



CONTRACTOR TRACKING # _____

NOTES TO TENANT AND CONTRACTORS

1. LAWA inspection is required prior to Demolition, start of new construction, before backfilling, covering or concealing any electrical, IT, plumbing, mechanical, fire sprinkler, fire alarm, structural systems, etc. (LAWA DCH 01 43 00 Q.A.)
2. LAWA inspection is required prior to or concurrently with all Building and Safety inspections.
3. Provide information related or attach a copy of the RFI, Submittal, plan and designate area to be inspected.
4. LAWA Inspection Request must be received by noon of the working day before the inspection and 48 hrs. before weekend/Holiday work.
5. Email Inspection requests to: tenantinspection@lawa.org, for further questions call (424) 646-6010

Project name:		Project LAX (LAWA)#:	
Prime Contractor:	Subcontractor:	Date & time of IR:	Specification Section #:
Field contact name:	Field contact number:	RFI #:	Submittal #:
Area:	Room #:	Plan Sheet #:	wall floor ceiling other
Inspection type (check all that apply): General Electrical Mechanical Plumbing Other			

Description of requested inspection:

LAWA INSPECTOR COMMENTS:

DEVIATIONS: Yes No N/A	REINSPECTION REQUIRED PRIOR TO PROCEEDING WITH WORK:
SAFETY ISSUE: Yes No	Yes No N/A

Prime Contractor verification and approval: Verified work complies with LAWA approved project documents Name: _____ Signature: _____ Today's Date: _____ Contact number: _____	LAWA Inspector: Inspector's Name: _____ Date: _____
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LAWA Quality Assurance Control Inspection Division Inspection Request Process & Instructions

1. LAWA inspection request (IR) are required but not limited to prior to Demolition, temporary work activities, start of new construction, before backfilling, covering or concealing any electrical, IT, plumbing, mechanical, fire sprinkler, fire alarm, structural systems, USR & ASR related activities, etc. (LAWA DCH 01 43 00 Q.A.)
2. LAWA inspection is required prior to or concurrently with all Building and Safety inspections.
3. The Contractor shall provide the following:
 - ✓ **Project Name**
 - ✓ **Correct Project T-LAX**
 - ✓ **Prime Contractor Information**
 - ✓ **Field Representative (QC) Name & Contact Information**
 - ✓ **Time of Inspection**
 - ✓ **Type of Desired Inspection**
 - ✓ **Work Location**
 - ✓ **Description of work to be inspected – provide as much information related as possible or attach a copy of the RFI, Submittal, etc. This will assist and facilitate the Inspection team with the inspection.**
4. LAWA Inspection Request must be received by noon of the working day before the inspection and 48 hrs. before weekend/Holiday work.
5. Email Inspection requests to: tenantinspection@lawa.org, for further questions call (424) 646-6010 or contact the Project Senior Construction Inspector.
6. Work that does not adhere to the contract documents will be noted on the IR by the LAWA Inspector and returned to the submitting party as Open for resolution and resubmission. It is the responsibility of the Tenant/Contractor to close all open issues/Inspection request in a timely manner.
7. Inspection Request that are returned with an Open status will be transferred to LAWA Quality Assurance Control Inspection Division Project Deviation log for tracking and resolution by Tenant/Contractor.
8. If the safety box is checked off, a Safety Violation may be issued along with activity work stoppage until an acceptable resolution is provided.
9. LAWA Quality Assurance Control Inspection Division highly recommends that the Tenants/Contractor Quality Control Manager reviews and resolves ALL work that is being transmitted to LAWA Quality Assurance Control Inspection Division. Failing to do so can delay Inspections, acceptance of the work, hold up Acquisitions and project close out.