

Exhibit B: Project Quality Control Plan

Project: **Ellis County Courthouse, Jail and Parking Garage**

Project Manager: Don Hanson

Superintendent: James Nelson

Date: June 24, 2008

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SECTION 1

STATEMENT OF POLICY

Balfour Beatty Construction (BBC) has established this Quality Control Plan as an integral part of our continuing effort to fully comply with project requirements and to maintain the highest reliability in the finished product. This QC Plan is incorporated as Exhibit B to all subcontracts issued in connection with this project. The intent of this QC Plan is to provide procedures for monitoring activities that affect the quality imposed by the Contract Documents and applicable regulations.

Implementation of this program on this project is the responsibility of the BBC Project Superintendent(s) and the designated subcontractor competent persons, who have the authority to identify quality control problems and provide corrective solutions to the problems, including the removal and replacement of defective work. All project personnel should be familiar with this QC Plan and respect the responsibility and authority delegated to these individuals for the administration, control, implementation, and maintenance of this QC Plan.

Balfour Beatty Construction

Senior Project Manager

Don Hanson

SECTION 3

RESPONSIBILITIES & DUTIES

Responsibilities

The responsibility for quality is shared by all involved in this Project; however, specific individuals and companies have a certain obligations to control the quality of the work and verify that the quality was achieved.

BBC: BBC has the responsibility for assuring that the Project is constructed in conformance with the Contract Documents. The individual responsibilities of BBC staff are as follows:

I. Don Hanson, Senior Project Manager, shall:

- A. Aid in coordination and execution of Quality Control Plan.
- B. Administer Subcontractor Pre-Installation Conferences.
- C. Administer Project Closeout and Owner In-Service Training.

II. James Nelson, General Superintendent, shall:

- A. Monitor all work in progress.
- B. Be responsible for all areas of the building.
- C. Enforce requirements of contract documents.
- D. Administer First Work Inspections.
- E. Administer Major Milestone Inspections.

III. Name, Project Engineers, shall:

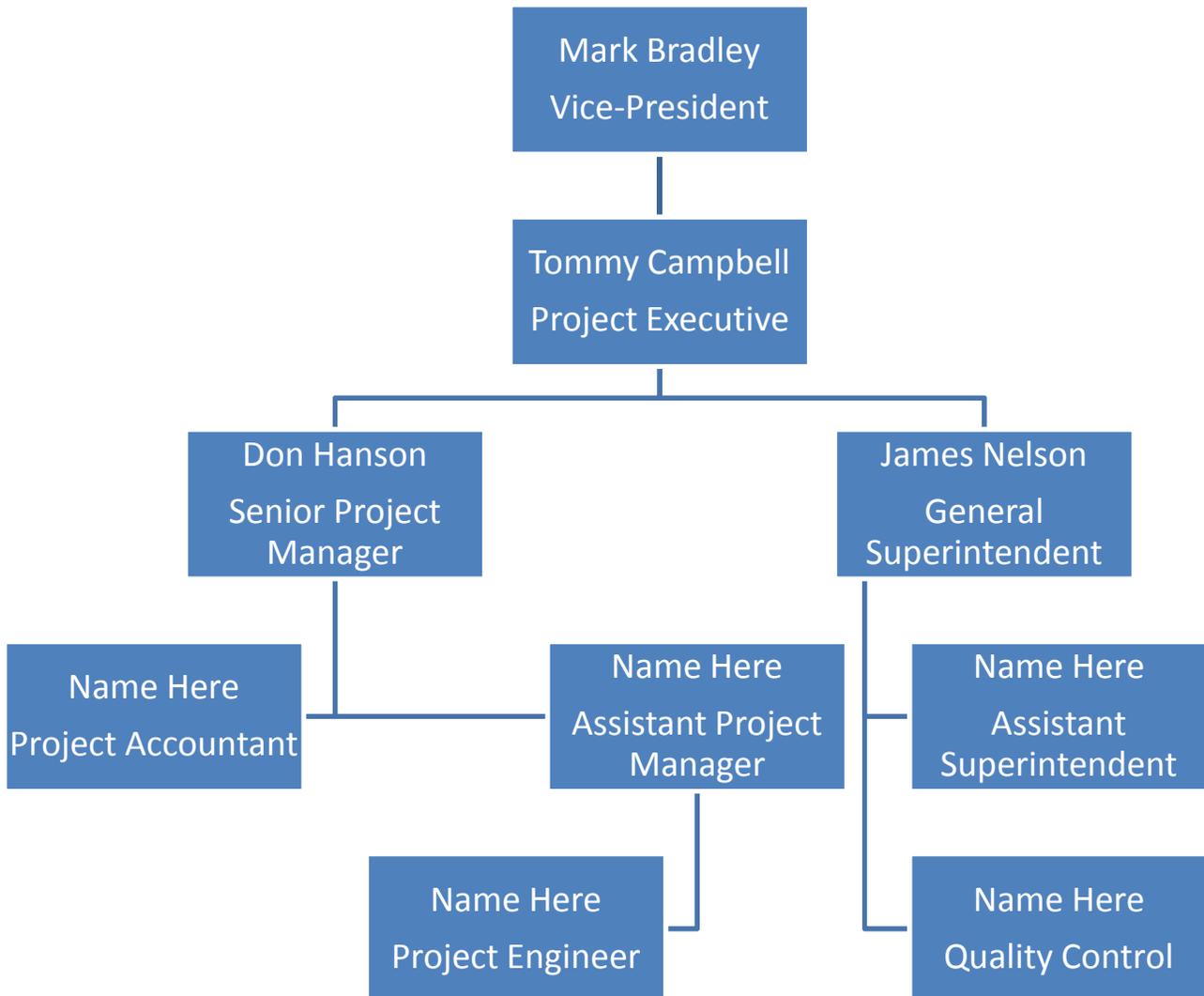
- A. Review and Process submittals/shop drawings.
- B. Procure Samples and Mockups associated with MEP.
- C. Assist Superintendent with administration of QC Plan.
- D. Facilitate Subcontractor Pre-Installation Conferences.
- E. Develop First Work Inspection checklists.
- F. Facilitate overhead coordination process.

IV. Name, Quality Control Coordinator, shall:

- A. Assist the Superintendents and Project Managers as time and qualifications permit, including complete delegation of their tasks.
- B. Establish and enforce the preparation and filing of all documentation required by the QC Plan.

