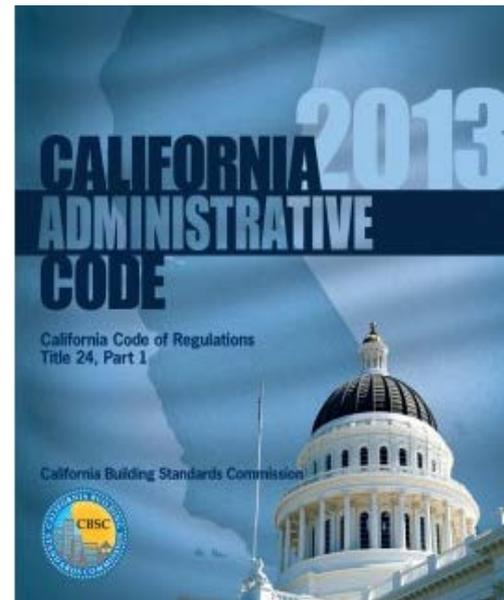
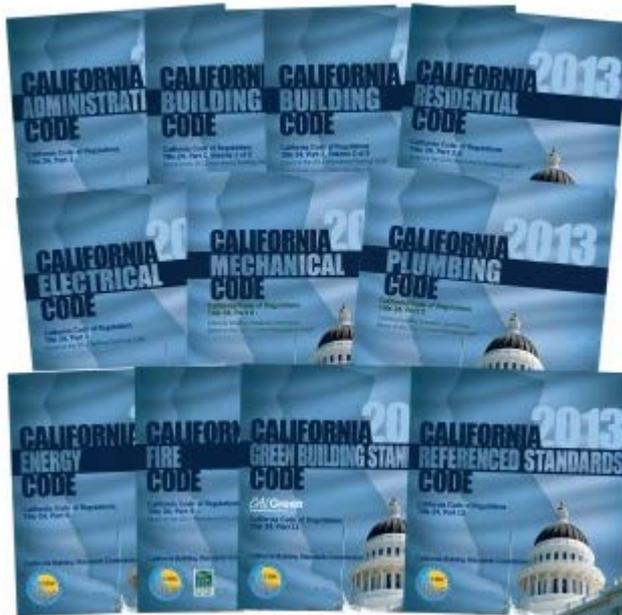




Office of Statewide Health Planning and Development Facilities Development Division

Gerard K. Zelnik, P.E.
Regional Compliance Officer
Inspection Services Unit





Hospital Inspector Recertification Seminar 2013 CBSC

Highlights to the 2013 Administrative Code





Inspection Services Unit (ISU) Staff Phone Numbers:

- Gerard Zelnik; ISU RCO 650-906-2134
- Jeff Enzler; ISU DSE 916-599-0618
- James Pan; ISU DSE 213-393-8127
- Robb Roberts; ISU CO 213-598-0896
- Gordon MacLachlan; ISU CO 916-995-2073
- Susan Brown; ISU AGPA 916-440-8316
- Nancy Rebenstorff; ISU SSA 213-897-8504





Admin Presentation Topics:

- Work Performed Without a Permit (7-128)
- Non-Material Alterations (7-153)
 - ❖ Stamps and signatures
 - ❖ Log
 - ❖ “Approved Construction Documents”
- Observation of IOR Performance of Duties Form (pending publication)
 - ❖ The 8 Performance Categories





Work Performed Without a Permit

7 -128. Work performed without a permit.

- (a) Compliance examination. ←**
- (b) Plan review.**
- (c) Construction observation. ←**
- (d) Fees.**
- (e) Occupancy. ←**

← (denotes topic discussion only)





Work Performed Without a Permit

7 -128. Work performed without a permit.

- (a) Compliance examination.** Construction or alteration of any health facility, governed under these regulations, performed without the benefit of review, permitting, and/or observation by the Office when review, permitting and/or observation is required, and without the exemption by the Office provided for in Section 7 -127, shall be subject to examination by the Office to assess relevant code compliance.





