**Inspector of Record (IOR) DAILY REPORT 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:** | Click or tap to enter a date. |
| **Arrival Time:** | Click or tap here to enter text. |
| **Departure Time:** | Click or tap here to enter text. |
| **Inspector of Record (IOR):** | Click or tap here to enter text. |
| **Certification No.:** | Click or tap here to enter text. |
| **HCAI Project No.:** | 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.

1. Note deficiencies in the construction. CAC 7-145(a)6.

Click or tap here to enter text.

1. Note deviations from the approved construction documents. CAC 7-145(a)6.

Click or tap here to enter text.

1. Inspections performed, TIO Reference #. CAC 7-145(a)4.

Click or tap here to enter text.

1. 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 compliant completion of the project. CAC 7-145(a)6.

Click or tap here to enter text.

1. List of notification to the contractor, in writing, of deviations from the approved construction documents or new construction not in compliance with the California Building Standard Codes, which have not been immediately corrected by the contractor. CAC 7-145(b).

Click or tap here to enter text.

1. 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.

1. 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)6A.

Click or tap here to enter text.

1. 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)6B.

Click or tap here to enter text.

1. Identification marks of welders, lists of defective welds, and manner of correction of defects and other related events, as applicable. CAC 7-145(a)6C.

Click or tap here to enter text.

1. List of test reports of all nonconforming materials or defective workmanship and the corrective actions taken, as applicable. CAC 7-145(a)6D.

Click or tap here to enter text.

1. Names and certificate numbers of all special inspectors who perform work both on- and off-site, as applicable. CAC 7-145(a)6E.

Click or tap here to enter text.

1. When driven piles are used for foundations, document the location, length, and penetration under the last ten blows for each pile and description of the characteristics of the pile driving equipment. CAC 7-145(a)6F.

Click or tap here to enter text.

1. Log of changes to the work prepared by the architect or engineer in responsible charge required by Section 7-153(e). CAC 7-145(a)6G.

Click or tap here to enter text.