

**Send completed form to the Quality Department*

Project #: _____ **Project:** _____ **Date:** _____ **Weather:** _____

If there is an associated Daily Checklist for a "Work in Place Review"...use and attach Daily Checklist

Verify First Work-In-Place phase inspections will be accomplished immediately prior to or at commencement of construction of a significant construction activity to ensure compliance with project requirements.

Contractor Companies Present During Review	Participant Names

WORK BEING REVIEWED:

- | | | |
|--|---|---|
| <input type="checkbox"/> Quality Department Invited | <input type="checkbox"/> Review minutes from preinstallation meeting minutes | <input type="checkbox"/> Verify compliance with construction documents |
| <input type="checkbox"/> Check dimensions | <input type="checkbox"/> Verify compliance with samples | <input type="checkbox"/> Verify compliance with submittals |
| <input type="checkbox"/> Check for use of defective or damaged materials | <input type="checkbox"/> Verify manufacturer's installation instructions are being followed | <input type="checkbox"/> Verify sequencing of adjacent trades |
| <input type="checkbox"/> Check for omissions and resolve any differences of interpretation | <input type="checkbox"/> Verify temperature/dew point limitations are being followed | <input type="checkbox"/> Examine and photograph work for team to match installation |
| <input type="checkbox"/> Will work be tested by QD | <input type="checkbox"/> Will work be tested by 3 rd Party | <input type="checkbox"/> |

#	Remarks	Complies
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input type="checkbox"/>
9.		<input type="checkbox"/>

ADD PHOTOS TO FILE AND DISTRIBUTE

ITEMS TO BE FOLLOWED UP ON / GENERAL NOTES:

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Follow-up phase inspections will be performed periodically by the same individuals identified in the preceding phases above until completion of all work. All deficiencies identified will be corrected before the start of subsequent construction activities. Inspection personnel will continually refer to the standards established in the preparatory and first work-in-place phases above when making these daily inspections/observations.

Sample List of Items to Review – will vary per project – Always review the Pre-Installation meeting notes and Specifications

DIVISION 03		
Concrete Forms	Concrete Rebar /Mesh Installation	Concrete Deck Pre-Pour
Concrete Curing	Concrete Finish	Architectural Concrete
Precast Concrete	GFRC	Precast Planks
Waterstop	Concrete Keyways	
DIVISION 04		
CMU (chips and damage)	CMU Reinforcement	CMU Joints
CMU Control Joints	Masonry Flashing	Steel Lintel Flashing
Masonry Insulation	Masonry Veneer / Stone	Precast Elements
Masonry Veneer / Stone joints	Backer Rod and Sealant	Glass Block and Reinforcement
Masonry Restoration	Masonry Cleaning	
Openings		
DIVISION 05		
Structural Steel Finish/Protection (AESS)	Masonry Shelf Angles	Openings
Roof Deck Attachment	Floor Stud Placement	Weld Quality / Finish / Clean-up
Metal Railing	CFMF & Connections	CFMF Openings & Headers
DIVISION 06		
Exterior Wood Blocking & Fastening	Parapet Wood Blocking & Fastening	Cedar or Ipe Wood
Millwork	Casework	Counters
Wood Sheathing	Wood Roof Sheathing	Wood Doors/Frames
Wood Ceiling	Gypsum or Other Sheathing & Fasteners	
DIVISION 07		
Surface Review for coatings	Damp Proofing	Waterproofing
Insulation	Drainage Board	Vapor Barrier
Interior Insulation	SPF	Thermal Coating
Metal Panels	Siding	EIFS
DEFS	Roofing Membrane / Vapor Barrier / Insulation	Roof Shingles / Tiles
Metal Panels	Roof Metal Panels	Gutters
Coping	Roof Curbs and Other Roof Penetrations	Snow Guards
Green Roof Trays	PV	Mineral Wool & Fire/Smoke Seal
Spray Fireproofing	Fire Stopping	Intumescent
Backer Rod & Sealant	Stucco	
DIVISION 08		
Storefront	Curtainwall	Cassette System
Flanged Windows	Other Windows	Hollow Metal Windows
Hollow Metal Doors & Frames	Sliding Doors	Rolling Doors
Folding Doors	Skylights	Louver
Interior Door & Frames		
DIVISION 09		
Interior Framing	Drywall	Base
Shaft Wall	Soffit Framing	RC Framing
Drywall Finish	Plaster	MRB
Waterproofing	Wall Tile	Floor Tile
Sheet Flooring	VCT	Wood Floor
Carpet	Epoxy Flooring	Terrazzo
Polished Concrete	Access Flooring	ACT Grid / Hard Ceiling Grid
ACT	Painting	Wall Covering
Staining		
DIVISION 10		
Marker Boards	Tack Boards	Toilet Compartments and Accessories
Wall Protection	Corner Guards	ADA Grab Bars
Lockers	Sub Shades	
DIVISION 13		
Elevator Call Buttons / Boxes	Elevator Floor/Walls/Ceilings	Elevator Railings
DIVISION 21		
Sprinkler Attachment	Sprinkler Heads	Sprinkler Firestopping
DIVISION 22		
Plumbing Attachment	In-Wall Plumbing	Plumbing Firestopping
Insulation		
DIVISION 23		
HVAC Attachment	Fire / Smoke Dampers	HVAC Firestopping
Insulation		
DIVISION 26		
Electrical Attachment	Electrical Box	Electrical Firestopping
Conduit Installation	Lighting & Attachment	Fire/Smoke
Door Operators		