- C. Assist the Superintendent and Project Manager with the initiation of the Quality Control Plan and process.
 - D. Assist with the administration of the overall Quality Control Plan.
 - E. Prepare Monthly QC Status Report to be reviewed in conjunction with the Superintendent and Project Manager reviews.
 - F. Administer Subcontractor weekly QC meetings.
 - G. Coordinate/Conduct Agency, Third Party Inspectors and A/E inspections.
- V. **Subcontractor: The Subcontractor is responsible for the quality of materials and workmanship of their work. The Subcontractor shall:**
- A. Review, understand, and construct in accordance with the contract documents
 - B. Furnish and install approved specified materials
 - C. Control the quality of the work installed
 - D. Provide a competent person to Inspect the quality of work installed
 - E. Correct deficiencies, if necessary, in an acceptable and timely manner

Organizational Chart



SECTION 4

Subcontractor Quality Control Plan

Each major Subcontractor will be required to furnish, administer, and implement their own Quality Control Plan consistent with this QC Plan developed for their installation scope. BBC project staff will aid the Subcontractor in development of a QC Plan if they do not currently have one. This Subcontractor must submit the QC Plan for BBC's approval prior to work commencing by the Subcontractor.

As with the BBC QC Plan, the Subcontractor's Plan is expected to convey the methods they will employ to control the quality of their work and installations. The Subcontractor's Plan should include the activity descriptions, the inspection procedures, how reporting and follow-up will be done, and how steps for correction and improvement will be taken. The Subcontractor's Plan shall incorporate the following at a minimum.

- Administrative & General Responsibilities
 - Who is in charge
 - Who is responsible for each category of work activities
 - What is the report method
 - What is the non-conformance follow-up method
 - How records are maintained
- Training & Certification
 - What certifications of training for craftsmen will be provided
 - What QC certifications for competent person will be provided
- Best Practices
 - How will Best Practices or Do's & Don'ts be utilized
- Preconstruction & Construction Activities
 - How will plan review be done
 - How will submittals be assembled, reviewed, distributed, and controlled
 - How will coordination drawings be handled
 - How will mockups and samples be handled
 - How will RFI's be handled
- Inspection Activities
 - What inspections will be performed internally
 - What reports will be generated
 - How will reports be distributed
 - What are methods for correction and improvement

- How corrective actions are documented
- How will governmental and other external inspections be handled; by who
- Close-out Activities
 - How will certification process be handled
 - How will final inspection reports be handled
 - Who will assemble Owner manuals
 - How will keys, spare inventory, etc., be handled
 - How will Owner training be accomplished

Additionally, Subcontractor verification and certification of the items listed in the required Daily Quality Control Reports (as applicable) will also be required as a part of the Quality Control Plan.

Commitment to Quality

Company
Name: _____

Bid Package: _____

This is to acknowledge that I, on behalf of my company, have received my copy of the Project Quality Control Plan and an orientation on its contents. The appropriate persons on the project will read and abide by all the rules and regulations in the Plan and maintain constant participation in the Program. The company will supply a competent person to be responsible for compliance with the Quality Control Plan and all quality control issues that may arise. In addition, the company will participate in any future training on Quality Control that may be required as deemed necessary by BBC. I understand that maintaining Quality Control is a TEAM effort and it is the responsibility of each individual to help govern the quality of work set in place on this project. When deficiencies are recognized, the company, through its designated competent person, will notify BBC so that corrective measures can be made.

Subcontractor Signatures

Project Manager: _____

Date: _____

This is to acknowledge that I have delivered the Project Quality Control Plan to the above signed participant. I have also given an orientation to the above signed explaining the contents of the Plan and BBC's expectations on quality for this project.

Balfour Beatty Construction Signatures

Signature: _____

Date: _____

SECTION 5

QUALITY CONTROL FILING SYSTEM

The following Quality Control Filing System is being utilized on this Project. The purpose of the filing system is to maintain an easily accessible record of all observation reports, inspection reports, punchlists, corrective action, report responses, etc. The following list contains the files BBC and each subcontractor should maintain, as applicable:

- Testing Laboratory Inspections: (i.e., Soils, Fireproofing, Concrete, Steel, Test Reports, etc.)
- Quality Control Checklists
- Subcontractor Pre-Installation Conference Meeting Minutes
- First Work Inspections
- Ceiling Closure Inspections
- Systems Check-out Records
- BBC Final Punch Lists
- Architect/Engineer Final Inspection Punch lists
- Architect's Observation Reports with Responses
- Engineer's Observation Reports with Responses
- Owner's Observation Reports with Responses
- Agency Inspection Reports with Responses
- Monthly Quality Control Status Reports

The competent persons are responsible for maintaining the files and inserting report responses with the appropriate observation reports as they are received.

SECTION 6

SUBMITTAL REVIEW PROCEDURE

All submittals will be made in accordance with the requirements of the project specifications and as per the project schedule. The project schedule will be used as appropriate to track appropriate dates for submittal, approval and delivery.

All shop drawings, samples, certificates or other submittals will be checked, approved, and signed by the designated personnel.

All submittals, shop drawings, catalog cuts, samples, etc., unless otherwise specifically noted, shall be approved and certified by the subcontractor/supplier and BBC as conforming to the drawings and specifications. Copies of all shop drawings, catalog cuts or other submittals, with BBC comments indicated thereon, shall be sent to the A/E.

Each sheet of each submittal shall be stamped with the reviewer's approval stamp, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only. The signature on one copy must be an original. Additional copies may be photocopies. The approval stamp shall read: (SEE ATTACHED EXAMPLE)

Each item proposed to be incorporated into the project shall be clearly marked and identified in the submittals and catalog data and shall be cross referenced to the contract drawings and specifications so as to identify clearly the use for which it is intended.

BBC will maintain at the job site an up-to-date submittal register showing the status of all submittals required by the contract.

BBC will provide an updated submittal register to the A/E at every Owner's meeting or more often if directed by the Owner.

The number of copies of submittals, shop drawings, catalog cuts, certificates of conformance, samples and O & M manuals to be submitted to the A/E will be as follows.

<u>CATEGORY</u>	<u>NUMBER OF COPIES</u>
A. Shop Drawings	
1. Requiring Shop Inspection	8 Copies
2. All other submittals	8 Copies
B. Administrative and Closeout Submittals	
1. As-Built Drawings	2 Copies
2. O&M Manuals	2 Copies
3. Owner Training (Video)	3 Copies
C. Product Data	4 Copies
D. Samples	
1. Sample	Six samples
2. Sample Panel	One sample panel w/components
3. Sample Installation	One where directed
4. Non-Solid Sample	One sample
F. BBC QC Plan	5 Copies
G. BBC QC Meeting Minutes	1 copy

SECTION 6 - SUBMITTAL REVIEW PROCEDURE (continued)

Balfour Beatty Construction, INC.
Ellis County Courts, Jail and Parking Garage
Waxahachie, TX

Submittal Stamp Sheet

Balfour Beatty Construction, Inc.	
This submittal has been reviewed for general compliance with the plans and specifications. This review and the response indicated below does not relieve subcontractor/supplier of any contractual responsibilities including the furnishing of all items required by the contract documents and the confirmation of all quantities and dimensions.	
Date _____	By _____
_____ NO EXCEPTIONS	_____ DELIVERY REQUIRED FOR
_____ EXCEPTIONS NOTED	THESE MATERIALS _____
_____ REVISE AND RESUBMIT	
_____ REJECTED	
Submittal No. _____	Spec Section _____

ARCH/ENG.STAMP

SECTION 7

CONTROL PROCEDURES

GENERAL

The Ellis County Courts, Jail and Parking Garage Project Team is responsible for seeing to the completion and retaining of all necessary reports, forms, drawings, isometrics, etc..., as well as to record and control inspections, surveillance, and testing of fabrication, installation, and repairs completed both at the project and off-site, as required by the Contract Documents.

