



DIVISION OF THE STATE ARCHITECT

A DIVISION OF  DGS

# DSA 201

An Overview of the Construction Oversight, and Project Closeout and Certification Processes

June 2007

# Introduction

- Provide an overview of DSA construction oversight, and project closeout and certification
  - I. Pre-Construction
  - II. Construction
  - III. Closeout and Certification
- Goal for all projects be DSA-certified

The background of the slide is a teal-tinted photograph of a museum exhibit. It shows several shelves filled with white, circular artifacts, possibly ancient pottery or metal discs. Each artifact is accompanied by a small, round, white label with handwritten text. The labels are attached to the artifacts with thin white strings. The overall scene is a close-up view of the exhibit, showing the texture of the artifacts and the arrangement on the shelves.

# Phase I. Pre-Construction

# Pre-Construction

- A “Structural Testing and Inspections” list (T&I list), if applicable, must be submitted by the Design Professional at the completion of plan review

# T & I List, SSS 10 3-1



State of California • Department of General Services • Arnold Schwarzenegger, Governor

## DIVISION OF THE STATE ARCHITECT

Headquarters • 1102 Q Street, Suite 5100 • Sacramento, CA 95814 • (916) 445-8100

### STRUCTURAL TESTS AND INSPECTIONS

Testing Laboratory:	Date:	File Number:
Name:	Application Number:	
District / Owner:		
Architect:		
Structural Engineer:		

The following tests and inspections, as checked, will be required as detailed in applicable specifications.

COMPACTED FILL	Concrete	Shotcrete	Grout	Mortar			
<input type="checkbox"/> Fill material, acceptance tests					Test of aggregates for mix design only		
<input type="checkbox"/> Compaction control, continuous					Suitability tests of aggregates as detailed below		
<input type="checkbox"/> Compaction tests only as ordered					Mix designs		
<input type="checkbox"/> Bearing capacity of compacted fill					Continuous batch plant inspection		
REINFORCING STEEL					Inspect placing		
<input type="checkbox"/> Sample and test bar steel					Sample		
<input type="checkbox"/> Sample and test mesh					Compression tests		
<input type="checkbox"/> Inspect placing at job					Pick up samples at job		
STRUCTURAL STEEL					Samples delivered to laboratory		
<input type="checkbox"/> Sample and test as detailed below					Deliver sample forms to job site		
<input type="checkbox"/> Shop fabrication inspection					Sample and test cement		
<input type="checkbox"/> Field erection inspection	Suitability Tests			Concrete	Shotcrete	Mortar	Grout
<input type="checkbox"/> Inspection of welds – Shop	<input type="checkbox"/> Sodium sulphate						
<input type="checkbox"/> Inspection of welds – Field	<input type="checkbox"/> Structural strength						
<input type="checkbox"/> Inspection of bolting – Shop	<input type="checkbox"/> Los Angeles rattler						
<input type="checkbox"/> Inspection of bolting – Field	<input type="checkbox"/> Clay (Hydrometer method)						
<input type="checkbox"/> Sample and test high strength bolts and washers	<input type="checkbox"/> Reactivity tests						

# Pre-Construction

- Plans have been approved by DSA
- DSA scans original drawings and specifications and issues “Approval of Plans” letter
- Regulations prohibit signing a contract prior to plan approval

# "Approval of Plans" Letter



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Sacramento Office**

## **11/30/2006 - APPROVAL OF PLAN(S)**

DR. Terry Bradley  
CLOVIS UNIFIED SCHOOL DISTRICT  
1450 HERNDON AVENUE  
CLOVIS 93611-0599

**Project:** CLOVIS WEST H.S. (CLOVIS UNIFIED SD)

**Total Scope of Project:** Reconstruction of Pool boiler bldg.

**Increment #:** 0

**Application #:** 02-108352

**File #:** 10-H3

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on **11/30/2006**. This letter constitutes the "written approval of the plans as to safety of design and construction" required before letting any contract for construction, and applies only to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction

# Pre-Construction

## Roles and Responsibilities

- District
- Design Professional
- Inspector
- DSA



# Pre-Construction

## District Responsibilities

- Recommend a pre-construction meeting be conducted to identify and discuss regulatory responsibilities of Design Professionals, testing lab, contractor, and inspector
- Manage the construction and closeout responsibilities to ensure project certification
- Select and employ an inspector
- Verify inspector has been DSA approved for project prior to signing a contract with inspector
- Verify testing lab is DSA approved prior to signing a contract with testing lab

# Project Inspector Qualification Record

Rev. 3-27-03

CALIFORNIA DEPARTMENT OF GENERAL SERVICES  
DIVISION OF THE STATE ARCHITECT



**Project Inspector  
Qualification Record DSA-5**

To be completed by the Inspector. Form must be signed by Inspector, Owner, Design Professional in General Responsible Charge, and Structural Engineer. To be submitted to DSA by the Design Professional in General Responsible Charge at least 10 days prior to start of work.

