PUBLIC BUILDINGS SERVICE

INSPECTION REPORT ON WORK UNDER CONTRACT

1. D&C WORK ORDER NO.

2. LOCATION *(Street, city, and State)*

3. BUILDING

4. CONTRACTOR'S NAME AND ADDRESS

5. TYPE OF WORK

6. CONTRACT FOR

☐ ALTERATIONS
☐ NEW CONSTRUCTION

7. PROJECT NO.	8. CONTRACT NO.	9. DATE OF RECEIPT OF NOTICE TO PROCEED	10. ORIGINAL CONTRACT PRICE	11. CUM. CHANGE ORDERS*		12. CONTRACT PRICE TO DATE
			$	a. NO	b. AMOUNT $	$

13. LIQUIDATED DAMAGES PER DAY	14. COMPLETION DATE				15. PERCENTAGE OF COMPLETION	
	a. CONTRACT	b. REVISED	c. ESTIMATED	d. ACTUAL	a. ACTUAL	b. NORMAL
$						

16. A-E FIRM

17. CONSTRUCTION ENGINEER

18. GSA ENGINEER MAKING INSPECTION

19. TYPE OF INSPECTION	20. DATE OF LAST INSPECTION	21. DATE OF THIS INSPECTION	22. ADDITIONAL INSPECTIONS RECOMMENDED	23. PAYMENT RECOMMENDED	
☐ PROGRESS ☐ FINAL ☐ POST FINAL			☐ YES ☐ NO	$	OR %

24. STATE BELOW GENERAL CONDITION OF THE WORK; SUFFICIENCY OF LABOR FORCE; DELAYS, CORRECTIVE ACTION TAKEN; AND RECOMMENDATIONS. *(Proposals should be forwarded under separate cover.)* "LIST CHANGE ORDERS FOR $50,000 AND OVER AUTHORIZED DURING REPORTING PERIOD, INDICATING AMOUNT AND BRIEF DESCRIPTION OF WORK.

25. INSPECTED BY	SIGNATURE	DATE OF REPORT

26. PAYMENT REQUEST *(For repair contracts under $100,000)*

DIRECTOR OF REGIONAL DATA AND FINANCIAL MANAGEMENT APPROVED FOR PAYMENT		OR	CONTRACTING OFFICER *(Signature)*	DATE
	$	%		

FINAL INSPECTION

If this report covers "final" inspection, the procedure outlined below shall be followed in connection with defects and omissions found:

1. As soon as possible after inspection give the contractor a list of all items necessary to properly complete the contract with a demand that each item be corrected or supplied WITHOUT DELAY. Furnish the Custodian a copy of letter to contractor with list of items of defects and omissions and request him to advise the Regional Office regarding exact date omissions and defects were entirely corrected.

   There may be items on the list which, in the opinion of the Inspecting Engineer, should remain as installed rather than be corrected. In such cases the Engineer shall furnish the Regional Office full information and recommendation and advise the contractor that the Regional Office will render the decision thereon.

2. Forward to the Regional Office the final report, three copies of the list of items of defects and omissions given to the contractor, and a SEPARATE supplementary statement in duplicate giving an estimated cost of completing in accordance with contract requirements each and every item should it become necessary for the Government to complete the work.

   Items for which, in the opinion of the Inspecting Engineer, completion is not practicable should be indicated in the supplementary statement. A recommendation should be given for each of such items as to the amount, if any , to be deducted from the contract price because of noncompliance with contract requirements.

   Copy of the supplementary statement should NOT be given to either the contractor or to the Custodian.

3. The Inspecting Engineer should indicate the date on which work was substantially completed.

4. A copy of the final inspection report shall be furnished ORDFM for billing purposes on all POD, funded E&M contracts at substantial completion (95% complete and usable) or beneficial occupancy, where no further change orders are anticipated.

Attention is called to provisions of General Conditions requiring contractors to submit written notices of readiness for final inspection and the liability of contractors for reinspection costs. If the Inspection Engineer considers an extra final inspection necessary, he should so state.

REINSPECTION COSTS

Costs incurred in making extra final inspections shall be forwarded in separate statement form. These costs shall include salary, subsistence, transportation and miscellaneous expenses such as stenographic services, telegrams, etc. Costs shall be abased upon the time involved in making inspection as well as time and travel involved in reaching place of inspection, including time and travel in reaching next point visited. Salary cost used shall be based on the hourly rate published by ORDFM.