The Subcontractor, through its designated competent person, shall inspect all of its work under the Subcontract. Inspection procedures shall be performed and recorded on the appropriate form as referenced in this or in the respective Subcontractor QC Plans. All forms and formal reports shall be signed in ink signifying compliance with the contract requirements.

In addition to the normal field inspection requirements described under this QC Plan, certain special inspection and documentation requirements may be contained in our subcontracts. Reports or documentation resulting from these subcontract requirements are to be submitted for record purposes on an "as occurred" basis, unless otherwise indicated.

The recording of these reports and documents shall not be done within this QC Plan. This shall be done as described earlier in the QC Filing procedures detailed in Section 5 of this Plan. Copies of these reports are to be attached to the Monthly QC Status Report submitted by the BBC Project Superintendent and Project Manager.

QC PROCEDURES & TIMING

The following describes the basic QC Procedures and the time frames during which the majority of these will occur. Essentially, for all work and installations, QC reviews, inspections, etc..., will occur during each of these time frames over the course of the project. These procedures will be executed by the Project Team and appropriate third parties, including Owner's representatives, consultants, and designers.

1. Pre Job Conference or Orientation (Timing: Just After Mobilization)

Prior to commencing any work, **(Project Manager)** and **(Superintendent)** shall conduct a mandatory meeting with the Subcontractors to clarify the Quality Control project guidelines and expectations by which performance will be judged. This is a general meeting that all Subcontractors and the entire Balfour Beatty Site Staff shall attend. Those in attendance need to be those who will be the on site team.

During this meeting, Balfour Beatty will review the final Balfour Beatty QC plan and the QC Plans provided by the Subcontractors to ensure that all parties understand their roles and responsibilities with respect to each QC Procedure. Also, all general QC checklists, forms, or reports to be used over the course of the project are to be discussed and instructions on use and filing are to be covered, as well as methodology to be used for addressing repetitive deficiency and corrective action requirements.

A record of attendance shall be kept. Minutes of the meeting will be recorded by **(Insert Project Engineer)**. Completed minutes will be distributed to each attendee within seven working days of the meeting and filed in the QC File as detailed in Section 5 of this Plan.

2. Pre – Installation/Pre – Work Meeting (Timing: Before Beginning Installations)

Pre – Installation (or Pre – Work) meetings are to be held after all required plans, documents, and materials have been approved and accepted, and just prior to work beginning on each installation. The meeting shall be chaired by **(Superintendent)** and shall include a review of the contract drawings, applicable specifications, approved design drawings, approved shop drawings, and other submitted data.

Generally, the intent of the meeting will be to:

- (1) Ensure that only materials and equipment that comply with the contract documents and have been previously approved are being used.
- (2) Verify that required control testing and inspection will be provided, that materials and equipment will conform to requirements, and that preliminary work will be completed and in compliance with the Contract Documents.
- (3) Review the appropriate detailing and installation instructions.
- (4) Review safety requirements and AHJ's.
- (5) Establish construction tolerances and workmanship standards for that segment of the work.
- (6) Review quality and workmanship standards.

Attending this meeting in addition to Balfour Beatty personnel will be the Subcontractor personnel responsible for the installations. Certain Owner Personnel or Designers may also be in attendance along with manufacturer's representatives as appropriate.

Minutes of the meeting will be kept by **(Insert Project Engineer)** using the forms found in the Balfour Beatty database. Completed minutes will be distributed to each attendee within seven working days of the meeting and filed in the QC File as detailed in Section 5 of this Plan.

3. Infection Control & Indoor Air Quality

The Owners Infection Control Policy will be enforced for this Project. Primary responsibility for execution of the components of that plan relating to construction lies with Balfour Beatty and each Subcontractor. **BBDocs Section, Tier 3, 07.23.02** will be used in conjunction with the Owner's process. For the Continuation of this process including roles and responsibilities, reference the Owner's Infection Control Plan.

4. First Work Inspection

This inspection will occur shortly after each distinct category of work begins in order to provide early detection of deficiencies regarding quality of workmanship, material acceptance, contract compliance, and installation technique.

This inspection is conducted by **(Superintendent)** accompanied by **(Insert Subcontractor Superintendent)**, and **(Insert Project Engineer)** who will participate in these inspections to aid in determining if materials are acceptable. This inspection is performed as soon as a representative portion of the particular segment of work is in place or is being performed.

Critical First Work Inspections are identified on the Project Schedule. Typical FWI's would include but are not limited to:

- Concrete placement and use of concrete vibrators
- Slab on grade Vapor barriers or retarders
- Concrete Flatness & Levelness
- Concrete toppings including levelers and moisture mitigation systems
- Surface preparation for floor finish
- Building Envelope components & assemblies
- Metal stud systems
- Installation of drywall
- Electrical and plumbing rough-in
- Mechanical rough-in
- Plumbing rough-in
- Suspended ceiling grid
- Fire/smoke dampers
- Firestop Penetration assemblies

A First Work Inspection form will be developed from the Balfour Beatty database for each work item or installation receiving a formal inspection. This will be done by **(Insert Project Engineer)** and the form will be distributed seven working days prior to the scheduled inspection. This form is to be filled out by the Subcontractor and turned in to **(Insert Project Engineer)** the day before the scheduled inspection as confirmation that the work is ready. The same inspection form will be utilized in the field during the inspection with each party signing off at its conclusion.

A follow-up inspection of the deficient items will occur seven working days after the initial inspection. If all items are acceptable, each party shall again sign off and a copy of the completed report will be filed in accordance with Section 5 of this plan.

First Work Inspections will also include a general review of critical topics covered during the Pre – Installation Meeting as well as any safety concerns or observations made in the field.

5. Sequence Inspections (Timing: Following a sequence of Work)

Sequence Inspections occur after a given sequence (as identified in the project schedule) in the normal flow of work, and will be done prior to moving on to the next sequence. Sequence Inspections are the measure of overall performance with respect to Quality and provide great benefit with regard to maintaining schedule.

Typically sequence inspections will occur for above ceiling, just before finishes (pre-finish), and after finishes. For this project, each sequence of work will receive the following sequence inspections.

