



Collaborative Inspection Approach to Hospital Construction

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Inspection Services Unit (ISU)





Collaborative Inspection Approach to Hospital Construction

Perspective of the Owner

Gary Dunger, Executive Director, Design & Construction
Cedars Sinai Health System

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The Owner's Strategic Perspective



- Hospital owners are ultimately responsible for ensuring facilities are safe, compliant, and optimized for healthcare delivery. Effective inspections are not merely regulatory hurdles – they are strategic investments in patient safety, operational efficiency, and long-term facility sustainability.
- Owners must align inspection processes with project goals, stay actively involved throughout construction, set clear quality standards, hire competent teams, allocate proper resources, and maintain a long-term perspective on facility durability and maintainability.



Construction Team Roles

Hospital Owner

01

Sets project goals, secures funding, ensures compliance with healthcare standards, and ultimately holds responsibility for patient safety and facility functionality.

02

Architect/Engineer

Designs the project, creates specifications, interprets codes, responds to RFIs, and provides direction to the certified inspector and contractor during construction.

03

Contractor

Builds the facility according to plans and specifications, manages subcontractors, maintains construction schedule, and implements infection control measures.

04

Inspector

Certified professional who verifies construction meets code requirements, maintains quality control, documents compliance, and reports to the architect, Owner and HCAI.



What Could Go Wrong?

- **Hospital Owner's role:** Overseer ensuring quality, safety, and compliance throughout the construction process.
- **Critical responsibilities:** Stay involved in inspections, set clear standards, hire competent teams, allocate sufficient resources, and manage construction risks.
- **Long-term perspective:** Focus on durability and maintainability of critical systems (e.g., HVAC for surgical suites, medical gas systems, emergency power).



Why Hospital Construction is Unique

High Stakes Environment

- Serving vulnerable populations requiring heightened safety protocols.
- Zero tolerance for structural, system or equipment failures.



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Why Hospital Construction is Unique

Regulatory Demands

- Joint Commission, HCAI, CDPH, Local Planning Departments.
- Example: Infection control standards during construction require specific containment measures.



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Why Hospital Construction is Unique

Regulatory Demands

- Medical gas systems with zero tolerance for contamination.
- Redundant emergency power systems for life-critical areas.
- Specialized ventilation for sterile environments and airborne infectious isolation rooms.
- Integrated technology requirements unique to healthcare occupancies.



Regulatory Accountability

"The hospital governing board or authority shall provide for and require competent and adequate inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer, or both, and the department."

— California Health & Safety Code, Section 129825(a)

- **Legal mandate:** Inspection is not optional but required by law for healthcare facilities
- **Lines of authority:** Inspector acts under architect/engineer direction, but is ultimately responsible to the governing board
- **Dual approval:** Inspector must be satisfactory to both the design professionals and HCAI



Hospital owners carry legal accountability for ensuring adequate and competent inspections throughout the construction process.



The Inspector's Role: Competency & Adequacy



Certified Hospital Inspector

Code of Ethics: Commitment to safety, independence in assessments, and honesty in reporting. The inspector maintains professional integrity separate from other project stakeholders.

Principal Duties: Verifying compliance with plans, specifications and codes; documenting issues; and coordinating with the construction team to ensure safety and quality standards are met at every phase.



Key Inspection Definitions

Adequate: Thorough examination of all critical components at each construction phase, with inspections timed to align with key construction milestones.

Competent: Inspectors with healthcare-specific expertise, proper certifications, and knowledge of complex medical facility requirements and regulations.

Continuous: Ongoing oversight throughout the entire project lifecycle, not just at major milestones or upon contractor's request, ensuring consistent compliance and quality control.



Types of Inspections in Hospital Construction



Inspection Categories

Continuous: Ongoing oversight of critical work elements by qualified inspectors who remain on-site during installation of specified components to observe methods and materials in real-time.

Periodic (Inspection Requests): Scheduled inspections at key milestones that require formal documentation before construction proceeds to next phase. Typically triggered by contractor request when ready for evaluation.

Required (TIO): Testing, inspection, and observation points mandated by regulatory agencies, building codes, or contract specifications. Must be verified and documented to ensure compliance with healthcare-specific requirements.



Key Areas of Focus

Structural Integrity: Foundation systems, seismic requirements, structural framing, connections, and reinforcement crucial for life-safety in healthcare environments.

MEP Systems: Medical gas piping, emergency power systems, HVAC for isolation rooms and surgical suites, plumbing for infection control, and specialty electrical systems supporting critical care.

Fire/Life Safety: Fire-rated separations, egress routes, smoke control systems, fire suppression, and emergency communications essential for vulnerable populations.

Infection Control: ICRA compliance, negative pressure environments, high-efficiency filtration, cleanable surfaces, and construction barriers protecting active patient care areas.



Benefits of Proper Inspection

Visible Outcomes

- **Enhanced Safety:** Ensures patient and staff protection through structural integrity and systems reliability.
- **Financial Protection:** Prevents costly rework, legal liabilities, and regulatory penalties.
- **Project Efficiency:** Maintains construction timelines and budgets by identifying issues early.
- **Operational Excellence:** Supports long-term facility function through properly installed systems.



Risks: Consequences of Inadequate Inspection

Critical Safety Risks

- Inadequate inspections can result in catastrophic structural failures or dangerous system malfunctions. Issues such as collapsing structures, electrical fires, and medical gas contamination directly endanger patients and staff lives in an already vulnerable healthcare environment.



Severe Financial Impact

- The financial burden of rectifying construction defects post-occupancy is typically 4-5 times higher than addressing them during construction. This includes not only remediation costs but also potential regulatory fines, increased insurance premiums, and legal liabilities from patient or staff incidents.