## 1. Inspector Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #s ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Type of DSA approval requested:  Project Inspector  Relocatable Building In-plant (RBIP)  Other \_\_\_\_\_

Project Inspector Class \_\_\_\_\_ DSA Certificate # \_\_\_\_\_ Expiration Date \_\_\_\_\_

DSA File No.
DSA Application No.

Will the inspector be in the employ of the school district?  Yes  No  
If no, indicate inspector's employer: \_\_\_\_\_

## 2. Project Information

School District/Owner	Project Name (School)
Scope of Work	Estimated Cost \$

# Pre-Construction

## Design Professional Responsibilities

- Obtain timely DSA approval of all addenda and any revisions to the plans
- Submit contract information form (DSA-102) for each contractor and any Construction Managers

# Contract Information



STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
DIVISION OF THE STATE ARCHITECT

FORM  
**DSA-102**  
Rev. 9-02

## CONTRACT INFORMATION

File prior to start of construction  
Submit information for each contract on a separate form.

File #

App.#

Project Name

District / Owner

Contract Amount \$

Start of Construction (Date)

Contractor & Address

Subcontractors: (Attach list with names and addresses.)

Testing Laboratory & Address

LEA #

Exp. Date:

I have verified that the lab is employed directly by the  
School District per Section 4-335 (b) of Title 24, Part 1:

Inspector & Address

Scope of Contract: (List buildings. In addition, complete items 1 through 4 below)

---

---

---

1. Alternates included in this contract are: (Complete bid form showing cost is acceptable in lieu of detailed description hereon.)

# Pre-Construction

## Inspector Responsibilities

- Inspector should notify DSA when construction starts

The background of the slide is a teal-tinted photograph of a museum display. It shows several shelves filled with white, circular artifacts, possibly ancient pottery or metal discs. Each artifact is accompanied by a small, round, white label with handwritten text. The labels are attached to the artifacts with thin white strings. The overall scene is a close-up view of the collection, showing the intricate details of the artifacts and the organized manner of their display.

# Phase II. Construction

# Construction

## Roles and Responsibilities

- DSA Field Staff
- Inspector
- Design Professional
- Contractor
- Testing Lab

# Construction

## DSA Field Staff Responsibilities

- Provides oversight of project inspectors, testing labs, and design professionals
- Visits construction sites and prepare “Field Trip Notes”
- Approves changes to DSA-approved plans
- Reviews lab reports and inspector reports
- Evaluates inspector performance



# Construction

## DSA Field Supervision Pilot, Sacramento Regional Office

- Need for additional DSA field staff
- Construction Supervisors being employed in addition to currently used District Structural Engineer classification
- Structural Engineers visit site at structural milestones
- Construction Supervisors will visit site at non-structural milestones including fire & life safety, access, and MEP
- After pilot completion, intent to roll-out classification to all DSA Regional Offices

# Construction

## Inspector Responsibilities

- Obtain personal knowledge through continuous inspection
- Provide written semi-monthly reports to design professionals, district, and DSA
- Participate in resolution and report the status of DSA field trip note issues
- Maintain a current written record of all work inspected
- Monitor the testing and special inspection program

# Construction

## Design Professional Responsibilities

- Observe the construction
- Obtain DSA approval of deviations from the approved plans
  1. Change Orders
  2. Field Changes (RFIs, PCOs, etc.)
- Obtain DSA approval on all deferred approvals prior to installation
- Obtain timely resolution and/or DSA approval on deviations
- Resolve DSA field trip note issues

# Construction

## Contractor Responsibilities

- Construct the project per the approved plans
- Timely correction of deviations noted by inspector or design professional
- Timely submittal of deferred approval items

# Construction

## Testing Laboratory Responsibilities

- Obtain DSA approval of special inspectors prior to start of inspections
- Perform material testing and special inspections
- Submit all material test and special inspection reports to DSA, design professionals, structural engineers, and inspector