Work Performed Without a Permit

(c) **Construction observation.** The construction, inspection and observation of any construction or alteration of any health facility, governed under these regulations, previously performed without the benefit of review, permitting, and/or observation, and of any new corrective or remedial **work deemed necessary by the Office**, shall be in accordance with Article 4 of this Chapter....

(Article 4 starts at Section 7-135 and includes written approval of plans, building permit, IOR, and TIO program.)





Work Performed Without a Permit

(e) Occupancy. Upon determination that construction or alteration of any health facility, governed under these regulations, has occurred without the benefit of review, permitting, and/or observation by the Office, and without the exemption by the Office provided for in Section 7-127 (Projects exempt from plan review process), the Office may order the area of construction or alteration to be vacated and remain unoccupied, or that the current certificate of occupancy for the building be revoked...





Amended Construction Documents

7-153. Amended construction documents.

(CAN 2-107.4)

- (a) Changes in the work.** Work shall be executed in substantial conformance with the construction documents approved by the Office. Changes in the work shall be made by amended construction documents approved by the Office. ... Only changes that materially alter the work shall be submitted to the Office for review and approval as amended construction documents.





Amended Construction Documents

7-153(a)1. Amended construction documents.

Changes or alterations of the approved construction documents shall be made by means of amended construction documents. Amended construction documents shall be submitted with a form provided by the Office and shall state the reason for the change, and show the estimated or actual addition to or deduction from the current, estimated or actual, contract amount. The form shall be signed by the architect or engineer, or delegated architect or engineer as allowed by Section 7-115, and shall be accompanied by supplementary construction documents, when necessary. ...





Amended Construction Documents

7-153(a)1 continued:

...The construction documents shall be stamped and signed pursuant to Section 7-115. All changes shall be clearly described. Two copies of the form and construction documents shall be submitted for review and approval by the Office. All amended construction documents **shall be approved by the Office prior to installation of the work.**





Amended Construction Documents

7-153(a)2. Emergencies. Emergency changes in the work relating to the safety of persons at the construction site may be made immediately. Such emergency changes shall be documented by subsequent amended construction documents and may require modification to comply with these regulations.





Amended Construction Documents

7-153(b) Changes that do not materially alter the work. The following types of changes in the work do not materially alter the work and do not require the submission of amended construction documents to the Office:

7-153(b)1 through 7-153(b)8 describe non-material alterations in detail; for example...





Amended Construction Documents

7-153(b)2.

2. Construction means and methods, such as construction sequencing, coordination of the work, and methods of assembly/construction. Construction means and methods do not include work that would require Alternate Method of Compliance or an Alternate Means of Protection.

Note: Temporary construction, such as temporary exiting, temporary air handlers, temporary bulk oxygen tanks, or temporary shoring supporting an occupied building under Office jurisdiction are not considered means and methods and thus would require a separate permit or the submittal of an amended construction document to the Office for review.





Amended Construction Documents

7-153(b) continued:

If the architect or engineer in responsible charge of a project determines that plans and/or specifications are necessary for a change that does not materially alter the work, all such plans or specifications shall be stamped and signed by the appropriate design professional(s) pursuant to Section 7-115. All changes in the work are subject to concurrence of the Office field staff as to whether or not the change materially alters the work.





Amended Construction Documents

7-153(c) Code compliance. Changes in the work that do not require amended construction documents shall not be deemed to grant authorization for any work to be done in violation of the provisions of any applicable code.

...





Amended Construction Documents

7-153(e) Documentation of changes. The architect or engineer in responsible charge shall maintain a log of all changes to the work of construction. The log shall indicate whether the Office has made a determination as to whether each change materially alters the work, the date and time such determination was made, and the name of the Office staff who made the determination.

Note: Changes that do not materially alter the work shall not commence prior to Office determination of concurrence and such determination has been entered into the log.