Best Practices for Effective Inspections



Owner's Role & Personnel

- Stay actively involved throughout the entire project
- Clearly share expectations with all team members
- Hire certified inspectors with healthcare facility expertise
- Allocate adequate resources for thorough inspections
- Maintain executive-level support for inspection processes



Planning & Documentation

- Create comprehensive pre/during/post-construction plans
- Develop healthcare-specific inspection checklists
- Maintain detailed inspection records and reports
- Utilize technology (software, drones) for documentation
- Establish clear inspection scheduling protocols



Communication & Closeout

- Hold regular progress meetings with all stakeholders
- Maintain open communication channels with IORs
- Include IOR Inspection Request Program in contracts
- Begin closeout planning at project commencement
- Document lessons learned for future projects



Collaborative Inspection Approach to Hospital Construction

Perspective of the Design Professional of Record (DPOR)

Belinda Young, AIA, LEED BD+C, Assoc. DBIA
HOK Regional Leader of Healthcare

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Why Collaboration

- All parties invited to the table as partners working towards common goals and project success.
- Breakdown silos and encourage open communication.
- Build trust, empathy and accountability.
- Leverage collective expertise and continuous improvement.
- Understand each others' perspectives and advocate for one another.
- **No room for egos!**



Early Engagement



- HCAI, Owner, Contractor and IOR as partners in design process
- Look at things from a higher level to determine what is working or not, with time to course correct
- Collaborative review of proposed details prior to plan review
- Leverage expertise from trade partners
- Enhance understanding of project means and methods
- Proactive constructability review to avoid costly change orders and delays in the field

Inspection Process Alignment

- Staying ahead of the process
- Requires advanced planning and collaboration
- HCAI and IOR concurrence on proposed material ID, inspection cadence and tracking
- Clearly identify off-site fabrication and on-site requirements
- Facilitate IOR review with accurate and updated information on drawings and specifications

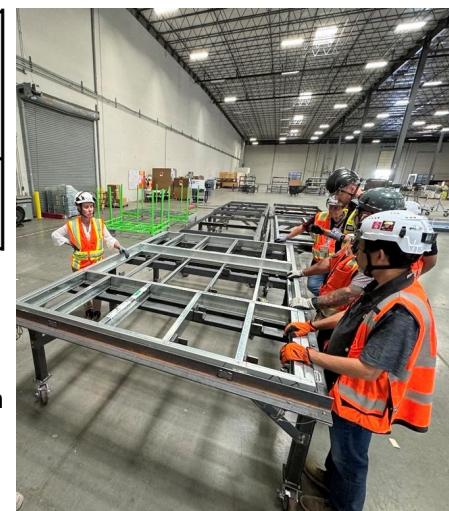


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Personal Knowledge

C	Observed or Inspected (by Inspectors) Elements of Construction: <input type="checkbox"/> See attached for more detail
<p><i>I have exercised reasonable diligence to obtain the facts for my personal knowledge that includes: (Check only those applicable below)</i></p> <p><input type="checkbox"/> Continuous physical presence on-site <input type="checkbox"/> Periodic physical presence on-site <input type="checkbox"/> Review of reports submitted by others</p> <p><i>I have reviewed and accepted the following items of the TIO Program required in this milestone / interval: (Check only those applicable below)</i></p> <p>Test Reports Inspection Reports</p>	
D	<p>Compliance Statement: By signature below, I hereby declare that, to the best of my personal knowledge**, the work performed, and the materials used and installed covered by this report, are in compliance with the approved drawings and specifications and any approved Post Approval Documents/Amended Construction Documents. If applicable, a tentative list of items to be completed or corrected is given on the attached hereto. This list may not be all-inclusive. Failure to include an item in it does not alter the responsibility of the Contractor/Builder to complete all of the work in accordance with the approved drawings and specifications and all applicable building codes. (**As defined in CCR, Title 24, Part 1, Section 7-151)</p>

- Importance of physical presence on-site
- Observation and review of reports
- Timely notification and resolution of items needing attention
- Personal knowledge enables effective problem-solving
- Constant coordination with IOR team



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Active Management of TIO

- Testing, Inspection and Observation Program is authored by the Architect/Engineer of Record but should be informed by DPOR, Owner, Contractor and IOR input
- Review stages, milestones and desired phase sign-offs with Owner
- Determine responsible party for tests with Contractor and IOR
- Update and track revisions throughout construction
- Obtain timely sign-offs from IOR and HCAI field staff
- Gather Final VCRs as specific scope is completed – difficult to gather at the end, especially for projects with long durations

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
FACILITIES DEVELOPMENT DIVISION www.oshs.ca.gov/fdd
701 N. Alameda Street, Suite 7-200 • Los Angeles, California 90012
Phone: (213) 857-0100 FAX (213) 857-0165

Testing, Inspection and Observation Program
2016 California Building Standards Code – OSHPD 1