The background of the slide is a teal-tinted photograph of a laboratory rack filled with white test tubes. Each test tube has a small, circular white label hanging from its top. The labels contain handwritten text, including alphanumeric codes and names, such as '12-01', '12-02', '12-03', '12-04', '12-05', '12-06', '12-07', '12-08', '12-09', '12-10', '12-11', '12-12', '12-13', '12-14', '12-15', '12-16', '12-17', '12-18', '12-19', '12-20', '12-21', '12-22', '12-23', '12-24', '12-25', '12-26', '12-27', '12-28', '12-29', '12-30', '12-31', '12-32', '12-33', '12-34', '12-35', '12-36', '12-37', '12-38', '12-39', '12-40', '12-41', '12-42', '12-43', '12-44', '12-45', '12-46', '12-47', '12-48', '12-49', '12-50'. The text is written in black ink and is somewhat difficult to read due to the image's orientation and the teal overlay.

## Phase III. Closeout & Certification

# Closeout and Certification

## What is Certification?

- A letter issued by DSA certifying that the building project has been completed in accordance with the requirements as to the safety of design and construction of Education Code Sections 17280-17316 and 81130-81147

## Why is Certification Important?

- School Board liability
- DSA will be unable to approve plans affecting uncertified construction at any time in the future

# Closeout and Certification

- Closing documents should be obtained and submitted to DSA as they become obtainable
- Closeout is initiated by the DSA field engineer (i.e., final recommendation)



# Closeout and Certification

- DSA will issue a 90 day letter requesting outstanding documents or unresolved issues that are required
- All outstanding documents and issues must be resolved prior to DSA's issuance of a letter of certification

# 90-Day Letter



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Sacramento Office**

---

11/22/2008

**90-DAY LETTER**

MR. GARY GOLDSWORTHY  
2510 DOUGLAS BLVD SUITE 400  
ROSEVILLE CA 95681

**Project:** SIERRA OAKS ELEM (SAN JUAN UNIFIED SD)  
**Scope:** ALTERATION TO TWO CLASSROOM BLDGS. (A&B), KINDERGARTEN BLDG.(D), AND  
LIBRARY/OFFICE BLDG. (E)  
**Application #:** 02-107695  
**File Id #:** 34-69

Dear MR. GOLDSWORTHY:

It is the understanding of the Division of the State Architect that the subject project is essentially complete.

The documents listed on the attached sheet are required before this office can issue a letter showing compliance of the construction with the statutes. This will be our only request for the missing documents. If all missing documents are not received within 90 days from the date of this letter, the project will be closed without certification of construction. There will be a \$150 fee for reopening a closed file.

By copy of this letter, the school board/owner is advised of their liability for not complying with the requirements for

# Closeout and Certification

## Roles and Responsibilities

- District
- Design Professional
- Contractor
- Inspector
- Testing Lab

# Closeout and Certification

## District Responsibilities

- Submit a Notice of Completion (NOC) for each contract
- Submit fee based on DSA invoice

# Closeout and Certification

## Design Professional Responsibilities

- Resolve any outstanding issues related to the 90-day letter
- Submit a Verified Report (DSA-6A/E)

# Verified Report

CALIFORNIA DEPARTMENT OF GENERAL SERVICES  
DIVISION OF THE STATE ARCHITECT



**VERIFIED REPORT DSA-6A/E**

Rev. 1-02

To be filled by the design professional in general responsible charge at completion of project, when services in connection with project are terminated, when work stops for more than one month, or when any building of the project is occupied.

Check all applicable boxes:	<input type="checkbox"/> Final - Work 100% complete	<input type="checkbox"/> Terminating	DSA File No.
	<input type="checkbox"/> Work not completed (indicate at "*" below)	<input type="checkbox"/> Work Stopped	DSA Application No.
	<input type="checkbox"/> Building(s) _____ occupied		

This report includes all construction work through the date of: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

School District/Owner	Project Name (School)
Scope of Work	Contract Amount \$

INDICATE IN EACH APPLICABLE CATEGORY	% COMPLETE	INDICATE IN EACH APPLICABLE CATEGORY	% COMPLETE
Site work		Fire Alarm System	
Foundation		Fire Sprinklers & Suppression Systems	
Structural Frame		Access, Gates & Fire Flow	
Electrical (including grounding systems)		Accessible Parking	
Plumbing		Ramps/Elevators/Lifts	
Mechanical		Accessible Restrooms	
Finishes		Accessibility Signage	

Total Project Completion (estimate total percentage of completion for projects where work is not complete):