- (1) Above Ceiling (inspect to ensure completion above the ceiling line)
- (2) Pre – Finish (Inspect to ensure substrates are ready to receive finishes)
- (3) Ceiling Closure (Inspect to ensure ceilings can be closed up)
- (4) Finishes (Inspect to ensure finishes meet quality and specified standards)

Sequence Inspections will be conducted by **(Superintendent)** accompanied by **(Insert Subcontractor Superintendent)** for each trade. Forms to be used during this inspection will be developed from the Balfour Beatty database. This will be done by **(Insert Project Engineer)** and the form will be distributed sixty (60) working days prior to the scheduled inspection. This form is to be filled out by the Subcontractor and turned in to **(Insert Project Engineer)** the day before the scheduled inspection as confirmation that the work is ready.

The same inspection form will be utilized in the field during the inspection with each party signing off at its conclusion. A follow-up inspection of the deficient items will occur seven working days after the initial inspection and prior to allowing similar work in subsequent sequences. If all items are acceptable, each party shall again sign off and a copy of the completed report will be filed in accordance with Section 5 of this plan. At this time, similar work in the next sequence can begin.

6. Subcontractor Daily Inspections (Timing: Daily)

Subcontractor Daily Inspections are intended to ensure that the desired level of quality for the project is achieved on an ongoing basis and to avoid deficiencies or mistakes laying in wait until a given formal inspection. They also ensure that the Subcontractor designated QC persons are devoting sufficient time to quality control on a daily basis.

These inspections are carried out by **(Insert Subcontractor Designated Competent Person)** utilizing the forms submitted and approved as an attachment to each Subcontractor's QC Plan. Completed forms are to be turned in daily and processed in the same manner as regular Daily reports except that they are to be filed in accordance with Section 5 of this Plan. Filing is to be handled by **(Insert Project Engineer)** after it has been confirmed that routing and review has been accomplished.

If none of the listed quality criteria are applicable to that day's work being performed, the Daily Inspection Forms are not required.

Refer to BBDocs Section, Tier 2, 11.02 through 11.16 for sample checklists if needed.

7. Special Process Control (Timing: Various and Ongoing)

Special Process Control inspections are initiated for those installations that require additional scrutiny based on the complexity and detail of the installation. These special inspections are covered by Specification Division Section in Section 8 of this Plan.

8. Final Inspection (Timing: At the End of the Project or Project Phase)

Final Inspections are the last opportunity to ensure that the building or project phase is ready to be inspected by the Design Team and local and state agencies, and ultimately ready to be turned over to the Owner for its intended purpose. Through this process, the responsibility and flow will be as follows:

- (1) Inspect for completion by Subcontractor
- (2) Inspect for completion and acceptance by Balfour Beatty
- (3) Inspect for completion and acceptance by Design Team

- (4) Inspect for acceptance by local and state agencies

Final Inspections included for this project will include:

- (1) Architectural Finishes
- (2) Systems Completion
- (3) Systems Operation
- (4) Emergency Exit and Egress

Balfour Beatty Final Inspections for Completion and Acceptance will be handled as follows. Each inspection will be conducted by **(Superintendent)** accompanied by **(Insert Subcontractor Superintendent)** for each trade. All test supplies and equipment need for inspection are to be provided by the Subcontractor.

Forms to be used during this inspection will be developed from the Balfour Beatty database. This will be done by **(Insert Project Engineer)** and the form will be distributed sixty (60) working days prior to the scheduled inspection. This form is to be filled out by the Subcontractor and turned in to **(Insert Project Engineer)** seven working days prior to the scheduled inspection as confirmation that the work or system is ready.

The same inspection form will be utilized in the field during the inspection with each party signing off at its conclusion. Each Subcontractor is expected to move immediately on corrective action items unless identified items are beyond the scope of the contract. Follow-up inspections will be scheduled by Balfour Beatty accordingly. If all items are acceptable, each party shall again sign off and a copy of the completed report will be filed in accordance with Section 5 of this plan.

In no case will Balfour Beatty schedule a subsequent Design Team Inspection until the appropriate Balfour Beatty and Subcontractor Final Inspections have been successfully completed. Completion of the design Teams Inspection with subsequent acceptance will signal readiness for a final inspection by the local and state inspecting agency.

SECTION 8

SPECIAL PROCESS CONTROL

Special processes are those whose results are highly dependent on operator control and skill and should be vigorously monitored by Balfour Beatty's Superintendent(s) in addition to any other periodic inspections, if any, required under previous Section 7.

Such Special Processes may include concrete placement, welding, electrical terminations, nondestructive examination [and other processes as may be required by individual specification requirements]. Included in this section are the special processes for this project. Each Subcontractor is responsible for the execution of these processes unless stated otherwise.

In addition, the Project Superintendent will monitor the work on a daily basis and enter pertinent comments in the Balfour Beatty _(log, diary, etc...)_ . Items requiring follow-up or corrective action will be reported in the Balfour Beatty Issues Log and distributed to the appropriate Subcontractor for review and comment within 3 working days and corrective action within 7 working days of notification. Follow-up inspections when needed will be performed by Balfour Beatty Construction to ensure that corrective actions have been completed. This inspection and the outcome will be logged in the Issues Log.

(Balfour Beatty Project Engineer) will ensure that the Subcontractors Daily Checklists are being completed, turned in, and distributed/filed accordingly.

NOTE: As stated earlier in this QC Plan, all Subcontractors shall provide the following items prior to commencing work.

- (a) A **Subcontractor Quality Control Plan** including the competent person or persons charged with ensuring quality on the project and the procedures to be used. (Refer to **Section 4** of this QC Plan for details on writing this Plan.)

Refer to individual work scope sections below for details/work items that are to be considered for inclusion in these Plans.

- (b) **Daily Checklist** forms. Refer to **Section 7**, item number 6, of this QC Plan for details regarding the use of these checklists. (See also **BBDocs Section, Tier 2, 11.02 through 11.16 for sample checklists** if needed.)

Unless specifically stated otherwise, the Subcontractors shall institute measures to ensure that the items listed below (by CSI division) are reviewed or monitored on a regular/timely basis. These measures may include regular inspections, meetings, reports, or a combination of these. Some of the items listed may fit well within the daily checklists; others may require that a separate procedure be written into the Subcontractor's QC Plan. In accordance with the required Subcontractor QC Plan, any measures utilized should identify the responsible party, the timing of the procedure, the reporting methodology, and the follow-up step.

Division 1 – General Requirements

Concrete & Flooring Coordination (Reference BBDocs, Tier 1, 11.02):

The BBC **Operations Director, Senior Project Manager, Project Manager, and Superintendent** are primarily responsible for initiating and executing this procedure with assistance from others at BBC including Preconstruction Managers, Scheduling, BUL's, Quality Control and Legal.

