Code Inspection Request
University of Kansas Construction Projects
(use this form or e-mail with all information described below)

FROM: CONTRACTOR
(Firm) ______________________________________
(NAME) ______________________________________

DATE: ______________________________ (72 hr. min. notice)

RE: Project Name: __________________________

TO: Authorities Having Jurisdiction:

Phyllis Fast, DFM Proj. Mgr./Coord.
Phyllis.Fast@da.state.ks.us

Ray Smith, DFM Project Mgr.
Ray.Smith@da.state.ks.us

George Steele, DFM Project Mgr.
George.Steele@da.state.ks.us

J.D. Spence, DFM Arch. Insp.
Dspence@grasshoppernet.com

Scott Sinclair, DFM M/E Insp.
scotts@networkplus.net

TO: University Fire Marshal Authority:

Bob Rombach, KU-UFMA:
dcmmbor@ku.edu * Fax: (785) 864-3495

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

DATE: ____________________________ TIME: ____________________________

INSPECTION TYPE

☐ Footings and foundations

☐ Underfloor / underslab

☐ In-wall and framing

☐ Fire-resistive assemblies & fire-resistant penetrations

☐ Above-ceiling inspection

☐ Fire alarm

☐ Sprinkler & standpipe

☐ Emergency lighting

☐ Emergency generator

☐ Fire pump

☐ Elevator (witness load test)

☐ Final Inspections

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