\*List work to be completed (attach additional pages as necessary):


Total Number of Change Orders at Close of Project:

# Closeout and Certification

## Contractor Responsibility

- Submit a Verified Report (DSA-6)

## Inspector Responsibility

- Submit a Verified Report (DSA-6)

# Verified Report

CALIFORNIA DEPARTMENT OF GENERAL SERVICES  
DIVISION OF THE STATE ARCHITECT



**VERIFIED REPORT DSA-6**

Rev. 1-02

Both the Contractor and the Inspector must submit a separate copy of this form directly to DSA. File this report at completion of project, when services in connection with the project are terminated, when work stops for more than one month, or when any building of the project is occupied.

Check all applicable boxes:	<input type="checkbox"/> Final - Work 100% complete	<input type="checkbox"/> Terminating	DSA File No.
	<input type="checkbox"/> Work not completed (indicate at "★" below)	<input type="checkbox"/> Work Stopped	DSA Application No.
	<input type="checkbox"/> Building(s) _____ occupied		

This report includes all construction work through the date of: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

School District/Owner	Project Name (School)
-----------------------	-----------------------

Scope of Work	Contract Amount \$
---------------	--------------------

INDICATE IN EACH APPLICABLE CATEGORY	% COMPLETE	INDICATE IN EACH APPLICABLE CATEGORY	% COMPLETE
Site work		Fire Alarm System	
Foundation		Fire Sprinklers & Suppression Systems	
Structural Frame		Access, Gates & Fire Flow	
Electrical (including grounding systems)		Accessible Parking	
Plumbing		Ramps/Elevators/Lifts	
Mechanical		Accessible Restrooms	
Finishes		Accessibility Signage	

**Total Project Completion** (estimate total percentage of completion for projects where work is not complete):

★List work to be completed (attach additional pages as necessary):




# Closeout and Certification

## Testing Laboratory Responsibilities

- Submit Lab Verified Report (DSA-291)
- Submit Special inspection Verified Reports (DSA-292)
- Submit a Geo-technical Verified Report (DSA-293)

# Laboratory Verified Report (LVR)



STATE OF CALIFORNIA • DEPARTMENT OF GENERAL SERVICES  
**DIVISION OF THE STATE ARCHITECT**

FORM \_\_\_\_\_  
**DSA-291**  
 Rev. 08/07/08

## Laboratory Verified Report (LVR)

Note: This form must be submitted by the DSA approved testing laboratory within 14 days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reason.

<b>A.</b>	<b>Re:</b> _____ Project Name _____ School Name <b>To:</b> _____ School Dist. _____ Address _____ _____ _____ Attention	_____ DSA File # _____ DSA App. # <input type="checkbox"/> Final-Work 100% Complete <input type="checkbox"/> In-Progress: _____ % Complete <input type="checkbox"/> Terminating: _____ % Complete
<b>B.</b>	It is my professional opinion that all of the structural tests required by the Division of the State Architect (DSA) approved documents for the project identified in Section A were performed. Any tests of which I am aware that were not performed are listed on an attachment to this report. I am of the professional opinion that the tests were performed in accordance with the requirements of the DSA approved documents.	
<b>C.</b>	All reports were sent to all entities as required by Section 4-335 of Title 24, Part 1.	

# Special Inspection Verified Report (SIVR)



STATE OF CALIFORNIA • DEPARTMENT OF GENERAL SERVICES  
**DIVISION OF THE STATE ARCHITECT**

FORM  
**DSA-292**  
 rev. 08/07/06

## Special Inspection Verified Report (SIVR)

**Note:** This form must be submitted by the Special Inspector within 14 days of the conclusion of work requiring special inspection, or when work has stopped for more than one month, or if the services of the Special Inspector have been terminated for any reason.

A.	<b>Re:</b> _____ Project Name _____ School Name	_____ DSA File # _____ DSA App. #
	<b>To:</b> _____ School Dist. _____ Address _____ _____ Attention	Final-Work 100% Complete In-Progress: _____ % Complete Terminating: _____ % Complete
B.	I personally performed all construction inspections described in Section C. My inspections were performed in accordance with the requirements of the DSA approved documents.	
C.	My work included continuous inspection of construction in accordance with the "DSA approved" documents as follows (list all special inspections performed and/or specific portions of the construction which you personally inspected.):	

# Geotechnical Verified Report (GVR)



STATE OF CALIFORNIA • DEPARTMENT OF GENERAL SERVICES  
**DIVISION OF THE STATE ARCHITECT**

FORM  
**DSA-293**  
 rev. 03/07/08

## Geotechnical Verified Report (GVR)

Note: This form must be submitted by the Responsible Geotechnical Engineer within 14 days of the conclusion of the testing / inspection program, or when work has stopped for more than one month, or if the services of the Geotechnical Engineer have been terminated for any reason.