SECTION B ▲		TIO Approval process, revision, and/or changes to the TIO program shall be identified, evaluated by the OSHD and approved by OSHPD prior to implementation.	
Activity	Facility Name	Project	OSHPD
Initial	Kaiser Foundation Health Supplement	OSHPD 1	OSHPD 1
DURING CONSTRUCTION DOCUMENT SUBMITTAL		DURING CONSTRUCTION	
Initial	TESTS	REVIEWED	APPROVED
Revisions	REVIEWED	REVIEWED	REVIEWED
RESPONSIBLE AGENCY AND/OR INDIVIDUAL			
CONTRACTOR APPROVAL AND SIGN-OFF			
OWNER APPROVAL AND SIGN-OFF			
IOR APPROVAL AND SIGN-OFF			
STRUCTURAL TESTS			
Foundation			
S 1	X	IRC 1758.6	CDL/See List
S 2	X	IRC 1758.6	CDL/See List
S 3	X	IRC 1758.6	CDL/See List
Concrete			
C 1	X	IRC 1758.6	CDL/See List
C 2	X	IRC 1758.6	CDL/See List
C 3	X	IRC 1758.6	CDL/See List
C 4	X	IRC 1758.6	CDL/See List
C 5	X	IRC 1758.6	CDL/See List
C 6	X	IRC 1758.6	CDL/See List
C 7	X	IRC 1758.6	CDL/See List
C 8	X	IRC 1758.6	CDL/See List
C 9	X	IRC 1758.6	CDL/See List
C 10	X	IRC 1758.6	CDL/See List
C 11	X	IRC 1758.6	CDL/See List
C 12	X	IRC 1758.6	CDL/See List
Post-tensioned anchors			
P 1	X	IRC 1758.6	CDL/See List
Steel			
S 1	X	IRC 2233.4	X CDL/See List
S 2	X	IRC 2233.4	CDL/See List
S 3	X	IRC 2233.4 & 1755.13.1	CDL/See List
S 4	X	IRC 2233.4 & 1755.13.1	CDL/See List
S 5	X	IRC 2233.4 & 1755.13.1	CDL/See List
S 6	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
S 7	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
S 8	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
S 9	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
S 10	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
S 11	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
S 12	X	IRC 1758.3 & 1755A.1.16; AD-236 26.12	CDL/See List
ELECTRICAL TESTS			
E 1	X	IRC 2233.4	CDL/See List
E 2	X	IRC 2233.4	CDL/See List
Other			
O 1	X	IRC 2233.4 & 1755.13.1	Worme Meadows

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Lessons Learned

Close out of phase 2 surgery



Reply Reply All Forward ...

Fri 2010-01-22 11:27 AM

Dear Contractor,

It has been asked that I push off the ACO visit till Wednesday the 27th If I do that we run the risk of not having the ACO scheduled and may loose time because today is a furlo day and I have the ACO scheduled for Monday at 7am there is no way to reschedule at the last minute please advise what you would need me to do keep in mind that the FLSO is also scheduled for a final fire alarm test on Monday the 25th at 10:30 am.As of today the system has not been tested I was shuduled to test today at 6am but the system was not programed properly to allow testing with the fan function in operation to shut down the unit.Mario and I will be testing the fire alarm system today at noon again without the fan operating per the fire alarm matrix.I received a report by the ACO allowing me to approve ceiling closure as to not effect the weekend work and also confirmation from the FLSO to take down the temp walls after the IOR punch list and testing is complete,Scott and myself are doing everything possible to help you thru this phase please let us know how you would like to proceed.

Thank you
Inspector of Record



Respect People and Processes



- Be respectful of people's time and commitments
- Be complete, meaningful, and timely with requests
- Be objective in describing issues and avoid making situations personal
- Be grateful and don't take people for granted
- Be prepared and plan ahead to avoid creating emergent situations

True Teamwork

- We build facilities that help save lives – elevates significance and importance of our work
- We can sleep better knowing inspections were done with care and attention to approved plans and specifications





Collaborative Inspection Approach to Hospital Construction

Perspective of the Contractor & Subcontractor

Cody Bartley

DPR Construction, Sacramento Healthcare Market Leader

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Quality Control

- The contractor performs Quality Control to verify compliance with project plans and specs.
- Goal is 100% inspections passed on 1st attempt.
- GC is not an inspector but need to do our part in the inspection process, The IOR inspection should be an assurance to verify the QC has been performed and the work is in compliance with plans/specs and applicable code standards.



Preconstruction

Quality control has many layers and doesn't just apply to the build.

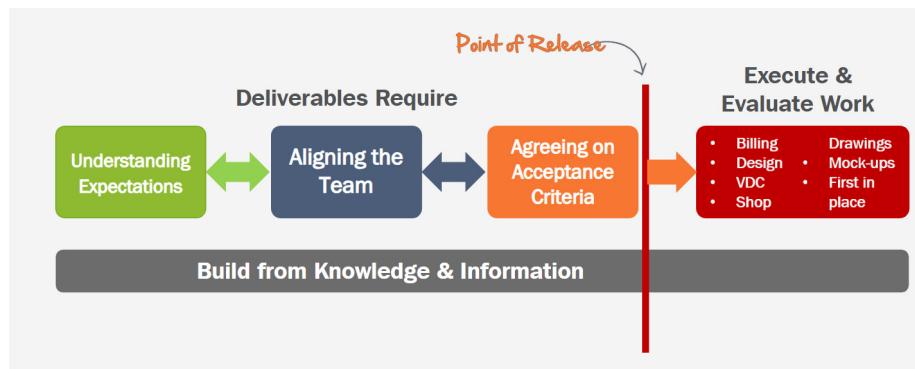
To be maximized this needs to start during Design.

- Constructability Reviews.
- Look for opportunities in the drawings.
- Do we have all the details we'll need to get the work signed off?
- Is there phasing that needs to be shown?
- If the construction team is involved in precon start conversations/meetings with IORs to make sure everyone is on the same page with the inspection process.



Preconstruction – An Investment in Certainty

- Design Assist/Design Build.
- Do we have the installing subcontractor in the room during preconstruction?
- Will there be a change to the drawings once the installing subcontractor is onboarded at a later time?



Mockups

- Mockups are an investment but ensure alignment of expectation and provide opportunity to review inspection sequence.
- First in place mockups again serve to align expectations and ensure success.



QC Process

- QC starts with the person putting in the work.
- General contractor then looks at the work or product against the design criteria with another set of eyes before the IOR is brought through.
- Then the IOR.



