

Pre-Construction Checklist

July 1, 2009

- ▶ Submit the **SP-4** form (Preliminary Information on Proposed School Facilities Construction in either the [Excel](#) or [pdf](#) format) and the **SP-5** form (Final Plan Data on Proposed School Facilities Construction in either [Excel](#) or [pdf](#) format) to Jenefer Youngfield, in our office at USOE, prior to construction commencing, at jenefer.youngfield@schools.utah.gov. *This is requirement must be complied with prior to proceeding with **any** construction, to avoid loss of funding in relationship to the total cost of the construction project and/or the total MSP;*
- ▶ Evidence that a plan review has been completed by a certified plans examiner, including date, name, certification number, comments and responses for each comment from the plan review;
- ▶ Evidence that a plan review of new or renovated school kitchen facilities has been completed by local health department authorities with comments and responses for reach comment from the kitchen plan review;
- ▶ Evidence that a structural peer review of the plans has been completed, including the date, name of the structural engineer, comments and responses for each comment from the structural review;
- ▶ Evidence that an energy code review has been completed, including the date, name of the energy code reviewer, comments and responses for each comment from the energy code review;
- ▶ Evidence that the State Fire Marshal's office has reviewed the plans, including the date, name of the reviewer, comments and responses for each comment from the fire review.
- ▶ Evidence that the local municipality or county has reviewed and approved the project within parameters set in statute ([10-9a-305](#) Utah Code for municipalities and [17-27a-305](#) for counties).
- ▶ A list of all inspectors, including special inspectors, with their certifications, license numbers, and license expiration date, who will be providing the inspections—this list must also be provided to Jenefer Youngfield in our office at USOE at the time when SP-4 and SP-5 forms are submitted, to jenefer.youngfield@schools.utah.gov.
- ▶ ***This item is now optional, but a suggested minimum guideline.*** Evidence that geologic and seismic hazards have been considered at the proposed site for new construction: [Utah Geological Survey \(UGS\)](#) has performed an initial “screening” of the site for geological hazards; a qualified geo-technical consultant has conducted a technical investigation and a complete site-specific geologic-hazards evaluation; the geo-technical consultant’s report has been submitted to UGS for review; UGS has evaluated the adequacy of the report and provided a review letter with a checklist with recommendations either approval or further identified work;