Pre-Construction Checklist

To avoid loss of funding, all requirements listed below must be both (a) complied with prior to construction commencing, *and* ***(b) reported to USOE for all projects*** *where:* ***(1)*** *the* ***total accumulative estimated cost exceeds $99,999****, or* ***(2)*** *the* ***Certificate of Occupancy will be issued by the Utah State Office of Education*** *(USOE), or* ***(3) federal funding will be used****. A* ***USOE project number will only be issued upon submittal of all applicable items listed below*** *to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov), (801) 538-7669.*

NOTE: Where (1), (2) or (3) above do not apply, exemption of reporting to USOE does not eliminate the need to obtain all required inspections and reviews.

The approximate time to receive the USOE project number, for each project, is two weeks from the date all items listed below have been appropriately satisfied, unless otherwise specifically communicated.

I. Please submit the following:

- ☐ a. The appropriate **SP-4, SP-4a or SP-4r** form (*Preliminary Information on Proposed School Facilities Construction*);
- ☐ b. The appropriate **SP-5** form (*Final Plan Data on Proposed School Facilities Construction*), as applicable;
- ☐ c. The **construction documents** (plans & specifications, COMcheck, etc.) **on a CD** to the:
  Utah State Office of Education - Attention: Jenefer Youngfield - 250 East 500 South, PO Box 144200 - SLC, UT 84114-4200.
  Note: *because of file sizes and quantities, emailed construction documents cannot be accepted;*
- ☐ d. A copy of the **building plan review,** which has been completed by an International Code Council **(ICC) certified Commercial Building Plans Examiner** authorized to perform work in Utah, including the reviewer's name, date, certification number, and responses to the review;
- ☐ e. A copy of the **energy code plan review,** when applicable, which has been completed by an **ICC certified Commercial International Energy Conservation Code Plans Examiner** authorized to perform work in Utah, including name of the individual performing the review, date, certification number, and responses to the review;
  Note: *COMCheck can be used as a tool to perform the energy review, but does not meet the State requirements for the review identified above;*
- ☐ f. A copy of the **structural peer review,** when applicable, which has been **completed by an independent third party structural engineer currently licensed in Utah**, including the name of the engineer performing the review, license number, date of the review, and responses to the review;
- ☐ g. A copy of the **health department plan review,** when applicable, that has been **completed by the health department having jurisdiction,** of projects containing new, remodeled or renovated school kitchen facilities, restroom facilities, etc., including responses to the review;
- ☐ h. A copy of the **State Fire Marshal's office plan review**, including the date, name of the reviewer, along with comments, and responses to the review;
- ☐ i. **Documentation** (for example: a letter or email from the jurisdiction's designee; a city council or planning meeting agenda; or minutes, etc., with the project identified) illustrating the **local school district or charter school has coordinated and reviewed the project with the local municipality or county, consistent with Section** 10-9a-305 **UCA for municipalities**, and **Section** 17-27a-305 **UCA for counties**, and **R277-471-4 (A);**

II. I have complied with or will ensure compliance with the following for this project:

☐ a. Utah **Code 53A-20 School Construction** (http://le.utah.gov/~code/TITLE53A/53A20.htm);

☐ b. Administrative **Rule R277-471** (http://www.rules.utah.gov/publicat/code/r277/r277-471.htm);

☐ c. The Utah State Office of Education **School Construction Resource Manual**: http://www.schools.utah.gov/finance/Facilities.aspzx;

☐ d. **Administrative Rule R392-200 Design, Construction, Operation, Sanitation, and Safety of Schools** (http://www.rules.utah.gov/publicat/code/r392/r392-200.htm);

☐ e. The most restrictive and/or specific among the (1) **ADA (Americans with Disabilities Act – 2010),** (2) **International Building Code, and** (3) **ANSI A117.1 – 2003** relative to **accessibility, ensuring that any remodels, renovations, etc., rectify deficiencies outlined in the facility's ADA Transition Plans**;

☐ f. **Change in Occupancy - *International Building Code - Chapter 34 Existing Structures, Section 3408 that applies to existing facilities*** (for example: a former business or retail space converted to a public school):

> *"No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies."*

☐ ***or***, this item does not apply because this project is an entirely new or existing type 'E' construction.

☐ g. The **most restrictive and/or most specific requirements** among all applicable building codes, federal, state, and local, laws, codes, rules and regulations (including the amendments to the building codes (R156-56));

☐ h. Section 63G-12 Utah Immigration Accountability and Enforcement Act UCA and **federal requirements for verification of U.S. citizenship** for those with whom the LEA contracts directly (for example: a contract between the architect and the LEA, between the contractor and the LEA, etc.);

☐ i. The **System Awards Management (SAM – formerly EPLS)** for any projects which federal funds are used,
☐ ***or***, check this box if no federal funds are being used for this project.

III. For any item(s) listed above not complied with or provided, please indicate the reason(s) below:

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☐ ***I verify, as the designated School District Building Official/Charter School Board Building Officer, the following:***

- ***To the best of my knowledge all information provided on this form is accurate and complete as required.***
- ***I am submitting a signed copy of this form, which was available on the USOE website, and obtained within one year of the date of this signed form.***
- ***Compliance has been met with all applicable procurement Codes, Rules and Guidelines.***

_____ _____ _____

Signature Printed Name Date

Project Name & Description: _____

Along with including a completed copy of this form to USOE with other submittals, please retain a copy with project records.

Print Form Reset Form Submit by E-mail Save Form