Responsibility	QC Check	Sub Initial	DPR Initial
	Confirm all Fire/Acoustic Caulking at floor or wall penetrations are place		
	EMT Secured		
	All boxes and supports screwed to studs		
	Check that all lock nuts are tight		
	Check that grounding wires are installed in power boxes		
	Confirm all power & data boxes are installed. (FA pull stations, Card Read, push plates etc)		
	Confirm bottom track & room is clean		
	Confirm Access to any valves or any framing for access doors are in place		
	Confirm all piping is completed, secured & insulated		
	Confirm all Fire caulking of floor penetrations		
	Check Copper to ensure isolated, install felt or 10 Mil where necessary		
	Confirm riser clamps and waffle pads		
	All test plugs removed, all cleanout covers installed, and all end of line caps installed		

What Helps Make This Successful

- Contractors need the DPOR team to be willing and ready to answer questions or respond to RFIs on field conditions.
- Part of IOR's duty on healthcare is continuous inspection, request that if the IORs have a question on something they've seen or noticed that might an issue, don't wait to bring it up to project teams.
- QC Checklist
 - Work with your IOR to develop this, make sure the project team knows what to look at to help provide confidence in the process.



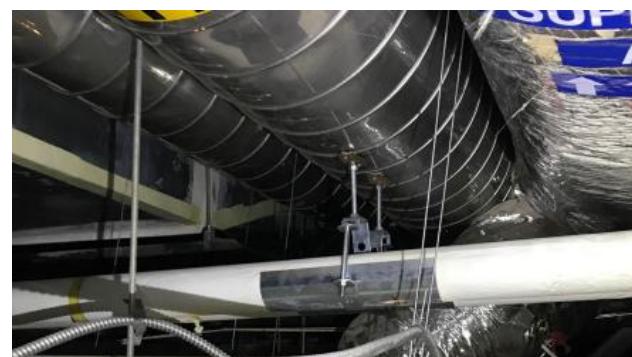
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What Happens When QC Goes Wrong

Failed inspections cause:

- Schedule implications
- Cost
- Safety Issues involved with re-work

Example: Drywall screws used in electrical wall clips caught during ceiling close-up inspection. Had made it through the electrical inspection, had been looked at but not noticed for probably 6 months, by that time it's buried, duct work is coming down to get access and the teams hurt the confidence/trust the IOR had built with them.



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A Team Effort

- QC plans in writing.
- Visual checklist.
- Have open lines of communication with the IOR.
- Need of DPORs to respond to questions and provide certainty when concerns are presented.
- Track – Publish Dashboard so everyone sees success rate.



9/25/2023 Last Refresh

630 Days Left in This Project | Target Completion 5/27/2025

Incentive Milestones

- 21-Feb-23 : Over-Excellence and Built Processing Complete
- 21-Oct-23 : Structural Steel Complete
- 18-Mar-24 : Exterior Skin Complete
- 22-Apr-24 : Walk-Through/Close-Up
- 18-Jan-25 : Finishes
- 31-Apr-25 : Substantial Completion Floors 1 and 2
- 30-Jun-25 : Final Completion

CMIC Manhours LTR Standard Hours 93,045.50

Average Weekly Inspections 70.42

Total Recordable Incidents 0

Total Incidents 8

RFIs By Status

- Submitted: 1
- Open: 14
- Closed: 277
- Answered: 4

Submittals By Status

- Required: 574
- Open: 45
- Closed: 529

Weather Forecast

Day	Link	Weather	Precipitation%
25-Sep		76.9°/54.9° F	0 %
26-Sep		79.1°/62° F	9 %
27-Sep		83°/58° F	NA
28-Sep		83°/57.6° F	NA
29-Sep		78.7°/57.3° F	1 %
30-Sep		74.2°/56.9° F	6 %
01-Oct		77.1°/58.6° F	4 %

% RFIs Closed in First Rev 96.70% 90% 0.00% 100.00%

Total RFIs 293

RFIs Closed in First Revision 260

Closed Submittals 349

Subs Closed in First Revision 327



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**Collaborative Inspection Approach
to Hospital Construction**

**Perspective of the Inspector of Record &
Special Inspector**

Michael Davis, CHI and CEO Emeritus
DavisHBC

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Collaborative Inspection Approach

Collaborative Inspection Approach = Inspect to Pass



Inspect to Pass

Preview

- What attitude should an inspector have toward a project and the project team?
- What does **Inspect to Pass** mean for any inspector (IOR or special)?
- What does **Inspect to Pass** NOT mean?
- What are the principles & practices that serve as a foundation of the **Inspect to Pass** approach?
- How are these principles put into action?
- What can make a collaborative inspection approach challenging, and how does an inspector deal with it?



Mental Attitude



How do you view the Contractor?



How do you view the Designers?



How do you view the Owners?



How do you view HCAI and the field staff?



How do you view the project as a whole?

What Inspect to Pass Means

- **Inspect to Pass** is the mental attitude with which you approach your inspection duties.
- **Inspect to Pass** is a philosophical approach to inspection.
- **When that philosophical approach is put into action, Inspect to Pass is the embodiment of the collaborative, communicative, pro-active (anticipatory) approach to inspection.**
- **Inspect to Pass** is project centric, NOT ego centric.

What Inspect to Pass Does NOT Mean

- It does NOT mean that the IOR is giving the contractor a free pass to do things incorrectly.
- It does NOT mean that the IOR is looking the other way or turning a blind eye to non-compliant work.
- It does NOT mean that the IOR is going to be a pushover.
- It does NOT mean that an inspection will pass when the actual work installed does not match the approved construction documents or does not comply with minimum code requirements.
- It does NOT mean that HCAI now wants IORs to pass Inspection Requests at all costs.