Observation of IOR Performance of Duties Form

- Observation of IOR performance is not new; OSHPD staff has always been observing IOR performance
- The form is a new way to document OSHPD's conclusions regarding IOR performance
- The formalization of performance observation will help to improve the performance of IORs





Observation of IOR Performance of Duties Form

Header Info →

Eight Performance Categories →

Comments →

Field Staff name →

Clear Form

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
FACILITIES DEVELOPMENT DIVISION

IOR No:
Cert. #:

Observation of Inspector of Record (IOR) Performance of Duties

Project Number(s):

Item No.	Code Section	CAC Title 24, Part 1, Chapter 7, Requirements	Meets	Does NOT Meet	N/A or N/O*
1	7-145(a)1, 7-145(a)2, 7-151(c)	The inspector shall have personal knowledge, obtained by continuous inspection of all parts of the work of construction in all stages of its progress to ensure that the work is in accordance with the approved construction documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	7-145(a)3	a) All inconsistencies or seeming errors in the approved construction documents shall be reported promptly to the architect or engineer in responsible charge for interpretation and instructions. b) In no case, however, shall the instructions of the architect or engineer in responsible charge be construed to cause work to be done which is not in conformity with the approved construction documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	7-145(a)4	The inspector shall maintain a file of approved construction documents on the job at all times, including all codes and regulations referred to in the approved construction documents and all reports of tests and inspections.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	7-145(a)5	The inspector shall notify the Office as required by CAC 7-145(a)5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	7-145(a)6	The inspector(s) of record shall maintain field records (daily reports) of construction progress for each day or any portion of a day that they are present at the project site location.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	7-145(a)6, 7-145(a)7	All field records of construction progress (including daily IOR reports, test and special inspection reports, etc.) shall be retained on the job until the completion of the work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7-145(b)	The inspector shall notify the contractor, in writing, of any deviations from the approved construction documents or new construction not in compliance with the <i>California Building Standards Code</i> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	7-151(a), 7-151(e)	Verified compliance reports shall be submitted to the Office at the intervals or stages of the work as stated in the approved testing, inspection and observation program and when required by the Office.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: (attach additional pages as necessary and list the number of sheets)

FDD Field Staff
Date

CO DSE FISO

**N/A or N/O* means that the observation of the performance of the IOR was either "Not Applicable" or there was "No Opportunity" to observe the performance.

cc: IOR, RCC, and ISU
11/01/2013
Page 1 of 1





The 8 Performance Categories...

- All categories are marked either “meets”, “does not meet”, or “N/A or N/O” (not applicable or no opportunity to observe) as follows:
- “Meets” when the IOR meets the minimum acceptable performance in the category,
- “Does not meet” when the IOR fails to meet the minimum acceptable performance, or
- “N/A or N/O” when performance in that category could not be observed (for example, if there were NO construction deviations to report at all, category 7 would be marked “N/A or N/O”)





1. Personal/Continuous Inspection

7-145(a)1: The inspector shall have personal knowledge, obtained by continuous inspection of all parts of the work of construction in all stages of its progress to ensure that the work is in accordance with the approved construction documents.

7-145(a)1





1. Personal/Continuous Inspection (continued)

7-145(a)2: Continuous inspection means complete inspection of every part of the work. Work, such as concrete or masonry work which can be inspected only as it is placed or assembled, shall require the constant presence of the inspector. Other types of work which can be completely inspected after the work is installed may be carried on while the inspector is not present. In no case shall the inspector have or assume any duties which will prevent continuous inspection.

Note: The Architect of Record or Engineer shall prepare and direct the TIO program, and not under the Duties of the IOR.