Execution of this procedure will commence at approximately the SD stage of document development and will be iterative until each of the construction means and methods decisions is captured in the GMP clarifications and assumptions and the various subcontract documents, including this QC plan. In any event, the procedure will be completed well in advance of pouring the first concrete slab (slab on grade or elevated deck).

The Flooring Installation QC Flowchart (**attached**) will serve as the overall guide through this (reference BBDocs, Tier 1, 11.02). This flowchart reflects the order of the decision making process during the Design phase and planning of the construction Means & Methods

In utilizing the Flowchart, Steps 1 through 3 are iterative until there is sufficient information in the plans and specs to determine the structure type and the types (not necessarily the manufacturer) of floor covering materials to be used. Once flooring and adhesive manufacturers are known, the flowchart will serve as a step-by-step map through installation.

Step 1: Preliminary Meeting & Document Review. This review is held in order to establish the various expectations of the parties and define the parameters of the design development process for the concrete and flooring system. At a minimum, the Operations Director/SPM and the Preconstruction leader will attend this meeting.

Step 2: Substrate and Flooring Choices. If, at any point in the design development process, the designers choose vinyl, rubber, or other resilient flooring, thin set terrazzo, or PVC backed carpet, the project design and construction team must have a dedicated coordination meeting with a knowledgeable flooring consultant in Step 3.

Step 3: Design Coordination Meeting with Architect and Flooring Consultant. A knowledgeable flooring consultant **shall** be retained to review the plans and specifications and advise the design and construction team of the variables that should be considered to ensure a flooring installation that will meet the Owner's service needs and cost expectations. The result of this meeting will be a comprehensive plan for installation of the flooring based on the substrate and each type of flooring and adhesive specified. This meeting will re-occur to verify the integrity of the design and pricing at any time the decisions reached in this meeting change or become invalid. This meeting will occur before any preconstruction deliverable, on which the Owner may rely, is prepared.

No later than the end of the SD stage, and prior to the design coordination meeting, the **Operations Director/SPM** will distribute the following documents to the BBC Project Team to

remind everyone about the potential issues that may arise during the meeting.

“Rubber/Resilient Flooring: Planning & Installation Precautions & Procedures” (BBDocs Tier 2, 11.09)

“Concrete & Floor Finish, Construction Document & Planning Checklist” (BBDocs Tier 2, 11.09)

At the time of this meeting, we will know the concrete design and the floor covering types, but may not know the actual manufacturer of the flooring or adhesive products. (Note: This is acceptable because the specific data we need to work from is somewhat consistent based on the design. More importantly, waiting until all of the manufacturer information is known will be too late into the progress of our project to affect the design in a timely manner.)

During this meeting, the team should perform a review of the design documents utilizing the “Concrete & Floor Finish, Construction Document & Planning Checklist” (**attached**). This form will be completed and distributed with the meeting minutes. At a minimum, following topics will be discussed:

- a) Foundation drainage
- b) Mix design
- c) Vapor barrier installation
- d) Curing Methods
- e) Concrete flatness & levelness
- f) Test Criteria and Frequency
- g) Use of underlayment
- h) Temporary protection and drying measures
- i) Repair & remediation methods
- j) Post GMP/Sub Buyout Changes
- k) Conflict resolution

Following this meeting, the **Operations Director/SPM** and QC Director/Liaison will:

- i) Identify critical QC procedures (such as Prewrite meetings & FWI's) to be included in the Project Schedule as activities or milestones.
- ii) Distribute minutes and action items and due dates determined in the meeting to the participants, **BUL, Operations Director/SPM, PM, Superintendent**, and QC Director/Liaison.

Step 4: Initial Design Settled. Flooring and adhesive manufacturers frequently include in their instructions, unrealistic tolerances for humidity (or Moisture Vapor Emission Rate - MVER) required for satisfying their warranties. If the manufacturer's instructions are below realistic tolerances, the flooring consultant and designer (and the flooring subcontractor, if possible) should revisit the design decisions and negotiate a specific testing process or relaxed tolerances that will result in a warranted flooring installation.

Step 5: Manufacturer & Design Tolerances Agree. Each stakeholder in the flooring installation will agree that the specified design and planned construction means and methods will meet the

manufacturer's tolerance for a warranted installation. Confirmation of the correct moisture test criteria (type of test and frequency) and the concrete mix design will be included in this step as well.

Step 6: Manufacturer Warranty Requirements Satisfied. After the first five steps are completed for each flooring product and substrate, the construction means and methods will be carefully planned for inclusion in the schedule and other aspects of the construction planning and procurement. If the Balfour Beatty team or concrete or flooring subcontractors determine that any of the six construction variables may have a detrimental effect on the flooring installation parameters previously established, the team will re-visit steps 3 through 6 and make necessary adjustments in the budget and schedule.

Step 7: All Construction Variables Eliminated. After each of the construction variables have been addressed in the schedule and budget, the team may proceed with preparation and submission of the final GMP. If the construction variables cannot be eliminated and remedial measures (such as a sealer, a product substitution, or extraordinary testing) are contemplated, the team will involve BBC QC and Legal to fully consider steps that can be taken to protect the company and mitigate the risk.

Step 8: Preventive/Remedial Solution Agreed. If a remedial solution is required, each stakeholder will agree on the cost and risk of the solution prior to the final GMP and buyout of the subcontracts. This agreement will be captured in the GMP clarifications and assumption and the subcontract special provisions.

Step 9: BBC CEO Approval/Client Waiver. If agreement on the risk of the remedial solution cannot be reached among the stakeholders and Balfour Beatty retains some risk of performance of the flooring, the Division CEO or COO must approve any assumption of risk prior to execution of the GMP document and buyout of the flooring subcontract.

Steps 10 through 13: These are the typical steps in the post GMP and buyout process. The information and agreements reached in the prior nine steps will be captured in the various contractual documents and the QC process, including the QC planning of the concrete and flooring installation and testing. **Remember:** Post GMP/Sub Buyout changes to either the concrete or the flooring material or the related means and methods can have a dramatic affect on the outcome. Therefore, whenever these changes occur, they must be treated with the same dedication to process and collaboration among the Owner, designer, and flooring consultant as the original preconstruction period.

Building Envelope Consultant: In addition to specific items listed below under Divisions 2 through 16, a Building Envelope Consultant will be utilized on this project. The following explains the duties of the Consultant, Balfour Beatty, and the Subcontractors as are related to this service.

The Building Envelope Consultant will perform plan review to determine if the documents are appropriate for the project, and provide sufficient information for construction. The Consultant will also report on the acceptability of the specified as well as submitted materials.

During the construction stage, the Consultant will perform site inspections to assist the Project Team in determining the acceptability of the installations.

(Assistant Project Manager) will be responsible for initiating and administering this process. **(Assistant Superintendent)** charged with the responsibility for the exterior and site will coordinate and monitor the process. Timing of the procedures is as listed below.

Plan review will occur at schematic, DD, and 90% CD stages.