Principles of the Philosophical Approach

Inspect to Pass (Collaborative) Approach



COLLABORATION



COMMUNICATION



PROACTIVITY
(ANTICIPATORY)

Collaboration

- Have Team Mentality: As the IOR, you are part of that team.
- Responsibility to Ownership: You are paid by the Owner and therefore have a fiduciary responsibility to ownership.
- Responsibility to the Public: You are licensed by the state and therefore have a moral responsibility to the people of California to see to it that the hospital is constructed in a safe manner.
- Responsibility to Title 24 Part 1: By statute, you have the legal responsibility to work under and take direction from the DPOR and report to the HCAI field staff.
- Responsibility to HCAI as the organization that certifies you...accountability to HCAI.



Communication

Should be open and transparent at all times

Should always be honest

Should be timely

Delivering Bad News

The project delivery method can influence how chains of communication go, but do not affect areas of responsibility



Proactivity (Anticipatory)

- As an IOR, you should be performing observation walks of your projects on a regular basis.
 - Large projects - walk them at least twice a day.
 - Small project - regularly stop by and take a look at progress.
- Be in constant communication with the superintendent regarding any potential deficiencies, deviations, or non-compliance.
- If you are truly proactive, and the Contractor is responsive, the IR should just be just a formality.



How the Philosophy is Put into Action

Pre-Construction Phase

Construction Phase

Close-Out Phase



What Can Make Inspect to Pass Challenging

Uncooperative Contractor

Inexperienced Contractor

Uninvolved DPOR

Ownership pushing speedy
inspection approvals over
compliance

Ownership not being
willing to pay for a
sufficient number of IORs

If the IOR feels bullied or
pressured to pass
inspections



Key Points to Remember

- Have an **Inspect to Pass** mentality.
- **Inspect to Pass** does NOT mean that the inspector is a pushover or “passing” inspections at all cost.
- **Inspect to Pass** is a mental attitude and philosophy that is characterized by:
 - Collaboration.
 - Transparent, tactful communication.
 - Proactivity.





Collaborative Inspection Approach to Hospital Construction

Perspective of HCAI

Monica Colosi, Compliance Officer

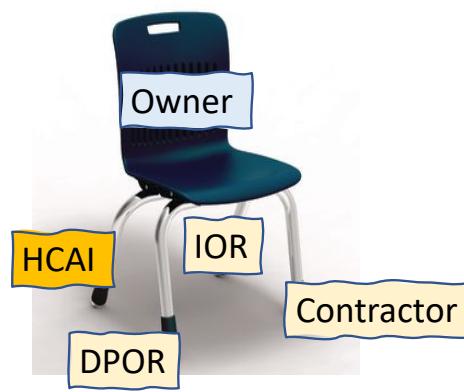
Office of Statewide Hospital Planning & Development Inspection Services Unit

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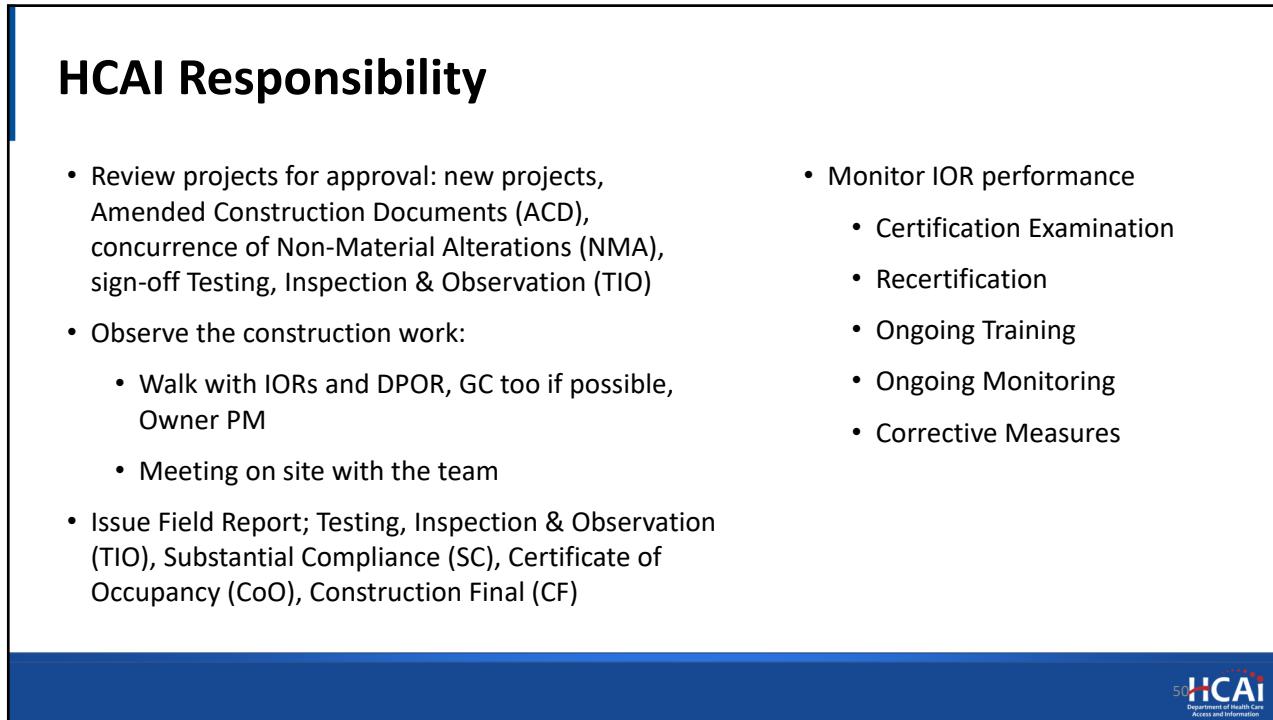
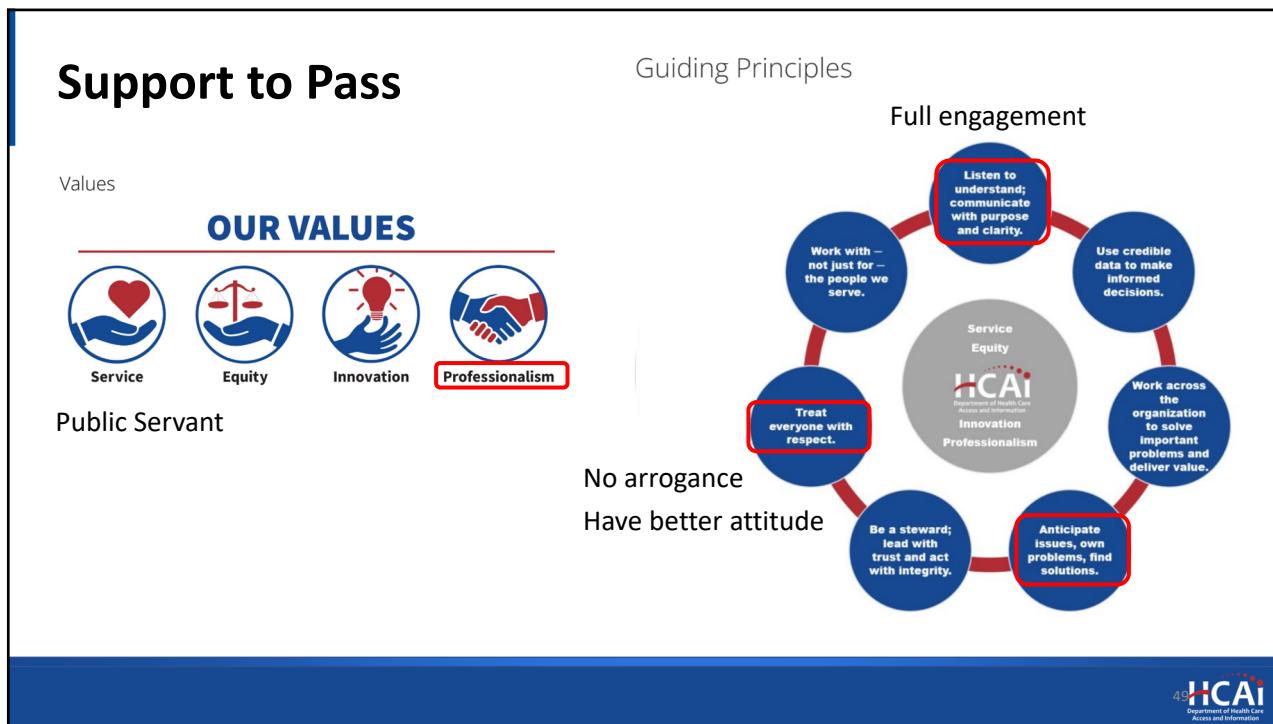
Team Effort