<b>A.</b>	<b>Re:</b> _____ Project Name _____ School Name <b>To:</b> _____ School Dist. _____ Address _____ _____ _____ Attention	_____ DSA File # _____ DSA App. # <input type="checkbox"/> Final-Work 100% Complete <input type="checkbox"/> In-Progress: _____% Complete <input type="checkbox"/> Terminating: _____% Complete
	<b>B.</b> It is my professional opinion that all of the engineered fill tests and inspections required by the Division of the State Architect (DSA) approved documents for the project identified in Section A were performed. Any tests of which I am aware that were not performed are listed on an attachment to this report.  I am of the professional opinion that the tests were performed in accordance with the requirements of the DSA approved documents.	

# Closeout and Certification

## Closing Tips

- Don't wait for the 90-day letter to start collecting documents
- A closing meeting with DSA may be an effective way of understanding requirements on a specific project
- Submit only what is requested in the 90-day letter

# Closeout and Certification

## Closing Tips (cont.)

- Do not submit duplicate copies
- Submit closing documents in a single submittal when possible
- Do not submit closing documents with different application numbers under a single submittal
- If a document is rejected, ensure that you understand why
- If a document is unobtainable or not required, provide an explanation of why

# Closeout and Certification

## Closing Letters

- #1 Close of File with Certification
- #2 Close of File with Certification (missing documents)
- #3 Close of File without Certification (missing documents)
- #3A Close of File without Certification (unpaid fee)
- #4 Close of File without Certification (with known safety deficiencies)

# #1 Letter: Close of File with Certification



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Sacramento Office**

1/9/2007

## CERTIFICATION & CLOSE OF FILE

MR. WILLIE CHANDLER  
CORNING UNION HIGH SCHOOL DISTRICT  
643 BLACKBURN AVE.  
CORNING CA 96021

Project: CORNING HIGH (CORNING UNION HIGH SD)  
Scope: CONSTRUCTION OF BLEACHERS FOR GYMNASIUM BUILDING  
Application #: 02-107548  
File #: 52-H1

Dear MR. CHANDLER:

The Department of General Services' records indicate that the construction of the referenced project has been completed in accordance with design documents approved by the Department, and that all the Verified Reports covering the construction have been received.

Therefore, the Department of General Services certifies as follows:

This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.



# Closeout and Certification

## #2 Letter: Close of File with Certification

- This letter is issued when some documents are unobtainable
- Ed Code allows DSA to issue certification when some documents are unobtainable (Sections 17315 & 81147)
- Alternate justification such as review of reports in file and/or additional tests or inspections may be required
- DSA IR A-2 provides general information on obtaining certification when some documents are unobtainable
- This letter can be requested by district

## #2 Letter: Close of File with Certification



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Sacramento Office**

---

1/4/2007

### **CERTIFICATION & CLOSE OF FILE PER EDUCATION CODE 17315(b)**

MR. GEORGE HINDS  
LE GRAND UNION HIGH SCHOOL DISTRICT  
12961 LE GRAND ROAD  
LE GRAND CA 95333

Project: LE GRAND HIGH (LE GRAND UNION HIGH SD)  
Scope: CONSTRUCTION OF CANOPY  
Application #: 02-107565  
File #: 24-H4

Dear MR. HINDS:

The Department of General Services' records indicate that construction of the referenced project has been completed in accordance with design documents approved by the Department. While some report documents have not been received, the Department of General Services has determined that certification is appropriate as the requirements of section 17315(b) of the Education Code have been met.

Therefore, the Department of General Services certifies as follows:

# #3 Letter: Close of File without Certification



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Sacramento Office**

---

12/22/2006

**CLOSE OF FILE WITHOUT CERTIFICATION  
DUE TO EXCEPTION(S)**

MR. BENJAMIN DURAN  
MERCED COMMUNITY COLLEGE DISTRICT  
3600 M STREET  
MERCED CA 95348-2898

Project: MERCED COLLEGE (MERCED COMMUNITY COLLEGE DISTRICT)  
Scope: CONSTRUCTION OF (2) - MULTI-USE BLDGS & CLSRM BLDG  
Application #: 02-104238  
File Id #: 24-C1

Dear MR. DURAN:

The Department of General Services' records indicate that the construction for the referenced project has been substantially completed in accordance with documents approved by the Department. However, the documents listed below have not been received from the responsible entities and therefore the file cannot be completed and the Department of General Services cannot certify this project.

