Vendor

Submitting a Request for Inspection Verification

Overview: This guide outlines the process for a construction contractor to submit a Request for Inspection Verification for a project.

References: n/a

1- Click on **FORMS** from the buttons on the left.
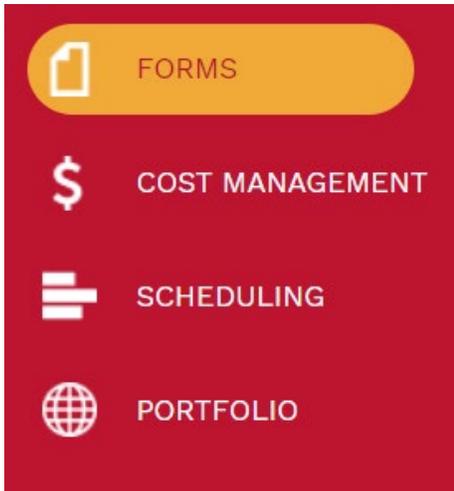
2- Under Engineering Forms on the top left navigation pane, select **Request for Information**.

3- Click on ☐ **'+'** in the top bar. This will start a new record.

4- **Project Name** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.

5- **UH-FPI** field – Select the FPC-Inspector from the UH-FPI drop down menu. You can also start typing the name of your project in the field and it will come up.

6- **Contractor** field – Select the Contractor from the Contractor drop down menu. You can also start typing the name of your project in the field and it will come up.

7- **Verification Requested by** field – Select the date that the Verification is to be completed by.

8- **Subcontractor** – Enter subcontractor if one is being used.

9- **Division** checkboxes – Check then boxes of the Division type of the inspection.

10- **Description** field – Enter description of inspection requiring verification.

11- **Location of Work** field – Enter the location of the work requiring verification.

12- **Spec#** field – Enter the Spec Number

13- **DWG#** field –Enter the DWG number

14- **REV#** field – Enter the Revision Number

15- **19 – Pre-Verification Performed by** field – Enter the name of who completed the pre-verification.

16- Click the 💾 save button on top bar to save header. (This step is important).

Project Name:	4	▼	Date Requested:	06-13-2025	📅	UH-FPI:	5	▼

Contractor:	6	▼	Verification Requested by:	7	06-20-2025	📅

Subcontractor:	8

9

BRIEF DESCRIPTION/TYPE OF INSPECTION REQUIRING VERIFICATION

10

Division	Checkbox
Division 01 - Gerneral Requirements	☐
Division 02 - Existing Conditions	☐
Division 03 - Concrete	☐
Division 04 - Masonry	☐
Division 05 - Metals	☐
Division 06 - Wood, Plastics, Composites	☐
Division 07 - Thermal/Moisture Protection	☐
Division 08 - Openings	☐
Division 09 - Finished	☐
Division 10 - Specialties	☐
Division 11 - Equipment	☐
Division 12 - Furnishings	☐
Division 14 - Conveying Equipment	☐
Division 21 - Fire Suppression	☐
Division 22 - Plumbing	☐
Division 23 - HVAC	☐
Division 25 - Integrated Automation	☐
Division 26 - Electrical	☐
Division 27 - Communications	☐
Division 28 - Safety and Security	☐
Division 31 - Earthwork	☐
Division 32 - Exterior Improvements	☐
Division 33 - Utilities	☐

LOCATION OF WORK REQUIRING VERIFICATION

11

ITEM	SPEC#	DWG. #	REV. #	PRE-VERIFICATION INSPECTION PREFORMED BY:				
				Sub-Direct	Sub-3rd Party	GC QA.QC	GC 3rd Party	Owner Hired
1	12	13	14	15	16	17	18	19
2								

17- To add reference documents, select the '**Attachments**' tab at the top.

18- Add attachments by dragging them to the 'Drop files here' section.

MAIN   ATTACHMENTS   WORKFLOW

╋ Add   ▦ Layouts

15

Drop files here or click the Add button
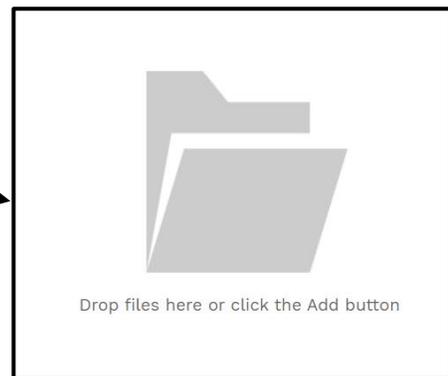
19- The description field autofills with the file name. Edit the description field to only include the description.

20- Click on **Details** toggle to show the details for attachments.

MAIN   NOTES   ATTACHMENTS (1)

╋ Add   🗑 Delete   ⬇ Download | ◑ Details   ☰ List View   ⬍ Sort
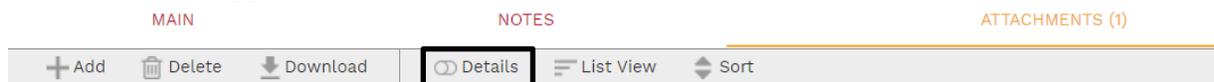
17

21- Review attachment details. Click on the 'Edit' icon to make edits
22- In the description field, provide a brief description of the attachment. Add notes or comments if needed.

W   63157 - Vendor- Submitting Online Chang...

18

Description*   Description of the Attachment

19

Linked Line

Notes

Geolocation

Version   1

Added From   Upload

Added   01-02-2023

Added By   Vendor - Vendor

ADD COMMENT

23- Click on the save icon.
24- Repeat the process for additional back up files.
25- Click the **Save** icon**.**

26- Select the '**Workflow**' tab at the bottom.

27- Click **submit** under "Workflow Actions".

28- Add **Comments** if applicable and click the **Save** button.

MAIN	NOTES	ATTACHMENTS	WORKFLOW

ACTIONS

23

➤ SUBMIT ➜ **24**

— BUSINESS PROCESS

— WORKFLOW LOG

29- If the form is returned, read comments and make adjustments and resubmit.

...NATURE	COMMENTS
	Return for adjustments

ACTIONS

⦿ RESUBMIT
◯ RETURN
◯ REJECT
◯ WITHDRAW
◯ FINAL APPROVE
◯ DELEGATE
◯ COMMENT

💾 SAVE