Somebody said:

"A project team is like a chair, 4 legs"

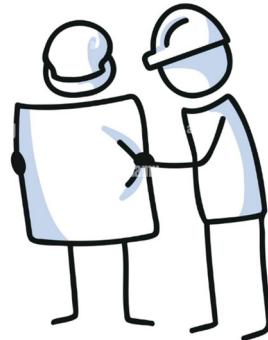


Team Effort with any project delivery: One Goal



Tools to Support

- Construction Administration Proficiency (CAP)
- Tip of the Day
 - Observation Reports
- IOR Voluntary Daily Report Template

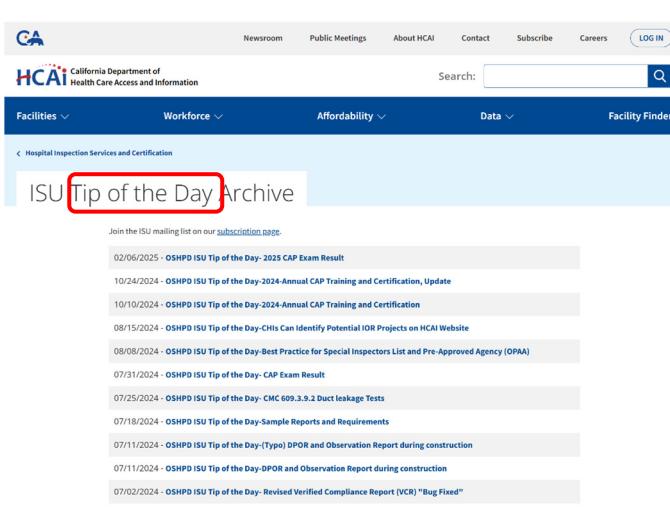


Tools to Support

A screenshot of the HCAI website. The top navigation bar includes links for Newsroom, Public Meetings, About HCAI, Contact, Subscribe, Careers, and Log In. Below the navigation is a search bar. The main content area features a blue header with "Facilities", "Workforce", "Affordability", "Data", and "Facility Finder". A sub-header "Building Safety" is visible. A red box highlights the "Voluntary Construction Administration Proficiency (CAP) Certified List" link. Below this, a section titled "LIST OF SUCCESSFUL EXAM CANDIDATES" contains a "TABLE OF CONTENTS" with links to "2024 List of Successful Exam Candidates" and "2025 List of Successful Exam Candidates".



