

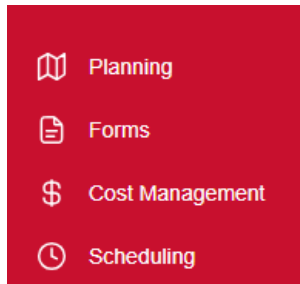
Vendor

Submitting a Request for Inspection Verification

Overview: This guide outlines the process for a construction contractor to submit a Request for Inspection Verification for a project.

References: n/a

1- Click on **FORMS** from the buttons on the left.



2- Under Engineering Forms on the top left navigation pane, select **Request for Information**.



- 3- Select the **New Record** button if first request for the project or click on '+' in the top bar. This will start a new record.
- 4- **Project Name** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.
- 5- **UH-FPI** field – Select the FPC-Inspector from the UH-FPI drop down menu. You can also start typing the name of your project in the field and it will come up.
- 6- **Contractor** field – Select the Contractor from the Contractor drop down menu. You can also start typing the name of your project in the field and it will come up.
- 7- **Verification Requested by** field – Select the date that the Verification is to be completed by.
- 8- **Subcontractor** – Enter subcontractor if one is being used.
- 9- **Division** checkboxes – Check then boxes of the Division type of the inspection.
- 10- **Description** field – Enter description of inspection requiring verification.
- 11- **Location of Work** field – Enter the location of the work requiring verification.
- 12- **Spec#** field – Enter the Spec Number
- 13- **DWG#** field –Enter the DWG number
- 14- **REV#** field – Enter the Revision Number
- 15- 19 – **Pre-Verification Performed by** field – Enter the name of who completed the pre-verification.
- 16- Click the  save button on top bar to save header. (This step is important).

Project Name: Date Requested: UH-FPI:

Contractor: Verification Requested by:

Subcontractor:

BRIEF DESCRIPTION/TYPE OF INSPECTION REQUIRING VERIFICATION

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LOCATION OF WORK REQUIRING VERIFICATION

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ITEM	SPEC#	DWG. #	REV. #	PRE-VERIFICATION INSPECTION PERFORMED BY:				
				Sub-Direct	Sub-3rd Party	GC QA/QC	GC 3rd Party	Owner Hired
1	12	13	14	15	16	17	18	19
2								

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- Division 01 - General Requirements ☐
- Division 02 - Existing Conditions ☐
- Division 03 - Concrete ☐
- Division 04 - Masonry ☐
- Division 05 - Metals ☐
- Division 06 - Wood, Plastics, Composites ☐
- Division 07 - Thermal/Moisture Protection ☐
- Division 08 - Openings ☐
- Division 09 - Finished ☐
- Division 10 - Specialties ☐
- Division 11 - Equipment ☐
- Division 12 - Furnishings ☐
- Division 14 - Conveying Equipment ☐
- Division 21 - Fire Suppression ☐
- Division 22 - Plumbing ☐
- Division 23 - HVAC ☐
- Division 25 - Integrated Automation ☐
- Division 26 - Electrical ☐
- Division 27 - Communications ☐
- Division 28 - Safety and Security ☐
- Division 31 - Earthwork ☐
- Division 32 - Exterior Improvements ☐
- Division 33 - Utilities ☐

1. Select the **Attachments** tab
2. **Drag and Drop** the files into the rectangle

Main Notes **Attachments** Workflow

No attachments found

Select files...

Drop files here to upload

Add From Document Manager

3. On the top left bar, click on the **Save** icon to save the record.
4. Click on the **SUBMIT** button, then click on the  button. Do not add additional attachments.

     **SUBMIT**

Main Notes **Attachments** Workflow

5. **PROCESS COMPLETE.**