



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" (with a dropdown arrow), "Project Manager Email" (with a dropdown arrow), "Pre Construction Request" (with a checkbox and text "Check this box if you have received plan approval but do not have a construction team."), "Construction Start Request" (with a checkbox and text "Check this box if you have plan approval, a construction team assigned and a notice to proceed date."), and "Comments" (a text area). At the bottom, there is a checkbox labeled "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 is a text input field for "UCDH Project Number *". This is followed by another text input field for "UCDH Project Name *". Then is a checkbox for "HCAI/OSHDP Project?" with the text "Check the box if this is for an HCAI project." Below that is a date picker for "Project Start Date *". This is followed by a text input field for "Project Duration *" with the subtext "List approximate project duration (i.e. # of months from NTP to completion)". Then is a text input field for "Estimated Project Cost *". Below this is a section for "Project Documents *" with the text "Attach the following documents:" and a list: "1. Project Schedule", "2. Contractor", and "3. Approved Plans". Below the list is a large text area with the text "Drag and drop files here or [browse files](#)". At the bottom is a text input field for "Comments".

- 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.