Tools to Support

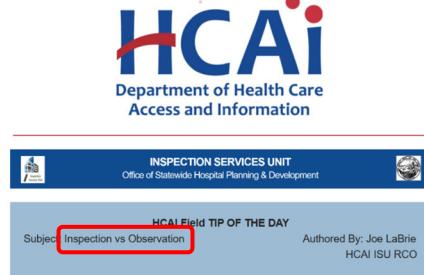


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- 02/06/2025 - [OSHPD ISU Tip of the Day- 2025 CAP Exam Result](#)
- 10/24/2024 - [OSHPD ISU Tip of the Day-2024-Annual CAP Training and Certification, Update](#)
- 10/10/2024 - [OSHPD ISU Tip of the Day-2024-Annual CAP Training and Certification](#)
- 08/15/2024 - [OSHPD ISU Tip of the Day-CHIS Can Identify Potential IOR Projects on HCAI Website](#)
- 08/08/2024 - [OSHPD ISU Tip of the Day-Best Practice for Special Inspectors List and Pre-Approved Agency \(OPAA\)](#)
- 07/31/2024 - [OSHPD ISU Tip of the Day- CAP Exam Result](#)
- 07/25/2024 - [OSHPD ISU Tip of the Day- CMC 609.3.9.2 Duct leakage Tests](#)
- 07/18/2024 - [OSHPD ISU Tip of the Day-Sample Reports and Requirements](#)
- 07/11/2024 - [OSHPD ISU Tip of the Day-\(Type\) IPOR and Observation Report during construction](#)
- 07/11/2024 - [OSHPD ISU Tip of the Day-DPOR and Observation Report during construction](#)
- 07/02/2024 - [OSHPD ISU Tip of the Day- Revised Verified Compliance Report \(VCR\) "Bug Fixed"](#)
- 06/27/2024 - [OSHPD ISU Tip of the Day- Revised Verified Compliance Report \(VCR\)](#)

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Tools to Support



Construction Matters:
It is common to misuse words like Inspection and Observation.
The two terms have very different meaning and should be recognized accordingly.
The regulations clearly apply these words differently with intentional application for each project stakeholder.
The word 'Observation' has been used interchangeably with the word 'Inspection' on forms and reports used by many Inspectors of Record (IOR) and Special Inspectors in several instances throughout the State.

INSPECTION 2022 CAC 7-144	OBSERVATION	Verified Compliance Report 2022 CAC 7-151
Reports: Inspector(s) Of Record Special Inspector Approved Agency	Reports: Design Professionals 7-141 Office CAC 7-147 Contractors, Subs, Owner, etc	VCR: Design Professionals Contractor or Owner/Builder Approved Agency Special Inspector(s) Inspector(s) Of Record
Note: IORs verify Special Inspection they are encouraged to provide observation		

Today's Tip:
OSHPD Field Staff will strive for consistency by enforcing terminology that aligns with the regulations:
'Inspection': To be used by Approved Agency and/or Special Inspectors and IORs
'Observation': To be used by all other project stakeholders, e.g.-OSHPD Field Staff and Design Professional.

The Big Idea:
During construction, inspection reports/daily reports are used by the Approved Agency and/or Special Inspectors and IORs; while other project stakeholders provide observation reports.
Do not confuse the above reports with the Verified Compliance Report (VCR).
VCRs are submitted to the Office during a period of work/milestone by Design Professionals, Contractor or Owner/Builder, Approved Agency, Special Inspectors, and IORs reporting their personal knowledge of the completion of the specific portion of the project. CAC 7-151.

HCAI
Department of Health Care
Access and Information

Tools to Support

INSPECTION SERVICES UNIT
Office of Statewide Hospital Planning & Development

HCAI Field TIP OF THE DAY

Subject: **IOR Daily Report Voluntary Template** Authored By: Monica Colosi
HCAI ISU CO

Construction Matters:

The purpose of the Inspector of Record (IOR) Daily Report is to "maintain field records of construction progress for each day or any portion of a day that they are present at the project site location." 2022 California Administrative Code (CAC), Title 24 of the California Code of Regulations, Section 7-145(a)(6).

Today's Tip:

Using the Voluntary Template helps IORs to provide the required information, per CAC 7-145(a)(4) and CAC 7-145(a)(6). This is not a mandatory template. IORs that decide to use their own template shall meet the minimum code requirement. Click the [link](#) to get to the template.

The Big Idea:

To support IORs, HCAI Inspection Services Unit (ISU) is providing the Voluntary Template. Additional documentation may be needed to support the daily report can be added as an attachment.

If you have any question, please email isu@hcai.ca.gov
If you would like to know more, please register [here](#) for the Field Brief Advice (FBA) July 10th at 1PM.

Inspector of Record (IOR) Daily Report Template

Form Number: HCAI-OSH-175

Radiation Protection

Methods of Procedure

Form Number: N/A

Memorandum for Methods of Procedure

Inspector of Record (IOR) Safety Template

Form Number: N/A

Voluntary IOR Daily Report Template (this form will download as a Microsoft Word document, for an accessible copy of this document, email isu@hcai.ca.gov)

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Forms, Applications, & Reminder Lists

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- 5. Plan Review Reminders List
- 6. California Building Standards Code (CSC)
- 7. Construction Reminders List

Tools to Support

IOR DAILY REPORT (FORM)

Inspector of Record (IOR) DAILY REPORT (FORM) (Template)

This is a voluntary template. IOR(s) that would like to use their own format need to provide the template's content as stipulated in the regulations.

Date:	<input type="text" value="Click or tap here to enter text."/>
Arrival Time:	<input type="text" value="Click or tap here to enter text."/>
Departure Time:	<input type="text" value="Click or tap here to enter text."/>
Inspector of Record (IOR):	<input type="text" value="Click or tap here to enter text."/>
Certification No.:	<input type="text" value="Click or tap here to enter text."/>
HCAI Project No.:	<input type="text" value="Click or tap here to enter text."/>

The purpose of the IOR Daily Report is to "Maintain field records of construction progress for each day or any portion of a day that they are present at the project site location." 2022 California Administrative Code (CAC), Title 24 of the California Code of Regulations, Section 7-145(a)(6).