DSA-102 Contract Information for Contractor(s)  
DSA-8 Architect

# #3A Letter: Close of File without Certification (unpaid fee)



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Los Angeles Office**

8/30/2006

**CLOSE OF FILE WITHOUT CERTIFICATION  
DUE TO UNPAID FEE(S)**

MR. JOSEPH MEHULA  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
333 SOUTH BEAUDRY AVENUE, 23RD FLOOR  
LOS ANGELES CA 90017

Project: Monte Vista Elementary School  
Scope: Alteration to Existing Bldg/s (Fire alarm system)  
Application #: 03-100497  
File #: 19-63

Dear MR. MEHULA:

The Department of General Services' records indicate that construction of the referenced project has been completed in accordance with design documents approved by the Department. However, as the outstanding further fees listed below are over 120 days past due, the file cannot be completed and the Department cannot certify the project.

SSS FEE DUE = \$ 85.11 (INVOICE # 03-2216 dated 2/1/06 )  
ACS FEE DUE = \$ \_\_\_\_\_ (INVOICE # \_\_\_\_\_ )

TOTAL FEES DUE = \$ 85.11

No further action by our office is anticipated on this project, and regretfully the file is being closed without issuance of

# #4 Letter: Close of File without Certification (known safety deficiencies)



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

**DEPARTMENT OF GENERAL SERVICES**  
**Division of the State Architect – Los Angeles Office**

11/7/2008

## CLOSE OF FILE WITHOUT CERTIFICATION DUE TO DEFICIENCIES

DR. ROBERT FRAISSE  
CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
1400 EAST JANSS ROAD  
THOUSAND OAKS CA 91362-2133

**Project:** MANZANITA ELEMENTARY SCHOOL  
**Scope:** CONSTRUCTION OF LUNCH SHELTER (30' X 40' PC 04-104842); SITE IMPROVEMENTS.  
(TRASH ENCLOSURE IS NOT PART OF THIS LETTER)  
**Application #:** 03-107821

Dear Dr. Fraisse:

The Department of General Services' records indicate that construction of the referenced project has been substantially completed in accordance with design documents approved by the Department. However, Verified Report documents and/or affidavits required to complete the file have not been received from the responsible entities, and the Division of the State Architect field engineer's final recommendations indicate potential deficiencies which are listed below:

1. DSA – 6A/E
2. DSA – 6 (Contractor)
3. DSA – 6 (Project Inspector)
4. DSA – 6 & DSA – 5 (Welding Inspector)
5. DSA – 6 & DSA – 5 (Steve Payte) – Termination
6. Laboratory Affidavit , Shop & Field Welding, Hi Strength Bolt, Weighmaster
7. Notice of Completion & All Pending Change Orders If Any.
8. Deficiency: The construction of the ramp and site work stair have not been inspected by the P.I. no notification was given to the P.I., A.O.R., S.D. and the P.I. are to provide remedy and justification.

As these deficiencies remain uncorrected, the Department of General Services cannot certify this project. No

# Closeout and Certification

To obtain certification on a file that has been previously closed without certification

- Request that DSA re-exam a file closed without certification
- Submit \$150 fee and outstanding documents

# Resources

DSA Web Site: <http://www.dsa.dgs.ca.gov/default.htm>

DSA forms: <http://www.dsa.dgs.ca.gov/Forms/default.htm>

DSA Publications: <http://www.dsa.dgs.ca.gov/Publications/default.htm>

Education Code Sections 81130-81147: <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20>

2001 California Building Standards Administrative Code

(Part 1, Title 24, C.C.R.) Sections 4-301 thru 5-301:

[http://www.bsc.ca.gov/title\\_24/documents/Part1/2001\\_part1.pdf](http://www.bsc.ca.gov/title_24/documents/Part1/2001_part1.pdf) (Pages 38 - 60)

# Project Closeout Initiative

- Goal to eliminate project closeout backlog
- Focusing on projects closed without certification
- Internal DSA project closeout procedures under development
- Improvements to DSA management of project closeouts under development
- DSA Academy class offered in the future





# THANK YOU!

DSA 201 ▪ June 2007