Site inspections will occur at the beginning stage (refer to the project schedule) of each of the following activities:

- Slab/foundation Vapor Retarder placement
- Foundation waterproofing
- Framing
- Sheathing
- Unit Masonry
- Stone
- Stucco
- Glazing
- Roof

Final site inspection will be performed at the 80% project stage.

(Assistant Superintendent) will **perform pre-inspections** one week prior to Consultants site inspections to ensure readiness.

Written reports will be provided by the Consultant within 2 weeks of completing each plan review and site inspection. The reports are to be issued to the **(Assistant Project Manager)** and **(Assistant Superintendent)**.

The **(Assistant Project Manager)** will distribute the reports within 24 hours of receipt to the PM, Superintendent, Architect, reading file, and associated Subcontractors.

Evidence of corrective action or a written plan of action from each Subcontractor will be provided within 3 working days of receipt of the report. Corrective work will be performed within 7 days of notification.

The **(Assistant Superintendent)** will perform follow-up inspections to ensure corrective work has been completed. The **(Assistant Superintendent)** must sign off on all corrective work before the reports are filed.

The **(Assistant Project Manager)** will place copies of reports with responses in the Building Envelope QC File.

A final report will be included in the Project Closeout File stating that all issues have been addressed and resolved. This final report must be signed by **(Project Manager)** and **(Senior Project Manager)**.

Division 2 – Sitework

General:

Various survey reports and inspection processes are utilized during this scope of work. The Subcontractor will be responsible for obtaining all usual and pertinent inspections and inspection reports as required by the contract documents. Copies of inspection reports obtained by the Subcontractor are to be submitted to Balfour Beatty immediately. Copies of survey or inspection reports obtained through other means will be made available to the Subcontractor when received by Balfour Beatty and on request.

Earthwork:

- (a) Soils reports
- (b) Limits of work
- (c) Spillage on streets and public areas removed promptly
- (d) Dust control measures
- (e) Testing, inspections, and compacting used
- (f) Backfill materials
- (g) Compliance with pollution and erosion control measures.

Utilities:

- (a) Locations of existing utilities.
- (b) Site drainage.
- (c) Elevations of tops and bottoms of drainage structures.
- (d) Shoring requirements.
- (e) Required inspections completed.

Foundation:

- (a) Location of existing utilities.
- (b) Joint waterproofing.
- (c) Tolerances.
- (d) Required inspections.

Division 3 – Concrete

General:

Unless stated otherwise in the contract documents, all tests will be performed in accordance with applicable ASTM and ACI Standards. Testing and inspection of concrete activities will be performed by an independent test laboratory/third part agent as required by the contract documents. Distribution of testing and inspection reports will be in accordance with the contract documents. Defective work or other corrective/needed action will be responded to (in writing) within 3 days of issuance. All follow-up and completion inspections will be documented, and performed in the presence of a Balfour Beatty representative.

Formwork:

- (a) Materials are in new or in like new condition,
- (b) Grades and elevations
- (c) Installations comply with layout and dimensional requirements

Reinforcing Subcontractor:

- (a) Confirm grade and size of materials on delivery
- (b) Rebar, wire mesh and accessories stacked on dunnage and kept out of the mud
- (c) Placement of reinforcing complies with documents

Concrete:

- (a) Under slab vapor retarder mil thickness, placement, and maintenance of material and installation
- (b) Concrete placement Log
- (c) Hot and Cold weather measures
- (d) Compliance with finishing methods such as Ff and FI number system
- (e) Curing methods appropriate and compliant with finish products
- (f) Owner provided standards
- (g) Compatibility with Division 9

Precast:

- (a) Completion of Pre-Placement Checkout Record.
- (b) All welds for precast, tilt-up and the like inspected and certified
- (c) Location of embeds, pockets, recesses at least three (3) weeks prior to erection.

Division 4 – Masonry

General:

This project will require the use of a third party Building Envelope Inspection process. This process will be managed through Balfour Beatty Construction. Deficient items and required corrective work identified by the third part inspector will require immediate correction. See Division 1 of this section for further details.

Masonry wall systems will require a mockup be built to confirm compliance with contract document and industry requirements. Mockups will reflect at a minimum each type of backup, air barrier, vapor retarder, cavity material, and finish material. In addition, the mockup will include detailing of how each type opening and interface will be treated. Approval of the mockup will be by the Architect in conjunction with Balfour Beatty and the Third Party Inspector.

Standards used for this project are those stated in the contract documents. Where standards are not referenced, ACI and BIA will be followed at a minimum.

Unit Masonry:

- (a) Flashing placement and installation.
- (b) Cavities kept clean.
- (c) Movement/control joints provided for.
- (d) Ties and anchors spaced and anchored correctly.
- (e) Reinforcing installed where required.
- (f) Work covered at end of day.
- (g) Grout joint size and tooling.
- (h) Proper cleaning solutions.
- (i) Bond pattern correct.
- (j) Cold/hot weather requirements.

Stonework:

- (a) Backup/substrate is suitable.
- (b) Drainage system where required.
- (c) Grout joint size and tooling.
- (d) Cold/hot weather requirements.
- (e) Movement/control joints provided for.
- (f) Reinforcing installed where required.
- (g) Grout joint size and tooling.
- (h) Proper cleaning solutions

Division 5 – Metals

General:

An independent testing laboratory as required by the contract documents will perform testing and inspection of welding activities. Distribution of testing and inspection reports will be in accordance with the contract documents. Deficient work identified in reports will be corrected immediately.

Work will comply with the contract documents and applicable standards. Where standards are not specified, work will comply with ASTM and AISI.

All persons performing welding on this project will be qualified in accordance with AWS D.1.1 or ASME welding procedure qualifications, as applicable unless specifically stated otherwise in the contract documents. The designated competent person for each Subcontractor will be responsible for collecting, logging, and maintaining current welding qualifications for all welders. Copies of welder's certificates will be provided to Balfour Beatty for verification and filing.

Welders will only be permitted to weld within the essential variables of the process for which they are qualified. Welders will require re-qualification when (a) a change occurs in the performance qualification essential variables, (b) the welder has not welded for six months or (c), there is a specific reason to question the welder's ability.

Welding materials will be stored in a dry area protected from the weather. Certain materials require special controls (e.g. Low hydrogen-coated electrodes require heated ovens); it is therefore, essential and a requirement of this plan that all storage and controlled exposure periods for welding material be in accordance with the manufacturer's recommendations or as required by the code.

Structural:

- (a) Anchor bolt and embed locations at least three (3) weeks prior to erection.
- (b) Size, shape, and weight of materials.
- (c) Storage is adequate.
- (d) Camber furnished where required.
- (e) Mill certificates, torque, and weld certifications where required.
- (f) Weld inspections take place.
- (g) Required access roads and staging areas for compliance with Subpart R.
- (h) Stair openings, handrails and miscellaneous metals components field measured prior to fabrication.
- (i) Stair pans thoroughly cleaned by Subcontractor within 24 hours of placement.

