

Building Department and Fire Prevention

IOR Smartsheet Form
Version Number 1.0



Instructions for Filling Out the IOR Request Smartsheet Form

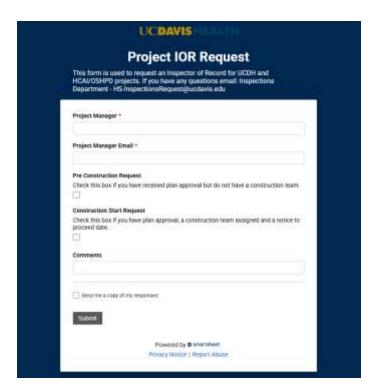
This form is designed to collect information and will automatically add your submission as a new row in a Smartsheet. Please follow these guidelines for a smooth submission.

1. Accessing the Form

* Click on the provided link:

https://app.smartsheet.com/b/form/d7b1c1f6d8624720abcfe086db559fa7

* The form will open in your web browser. You do not need a Smartsheet account to fill it out.

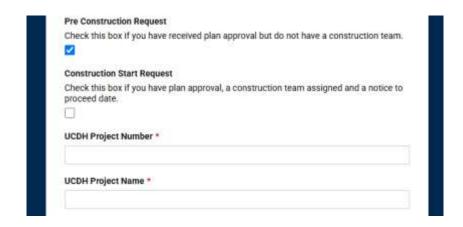




2. Entering Information

Project Managers are required to fill out the form twice prior to construction starting.

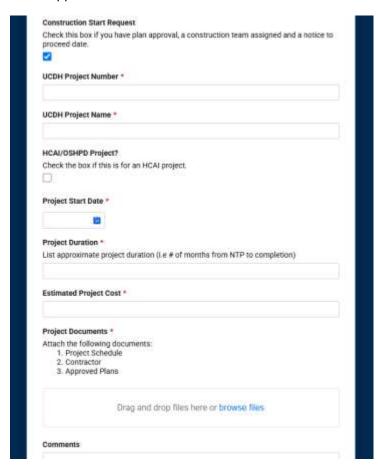
- a. First submission is your "*Pre-Construction Request*", which will be submitted when you have received plan approval from either HCAI or UCDH building department.
- b. The following fields (red asterisk) are required to submit the IOR Smartsheet:
 - UCDH Project Number
 - UCDH Project Name
 - Project Manager Name
 - Email
 - Identify if it's a HCAI project





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- c. The second submission is your "*Construction Start Request*", which will be submitted when you have plan approval, Contractor assigned and NTP date.
 - Required to provide information from "Pre-Construction Request" and the following information:
 - o Project Start Date
 - Project Duration
 - Estimate Project Cost and
 - Attach the following documents:
 - o Project Schedule
 - o Contractor
 - Approved Plans



• Allow 2 – 3 business days for processing your request. Smartsheet will send a notification, upon Inspector assignment.





3. Reviewing Your Entry

Before submitting, take a moment to review all the information you have entered.

4. Submitting the Form

- Once you are satisfied with your entries, click the "Submit" button, usually located at the bottom
 of the Smartsheet form.
- After successful submission, a confirmation message will be displayed (e.g., "Success! We've captured your response).

5. IOR Assignment

Once the Inspections Supervisor assigns an Inspector for your project, the Inspections Coordinators will be notified. An IOR Application will be drafted for signature and current workload obtained. This information will be sent to you via email upon completion.

Important Note:

For any questions or concerns about completion of the Smartsheet Form, please reach out to the Inspections Department - Raquel Jackson ryjackson@health.ucdavis.edu or Litia Fuka lfuka@health.ucdavis.edu.