

SLAC BUILDING INSPECTION OFFICE (ESH&Q BIO) PROCEDURES TO REQUEST A BIO / FMO INSPECTION

This page outlines the procedure for requesting building inspections for construction projects. Required inspections and hold points are documented on the Construction Authorization Record Card. Prior to requesting an ESH&Q – BIO (Building Inspection Office) / FMO (Fire Marshal Office) Inspection the Subcontractor or Authorization Holder shall use their internal QA/QC process to ensure that the work being inspected is ready for inspection and matches the approved plans. SLAC has set a one stop inspection request email service for requesting BIO and Fire inspections.

Follow the steps below to request an inspection.

- a) Create an email. Insert the following in the email:
 1. To: bio-inspection@slac.stanford.edu
 2. CC: Insert FCM (Field Construction Manager) email address in this line.
 3. Subject: Inspection at (Insert building and room number or location)
- b) Include in the body of the email the following items:
 - 1) Project Work Authorization (Permit) Number
 - 2) Project location – Building number, room number or specific location
 - 3) Description of work to be inspected
 - 4) Desired inspection date
 - 5) Desired inspection time
 - 6) Contact name, phone number and email address
 - 7) Indicate if Special Inspection, Facilities, Project Manager, Architect, or Engineer is needed in addition to ESH&Q - BIO or Fire.
- c) For Large Projects - attach inspection request form in lieu of “b” above.

Hours for Inspection

Normal Hours are 7:30 am to 3:30 pm – 24 Hour Notice

Extended Hours are 6:30 to 7:30 am and 3:30 to 5:00 pm – 48 Hour Notice

After Hours are 5:00 pm to 6:30 am Weekdays – 72 Hour Notice

Holidays and Weekends – 84 Hour Notice

Requests must be submitted as described above to ensure you receive your inspection on the date and time desired. Requests received 18 to 24 hours before the desired date and time may occur (schedule permitting) on the desired day BUT the time cannot be guaranteed until confirmed by email. Inspection requests less than 18 hours will not occur until the following business day due to inspectors previously scheduled commitments. Occasionally there may be unusual situations where shorter notice inspection request are required due to unforeseen circumstances. In these situations the inspectors will do their best to accommodate the request.

No verbal or phone call inspection requests will be accepted.

Once the request is received in the BIO office it will be distributed to the appropriate inspector who will contact you to confirm your inspection. Any changes to this request will be discussed between the inspector and requestor. Any requests for service outside ESH/Q - BIO or FMO will be coordinated and scheduled by the Facilities Construction Manager (FCM). Examples are Special Inspection, Facilities, Project Manager, Architect or Engineer, waste management, radiation protection, environmental protection etc.

Inspector will arrive at the requested time. If work is not ready when the inspector arrives the inspector will fail the inspection and require reinspection. A new request is required to schedule a reinspection.

Repeated failed inspections (more than twice) due to either non-compliance or work not being ready will require longer notification times, to be determined by the inspector. Alternatively, a meeting between the FCM, PM, Procurement and BIO / FMO inspector will be held to review the Subcontractors internal QA/QC process to determine the root cause of repeat inspections, and follow up actions required by Subcontractor to correct QA/QC process deficiencies.

Any questions please call the BIO office at 650-926-4113