1. Summary of work in progress. CAC 7-145(a)(6).
Click or tap here to enter text.

2. Noted deficiencies in the construction. CAC 7-145(a)(6).
Click or tap here to enter text.

3. Notes from the approved construction documents. CAC 7-145(a)(6).
Click or tap here to enter text.

4. Inspections performed. TIO Reference #. CAC 7-145(a)(6).
Click or tap here to enter text.

5. Document the time and date of all significant correspondence with the contractor regarding incomplete work, potential deficiencies or deviations which require the contractor's attention and could potentially affect the timely and complete completion of the project. CAC 7-145(a)(6).
Click or tap here to enter text.

6. List of notification to the contractor, in writing, of deviations from the approved construction documents, which have not been immediately corrected by the contractor. CAC 7-145(a)(6).
Click or tap here to enter text.

7. Document the date, time and method of correction for any noted deficiencies or deviations. CAC 7-145(a)(6).
Click or tap here to enter text.

Revised May 22, 2024

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IOR DAILY REPORT (FORM) (Template)

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The purpose of the IOR Daily Report is to "Maintain field records of construction progress for each day or any portion of a day that they are present at the project site location." 2022 California Administrative Code (CAC), Title 24 of the California Code of Regulations, Section 7-145(a)(6).

8. If applicable, provide copies of all certificates, tags, marks, or other evidence of material properties and/or manufactured components as required by the California Building Standards Code (CAC 7-145(a)(6)).
Click or tap here to enter text.

9. Concrete record, if applicable, including time and date of placing concrete, time and date of removal of forms and shoring in each portion of the structure, location of defective concrete, and time, date and method of correction of defects. CAC 7-145(a)(6).
Click or tap here to enter text.

10. Identification marks of walls, lens of defective walls, and manner of correction of defects and other related events, as applicable. CAC 7-145(a)(6).
Click or tap here to enter text.

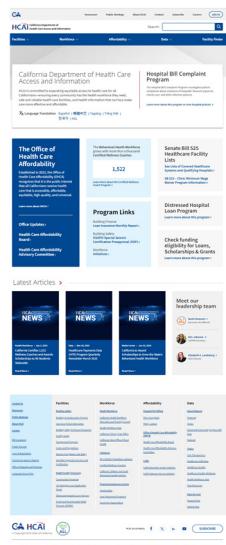
11. List of report of all nonconforming materials or defective workmanship and the corrective actions taken, as applicable. CAC 7-145(a)(6).
Click or tap here to enter text.

12. Names and certificate numbers of all special Inspectors who perform work both on- and off-site, as applicable. CAC 7-145(a)(6).
Click or tap here to enter text.

13. When driven piles are used for foundations, document the location, length, and penetration under the last ten feet for each pile and description of the character of the pile driven and the soil CAC 7-145(a)(6).
Click or tap here to enter text.

14. Log of changes to the work prepared by the architect or engineer in responsible charge required by Section 7-153(a). CAC 7-145(a)(6).
Click or tap here to enter text.

Tools to Support



Public survey:
How are we doing?
Quality of Service Survey



Tools to Support



It is ok Not to know everything

Active listening: turn listening
into action

Empathy

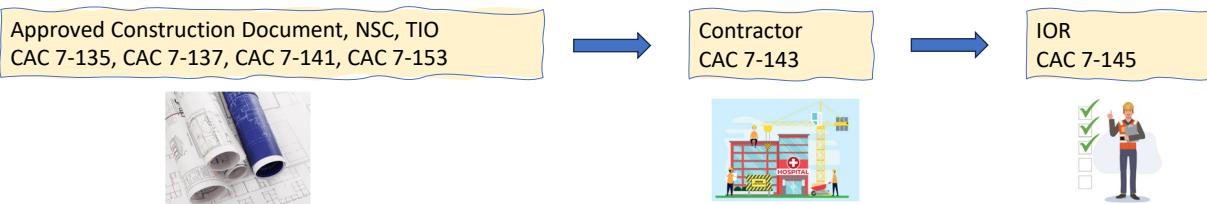
– Deeply understanding the challenges and lived experiences of people.



Support to Pass

Oversight to Pass:

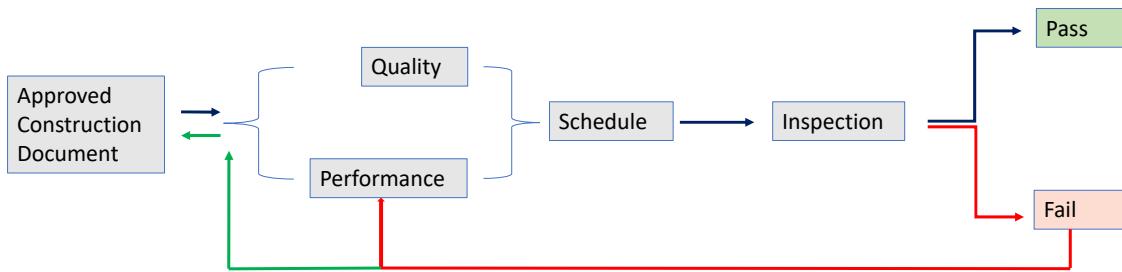
- Approved Construction Document with the rest of documentation.
CAC 7-135, CAC 7-137, CAC 7-141, CAC 7-153
- Contractor to build per Approved Construction Document. CAC 7-143
- Inspector to inspect Contractor work per approved document. CAC 7-145



Support to Pass

Do you have an **Inspect to Pass** mentality?

- Quality, Performance, Schedule





Collaborative Inspection Approach to Hospital Construction

Questions & Answers

HBSBSupportStaff@hcai.ca.gov

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