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| **ACTION PLAN FOR CODE COMPLIANCE**  **EXHIBIT K (OSA-K) of Build Code Compliance Policy** | |
| 1. Agency/Institution: |  |
| 1. Date Submitted: |  |
| 1. Delegate Name: |  |

The Department of Personnel & Administration (DPA)/State Buildings Programs (SBP) is responsible per C.R.S. § 24-30-1303 for establishing minimum building codes, developing methods to ensure conformity of physical planning with approved building codes, and developing standards of inspection. In order to implement this statutory responsibility, SBP developed the policy *Building Code Compliance: Coordination of Approved Building Codes, Plan Reviews and Building Inspections.*

A major tenet of the SBP Building Code Compliance policy is the annual reporting that is required of all State agencies/institutions. Each agency/institution must detail how it complies with SBP requirements for plan review, building inspection, and compliance reporting. This report, Agency Action Plan for Code Compliance, is required to be annually prepared and submitted to SBP for review and approval. In addition to submitting the Agency Action Plan for Code Compliance, those agencies/institutions that have been authorized to conduct their own code review process must also annually submit a written report describing the code compliance process at the agency, identifies all individuals involved, and include their International Code Council (ICC) certifications.

# Plan Reviews

While code compliance reporting as discussed below is required only on appropriated projects – or cash funded projects over two million dollars, building code compliance plan review is required on all projects – unless an exception is provided by ICC. If there is a question as to whether code review is required or not, the agency project manager should consult with one of the State’s code review agents.

1. How does your agency/institution comply with the *Building Code Compliance* policy requirements concerning plan review?
2. Does your agency/institution utilize the services of one or more of the State’s code review agents to provide code compliance plan reviews on your capital construction, controlled maintenance, emergency and cash or in-house funded projects? Yes No
3. If your agency has been pre-approved by SBP to conduct your own plan reviews, identify the individual(s) responsible by name, job title, and experience and attach their resumes and ICC certifications. (Attach a separate sheet if necessary)

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**Building Inspections**

It is the responsibility of the agency project manager to coordinate the building inspections that have been recommended at the conclusion of the plan review process. What is your agency/institution’s standard process for conducting building, special, and elevator inspections?

For building inspections, do you: utilize the services of one or more of the State’s code review agents, a third party architect/engineer with ICC certification, an inspection consultant, or your agency technical staff? If agency technical staff is used, identify the individual(s) by name, job title, and experience, indicate the type(s) of inspections, and attach a resume detailing his/her qualifications including ICC certification number.

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Do you utilize the services of an inspection consultant for special inspections? Yes No

The Colorado State Electrical Board (Department of Regulatory Agencies) is required by statute to perform electrical inspections on all projects on State owned land. How does your agency comply?

The Colorado Examining Board of Plumbers (Department of Regulatory Agencies) is required by statute to perform plumbing inspections on all projects on State owned land. How does your agency comply?

For small in-house projects where the State Boards elect not to inspect, does your agency utilize the services of the: design architect/engineer, inspection consultant, or agency technical staff?

If agency technical staff is used, identify the individual by name, job title, and experience, indicate type(s) of inspections, and attach a resume detailing his/her qualifications. Individuals performing electrical and plumbing inspections must have qualifications and experience to equal the minimum standards as per statutes C.R.S. § 12-23-106 and C.R.S. § 12-58-101-107, respectively.

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**Other Plan Review and Building Inspection Responsibilities**

1. What is your agency/institution’s standard process for working with the local fire department during design and/or plan review?
2. How do you work with the local fire department and/or the Division of Fire Prevention & Control (Department of Public Safety) conducting fire sprinkler and other fire code compliance inspections?
3. What is your agency/institution’s standard process for working with the local health department (delegated by the Department of Public Health and Environment) for plan review and inspection of food service facilities?
4. What is your agency/institution’s standard process for working with the State boiler inspector (Department of Labor and Employment) or approved insurance company inspectors conducting inspections of new, repaired, or relocated boilers?
5. What is your agency/institution’s standard process for working with the conveyance administrator (Department of Labor and Employment) regarding certified inspectors for new elevator and escalators?
6. What jurisdictions do you currently have a Memorandum of Understanding (MOU)? Attach a copy of each.

# Code Compliance Documentation

1. Describe your agency/institution’s methodology for maintaining files. Do you maintain a centralized code compliance file or is the documentation maintained within specific project files? Are interim reviews, correspondence, and reports kept permanently or just final documents?
2. Identify the individual/job title responsible for coordinating the code compliance documentation submittal and project closeout final SC4.1 reconciliation submittal.

# Codes and Standards

Provide a list of any other codes or standards that have been adopted by your agency/institution beyond those listed in the Approved State Building Codes adopted by SBP if any, due to specific building types, accreditation requirements, or funding requirements. (Do not add those already listed in OSA Policies and Procedures).