7-145(a)2

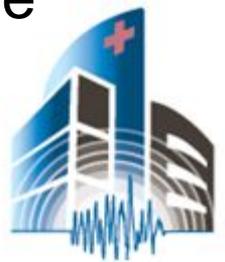




1. Personal/Continuous Inspection

7-151(c) The term “personal knowledge,” as applied to the inspector, means the actual personal knowledge that is obtained from the inspector’s personal continuous inspection of the work of construction, in all stages of its progress at the site where the inspector is responsible for inspection. Where work is carried out away from the site, personal knowledge is obtained from the reporting of others on the testing or inspection of materials and workmanship, for compliance with plans, specifications or applicable standards. Reasonable diligence shall be exercised in obtaining the facts.

7-151(c)





2a. Inconsistencies/Errors in Plans

7-145(a) 3. The inspector shall work under the direction of the architect or engineer in responsible charge. All inconsistencies or seeming errors in the approved construction documents shall be reported promptly to the architect or engineer in responsible charge for interpretation and instructions...

7-145(a)3





2b. Instructions from the Architect/Engineer

7-145(a) 3. (cont.)

...In no case, however, shall the instructions of the architect or engineer in responsible charge be construed to cause work to be done which is not in conformity with the approved construction documents.





3. Approved Construction Documents

The regulations require the IOR to maintain the following on the construction site at all times:

- a. Must have a copy of approved plans on job site (complete plans, specs., addenda, deferred approvals, C.O.s, TIO program form, Building permit).
- b. Test and special inspection reports
- c. Applicable codes and referenced standards as referenced on the approved construction documents

Also: "...immediately return any unapproved documents to the architect or engineer in responsible charge for proper action."

7-145(a)4





4. Notices to OSHPD

The inspector shall notify the Office:

- a. When the work is started or resumed on the project
- b. At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms
- c. At least 48 hours in advance of the first placing of concrete
- d. When work has been suspended for a period of more than two weeks





5. IOR Daily Reports

7-145(a)6 requires the IOR to write a “daily report”. Daily reports shall include:

- a. Time of arrival and departure
- b. Summary of work in progress
- c. Deficiencies in construction and deviations from approved construction documents
- d. Date, time and method of correction for deficiencies and deviations

7-145(a)6





6. Field Records

The IOR shall maintain field records **on site** including:

- a. IOR daily reports
- b. All test and special inspection reports
- c. A list of test reports of all nonconforming materials or defective workmanship and shall indicate the method of correction

Continued...

7-145(a)6 & 7





6. Field Records (cont.)

Field records for **concrete** shall also include:

- Time/date of placing
- Time/date of removal of forms and shoring
- Location of defective concrete, and
- Time/date and method of correction

Field records for **welding** shall also include:

- ID marks of welders
- List of defective welds
- Manner of correction of defects and other related events





6. Field Records (cont.)

Field records for **driven piles** shall also include:

- Location, length and penetration under the last ten blows

In addition regulations require that field records include:

- Approved construction documents (Complete plans, specs., addenda, deferred approvals, C.O.s, etc.)
- TIO program form
- Building permit





7. Deviation Notices

7-145(b) The inspector shall notify the contractor **in writing** of any deviations from the approved construction documents or new construction not in compliance with the *California Building Standards Code*, which have not been **immediately corrected** by the contractor. Copies of such notice shall be **forwarded immediately to the architect or engineer in responsible charge, owner and to the Office.**





8. IOR Verified Compliance Reports

- Verified Compliance Report(s) (VCR's) are required from each IOR at the intervals or milestones indicated on the approved TIO program
- The scope of work covered must be clearly described
- All unresolved deviations must be clearly described
- VCR's may be requested at any time by the Office (in addition to those required by the TIO program)
- OSHPD may also require "detailed statements of fact" on the VCR's

7-151(a) & (e)





Change of Name, Address or Telephone Number

7-202. Filing change of name, address or telephone number.

An applicant for the certification examination or a Hospital Inspector possessing a valid certificate issued by the Office, shall file name, mailing address or telephone number changes with the Office in Sacramento within 10 working days of that change. The information filed shall include both the new and former name, mailing address or telephone number.





Thank you

