



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.

The screenshot shows a web form titled "Project IOR Request" with the UC Davis Health logo at the top. Below the title, a paragraph explains the form's purpose: "This form is used to request an Inspector of Record for UC Davis and HCA/OSHPD projects. If you have any questions email: Inspections Department - HS-InspectionsRequest@ucdavis.edu". The form contains several input fields: "Project Manager" and "Project Manager Email", both marked with an asterisk. There are two checkboxes: "Pre Construction Request" (with instructions to check if plan approval is received but no construction team is assigned) and "Construction Start Request" (with instructions to check if plan approval, a construction team, and a notice to proceed date are provided). A "Comments" text area is also present. At the bottom, there is a checkbox for "Send me a copy of my responses" and a "Submit" button. The footer of the form indicates it is "Powered by Smartsheet" and includes links for "Privacy Notice" and "Report Abuse".

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

Pre Construction Request

Check this box if you have received plan approval but do not have a construction team.

☒

Construction Start Request

Check this box if you have plan approval, a construction team assigned and a notice to proceed date.

☐

UCDH Project Number *

UCDH Project Name *

- 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:
 - Project Start Date
 - Project Duration
 - Estimate Project Cost and
 - Attach the following documents:
 - Project Schedule
 - Contractor
 - Approved Plans

The screenshot shows a form titled "Construction Start Request". Below the title is a checkbox that is checked, with the text "Check this box if you have plan approval, a construction team assigned and a notice to proceed date." Below this are several input fields: "UCDH Project Number *", "UCDH Project Name *", "HCAI/OSHDP Project?" (with a subtext "Check the box if this is for an HCAI project." and an unchecked checkbox), "Project Start Date *" (with a calendar icon), "Project Duration *" (with a subtext "List approximate project duration (i.e. # of months from NTP to completion)"), "Estimated Project Cost *", and "Project Documents *" (with a subtext "Attach the following documents:" and a list: "1. Project Schedule", "2. Contractor", "3. Approved Plans"). At the bottom of the form is a large text area with the placeholder "Drag and drop files here or [browse files](#)" and a "Comments:" section.

- 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.