****

**Arizona State University**

**Facilities Development and Management**

[**Construction Support Services**](mailto:ConstructionSupportServices@asu.edu?subject=Final%20Inspection%20Checklist)

**Final Inspection Checklist**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Use the Final Inspection Checklist as a guide in conjunction with the Final Code Inspection for projects that have new systems and/or modified systems that require testing and certification. The project manager shall gather and deliver applicable approvals and backup documentation to Construction Support Services. After all code requirements have been met, an approved Final Code Inspection will be issued. If this project requires a Certificate of Occupancy, all applicable approvals and certifications must be received at least one business day prior to the requested delivery date of the Certificate of Occupancy.** | | | | | | | |
| **Building Permit #:** | **Project #:** | | **Building:** | | **Bldg Number:** | **Rm Number:** | |
| **Building Address:** | | | | | | | |
| **ASU Project Manager:** | | | | **Phone Number:** | | **Email:** | |
| **A Certificate of Occupancy is required for: first tenant build-out in a new shell building; change in square footage of an existing space; change in building occupancy class of an existing space for the entire building or for a portion of the building; and other projects as determined.** | | | | | | | |
| **Edition of Building Code:** | | **Construction Type:** | | **Use and Occupancy:** | | | **Project GSF:** |
| **Date Approvals Received**  **ASUFMO - Fire Sprinkler/Standpipe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ASUFMO - Fire Extinguishers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ASU – Electric Shop - Fire Alarm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ASU – Accessibility Compliance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ASU – Food Safety and Health Sanitarian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ASU – Final Building Code Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **ASUFMO/State:**  **Date**     1. **Fire Sprinkler Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**      1. **Fire Alarm Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **Hood Extinguishing Permit #: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Date Approvals Received**  **Special Inspection Certificate signed by Architect or Engineer of record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Arizona State Industrial Commission, Elevator Section Certificate of Inspection#\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on file.**  **HVAC Balancing/Instruments and Controls Report/Verification Certificate #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Sterilization of Domestic Water Distribution System test results on file and meet MAG Specs, Section 611\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Backflow Prevention Assembly Test Report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Fire Department First Responder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** | | | | | | | |

**Final Inspection Checklist details and contact information**

|  |  |
| --- | --- |
| **Provide documentation for the following inspections:**  **ASU – Fire Sprinkler/Standpipe: Call ASU Fire Marshal’s office, 480-965-1823 to inspect fire sprinkler and standpipe — fire suppression and fire alarm, special suppression hoods systems, fire pumps.**  **ASU – Fire Extinguishers: Call ASU Fire Marshal’s Office, 480-965-1823, to inspect and bar code fire extinguishers.**  **ASU – Fire Alarm System: Call Facilities Management Electric Services, 480-727-0690, for fire systems pre-acceptance tests. A 100% fire alarm and emergency power test to ensure all life safety systems and components will be tested in the contractor’s presence. ASU’s Electric Services will email test results to the ASU Fire Marshal’s Office. ASU Fire Marshal’s Office will conduct a minimum 10% acceptance test representing the State Fire Marshal’s Office per agreement.**  **ASU – Accessibility Compliance: Call Construction Inspections at 480-727-7100 to schedule a final accessibility inspection.**  **ASU – Food Safety and Health Sanitarian: ASU’s Manager of Food Safety, 480-965-6853, to schedule the final food safety inspection.**  **ASU Final Building Code Inspection: Construction Inspections, 480- 727-7100, to schedule the Final Building Code inspection.** | **ASUFMO:**   1. **Automatic Sprinkler System Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **Fire Alarm System Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 3. **Hood Extinguishing Permit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **The Final A.F.E.S/Fire Alarm Inspection is conducted by the ASU Fire Marshal’s Office. The contractor that designs and installs the fire protection system submits the plans to the ASU Fire Marshal’s Office. The contractor must schedule a certification “acceptance” test — 10% test. If everything passes, a passed and approved report will be issued.** |
| **Special Inspection Certificate signed by Architect or Engineer of record. Attach copy of certificate.**  **Arizona State Industrial Commission, Elevator Section Certificate of Inspection #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on file. If applicable, enter inspection # and attach copy.**  **HVAC Balancing/Instruments and Controls Report/Verification Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Attach certificate if the HVAC supply and/or return system has been altered.**  **Sterilization of Domestic Water Distribution System test results on file and meet MAG Specs 611. Attach test results if water main outside of bldg has been tapped into.**  **Backflow Prevention Assembly Test Report. Attach report if backflow prevention has been installed.**  **Fire Department First Responder: List Fire Department of closest city.** | |