Metal Deck:

- (a) Approved materials and layout.
- (b) Proper storage.
- (c) Provisions for support hangers.
- (d) Reinforcement at columns, penetrations...
- (e) Panels not damaged

Cold Formed Metals:

- (a) Approved shop drawings being used
- (b) Bracing and bridging where required
- (c) Spacing of members

- (d) Attachment methods
- (e) Insulation in boxed members where required
- (f) Stair pan clearances (tread to tread and each riser)

Division 6 – Carpentry

General:

Mockups will be utilized extensively to ensure proper construction practices as well as acceptable finishes. **(Balfour Beatty Project Engineer)** will be responsible for coordinating the construction of these mockups and procuring the correct inspections and approvals. Mockups will remain in place until work begins on the final phase or sequence of work. Each Subcontractor will be responsible for not only constructing their portion of the mockup, but also for the appropriate use of the mockups to train the construction personnel.

Rough Carpentry:

- (a) In-wall/concealed blocking type and placement
- (b) Lumber grade
- (c) Lumber condition
- (d) Suitable for surface/materials contacted
- (e) Clearances from fireplace box, chimneys, and flues
- (f) Sealants and waterproofing where required

Finish Carpentry:

- (a) Environmental conditions appropriate
- (b) Back-priming and preservatives applied
- (c) Corrosion resistant fasteners
- (d) Minimal splices; joints staggered
- (e) Gluing and fastening appropriate to documents and material
- (f) Exposed edges protected

Division 7 – Thermal & Moisture Protection

General:

Mockups will be utilized extensively to ensure proper construction practices as well as acceptable finishes. **(Balfour Beatty Project Engineer)** will be responsible for coordinating the construction of these mockups and procuring the correct inspections and approvals. Mockups will remain in place until work begins on the final phase or sequence of work. Each Subcontractor will be responsible for not only constructing their portion of the mockup, but also for the appropriate use of the mockups to train the construction personnel.

Damp proofing/Waterproofing:

- (a) Compliance with Building Envelope Consultant requirements.
- (b) Manufacturer approved installers
- (c) Surfaces properly prepared
- (d) Environmental conditions correct
- (e) Primer where needed
- (f) End of day treatment/protection
- (g) Mil thickness
- (h) Application tools/methods
- (i) Penetrations inspected/tested
- (j) Manufacturer's inspections

Fireproofing:

- (a) Bolts, welds, clips, etc... complete and checked before application
- (b) Manufacturer approved applicator
- (c) Thickness/rating as required
- (d) Third party confirmation report on bond strength, compressive strength, thickness, density
- (e) Temperature range correct
- (f) Substrate acceptable

Sealant/Caulking:

- (a) Compatible with adjacent materials
- (b) Environmental conditions correct for installation
- (c) Acceptance testing (pull, water intrusion)
- (d) Backer rod type
- (e) Joint depth to width ration
- (f) Primers used where needed
- (g) Weeps not covered

Division 8 – Doors & Windows

General:

Mockups will be utilized extensively to ensure proper construction practices as well as acceptable finishes. **(Balfour Beatty Project Engineer)** will be responsible for coordinating the construction of these mockups and procuring the correct inspections and approvals. Mockups will remain in place until work begins on the final phase or sequence of work. Each Subcontractor will be responsible for not only constructing their portion of the mockup, but also for the appropriate use of the mockups to train the construction personnel.

Door/Hardware:

- (a) ADA requirements
- (b) Door ratings correct for installation
- (c) Smoke seals, astragals where required
- (d) Bottom, jamb, and edge to edge clearances correct
- (e) Frames labeled where required
- (f) Latch throw
- (g) Closing speed
- (h) Interface with power, power operators, fire alarm, security

Glazing:

- (a) Compliance with Building Envelope Consultant requirements
- (b) Use of approved shop drawings
- (c) Frames installed in strict accordance with shop drawings
- (d) Opening sizes confirmed
- (e) Opening size allows for properly developed sealant joint
- (f) Clearances maintained
- (g) Proper blocks, shims, seals, gaskets

Division 9 – Finishes

General:

Mockups will be utilized extensively to ensure proper construction practices as well as acceptable finishes. **(Balfour Beatty Project Engineer)** will be responsible for coordinating the construction of these mockups and procuring the correct inspections and approvals. Mockups will remain in place until work begins on the final phase or sequence of work. Each Subcontractor will be responsible for not only constructing their portion of the mockup, but also for the appropriate use of the mockups to train the construction personnel.

A third party consultant will be used for monitoring of installations associated with finished floor products. All reports and corrective actions are to be handled in accordance with this QC Plan and as listed in the beginning of this section.

Framing:

- (a) Framing gage and member spacing
- (b) Fastener type and spacing
- (c) Wall priority
- (d) Corners built correctly
- (e) Framed openings utilize proper number and gage of framing members
- (f) Attachment/no attachment to top track appropriate for condition
- (g) Acoustic sealant applied where required
- (h) Box type and placement in rated walls correct per UL
- (i) Openings for HVAC Fire and Fire/Smoke dampers per damper manufacturer's instructions
- (j) Bridging
- (k) Bracing

Wallboard:

- (a) Proper type for application (wet, fire...)
- (b) Fastener spacing
- (c) Firestopping
- (d) Acoustic treatment
- (e) Cut to inside edge of rated openings
- (f) Fasted at rated openings

Flooring:

- (a) Concrete vapor transmission rates acceptable (confirm acceptable for product via 3rd party)
- (b) Concrete Ph (confirm acceptable for product via 3rd party)
- (c) Compatibility with Division 3
- (d) Compatibility of floor prep materials with adhesives and finish products
- (e) Substrate prepared correctly and clean of all foreign materials
- (f) Proper application tools and methods
- (g) Environmental conditions appropriate

Painting:

- (a) Substrates acceptable
- (b) Drying/curing times
- (c) Mil thickness
- (d) Dust control
- (e) Environmental conditions appropriate
- (f) Adequate lighting

Division 10 – Specialties

Louvers:

- (a) Wind load rating
- (b) Air performance, water penetration, sound rating
- (c) Size of louver components
- (d) Fastener substrate
- (e) Fastener type
- (f) Fastener location/spacing
- (g) Flashings where required
- (h) Sealant
- (i) Testing

Signage:

- (a) ADA letters and installation location/height
- (b) Attachment methods
- (c) Scheduling

Division 11 – Equipment

Food Service Equipment:

- (a) Utilities provided and coordinated
- (b) Food grade sealants
- (c) Grade of stainless
- (d) Clearances between heat lamps and surfaces
- (e) Fire suppression
- (f) Measurements field verified

Medical Equipment:

- (a) Power
- (b) Gases
- (c) Clearances for operation of equipment
- (d) UL or other NRL approved
- (e) Room/area ready
- (f) Access/door clearances
- (g) Anchoring and support
- (i) Door switches

Division 12 – Furnishings

Manufactured Casework:

- (a) Blocking where needed
- (b) Certificates or grade stamps provided
- (c) Accessible (ADA) locations provided
- (d) MP&E coordination
- (e) Acceptable temperature & humidity

Division 13 – Special Construction

Seismic Control:

- (a) Use of manufacturers instructions
- (b) Periodic inspections by manufacturer
- (c) Engineered drawings
- (d) Manufacturer's written final report
- (e) Installers written final report

Pool/Fountain:

- (a) Waterproofing
- (b) MP&E coordination
- (c) Underground coordination
- (d) Pipe pressure tests

Division 14 – Conveying Systems

Elevator/escalator:

- (a) Bottom and top clearances at elevators
- (b) Control interface with fire alarm, code calls...
- (c) Skirt panel-to-step clearances for escalator
- (d) Ceiling or soffit guard placement at escalators
- (e) Fire protection coverage
- (f) Fire alarm device coverage (initiating and alerting)
- (g) Emergency communications

Division 15 – Mechanical

Plumbing:

- (a) Provide contract document review comments.
- (b) Participate in a coordination drawing process.
- (c) Verify grades and locations for all underground piping, cleanouts...
- (d) Verify sleeve locations prior to concrete pours.
- (e) Provide expansion devices where needed.
- (f) Provide seismic restraints, braces, as required.
- (g) Provide dielectric unions where required
- (h) Complete system testing before concealment.

HVAC:

- (a) Provide contract document review comments.
- (b) Participate in a coordination drawing process.
- (c) Verify clearances are provided at equipment including boilers, AHU's, ATU's...
- (d) Confirm noise levels at equipment are in accordance with contract document requirements.
- (e) Verify systems are cleaned, flushed, etc... as needed for testing and turnover.
- (f) Fire and fire/smoke damper opening size and construction

Controls:

- (a) Completion of shop drawings in a timely manner.
- (b) Participate in a Systems Check Coordination process.
- (c) Use of approved firestop systems at appropriate locations
- (d) Proper raceway and cable types
- (e) Control device operation per contract documents

TAB:

- (a) Use of calibrated instruments
- (b) Review of site conditions near the conclusion of overhead rough
- (c) Acceptable leakage limits for equipment
- (d) Overall building pressure relationship to exterior
- (e) Daily work reports
- (f) Flow coefficients within normal guidelines
- (g) Balance report approved by engineer

Fire Protection:

- (a) Approved shop drawings with engineer's stamp
- (b) Head types appropriate for location; response, temperature...
- (c) Valve heights at hose cabinets and handle heights at extinguisher cabinets meet accessibility requirements
- (d) Double check assemblies certified

Division 16 – Electrical

Electrical:

- (a) Switchboard, panelboard, branch panel, etc..., clearances
- (b) Conductor types correct
- (c) Junction and pull boxes sized appropriately for type of pull and voltage
- (d) Conductor insulation rating separation maintained
- (e) Grounding electrode conductors continuous or spliced in an acceptable manner
- (f) Equipment grounds installed as required
- (g) Bonding appropriate for installation i.e., derived systems, 3 pole versus 4 pole transfer switches...
- (h) Equipment interrupting current ratings meet the requirements of the fault current study
- (i) Adjustable overcurrent protective devices set according to the coordination study
- (j) Medium and high voltage termination devices installed by properly trained personnel
- (k) Test agent utilized for critical installation verification such as patient care are ground integrity

Fire Alarm:

- (a) Approved shop drawings
- (b) Device locations (initiating and alerting)
- (c) Interface with associated HVAC, security, elevator, doors...
- (d) Third party connection
- (e) Proper cables/raceway

Security:

- (a) Interface with fire alarm, baby monitoring, etc...
- (b) Installation of cable in accordance with recognized standard
- (c) Cabling properly supported
- (d) Installation schedule follows established project schedule

Lightning Protection:

- (a) Proper materials based on use
- (b) Proper materials based on adjacent materials contacted
- (c) Bonding of other pipe systems
- (d) Bonding of adjacent metal bodies
- (e) Common grounding accomplished
- (f) Air terminal placement
- (g) Conductor routing, bending radius, supports, and attachments
- (h) LPI or UL inspections
- (i) Application for UL label

Telecommunications:

- (a) Installations in accordance with current edition of the BiCSi Information Transport System Installation Manual or similar acceptable standard
- (b) Work recorded and labeled in accordance with ANSI/TIA/EIA-606-A
- (c) Installation schedule follows established project schedule
- (d) Approved firestopping installed where required
- (e) Correct raceways and cable supports
- (f) Cable rated for installation

SECTION 9

NONCONFORMING WORK

A “nonconformance” is a deficiency in a characteristic, documentation, or an in-process procedure, which renders the quality of an item unacceptable or indeterminable. All designated competent persons are responsible for the recognition of nonconformance work and insuring that it is corrected.

Nonconforming items or activities identified by BBC shall be documented on a Nonconformance Report, which shall remain open until satisfactory resolution is completed and verified by the BBC Superintendent. Each Nonconformance Report (“NCR”) shall be tracked in a NCR Log stating specifically what is non-complying, the date the faulty work was originally discovered, and the date work was corrected. A deficiency corrected the same day it was discovered should not be logged. In no event should the Subcontractors add to or build upon nonconforming work. In the event work could proceed without affecting the nonconforming item, then a Conditional Release may be initiated.

Delivered materials or fabricated Items that BBC determines to deviate from the submittal or the Contract Documents will be tagged “Hold” and a Nonconformance Report written. Material and items unacceptable due to lack of documentation will remain rejected until such time that proper and acceptable documentation has been received and approved. After approval, the “Hold” tag will be removed and the nonconformance will be closed. In the event the data is not approved, the material will be immediately removed from the jobsite.

Delivered Items received damaged or unacceptable due to workmanship or other reasons shall be identified and described on a Nonconformance Report. When the disposition is repair or rework, the needed forms, sketches, instructions, etc., to control material(s) and special process(es) shall be prepared and attached to the Nonconformance Report.

The normal flow of Nonconformance Reports is as follows:

- A. Initiate nonconformance report.
- B. The Superintendent assigns identification number and enters nonconformance report details on Nonconformance Report Log.
- C. The Superintendent prepares the necessary forms and additional sketches, which may be necessary to identify the noncompliance and attach to the Nonconformance Report.
- D. The Superintendent submits to A/E for review and approval when so required.
- E. After completion of the correction or repair, the Superintendent reviews for completion, compliance and acceptability.
- F. The Superintendent enters “close out” date on Nonconformance Report Log and files the nonconformance report and any attachment(s).