	
<input type="checkbox"/> Underfloor / underslab	
<input type="checkbox"/> In-wall and framing	
<input type="checkbox"/> Fire-resistive assemblies & fire-resistant penetrations	
<input type="checkbox"/> Above-ceiling inspection	
<input type="checkbox"/> Fire alarm	
<input type="checkbox"/> Sprinkler & standpipe	
<input type="checkbox"/> Emergency lighting	
<input type="checkbox"/> Emergency generator	
<input type="checkbox"/> Fire pump	
<input type="checkbox"/> Elevator (witness load test)	
<input type="checkbox"/> Final Inspections	
<input type="checkbox"/>	

\* NOTE: Contractor to maintain file copy for each inspection, initialed by attendees; copied to DFM, DCM-PM & UFMA at closeout.