INSPECTION REPORT ON WORK UNDER CONTRACT

1. CONTRACT/TASK ORDER NUMBER	
2. LOCATION *(Street, City, and State)*	3. BUILDING

4. CONTRACTOR'S NAME AND ADDRESS	5. TYPE OF WORK	6. CONTRACT FOR ☐ REPAIR AND ALTERATIONS ☐ NEW CONSTRUCTION

7. PROJECT NUMBER/ INVOICE NUMBER	8. DATE OF NOTICE TO PROCEED	9. ORIGINAL CONTRACT PRICE	10. CUMULATIVE CHANGE ORDERS/MODIFICATIONS	11. CONTRACT PRICE TO DATE
		$	$	$

12. LIQUIDATED DAMAGES PER DAY	13. COMPLETION DATE				14. PERCENTAGE OF COMPLETION	
	a. CONTRACT	b. REVISED	c. ESTIMATED	d. ACTUAL	a. ACTUAL	b. NORMAL
$						

15. ARCHITECT-ENGINEER (A-E) FIRM	16. CONSTRUCTION MANAGER (CM) FIRM
17. CONSTRUCTION MANAGER as agent (CMa) ENGINEER	18. GSA INSPECTOR

19. TYPE OF INSPECTION	20. DATE OF LAST INSPECTION	21. DATE OF THIS INSPECTION	22. ADDITIONAL INSPECTIONS RECOMMENDED	23. PAYMENT RECOMMENDED 24. RETAINAGE RECOMMENDED
☐ PROGRESS ☐ SUBSTANTIAL COMPLETION ☐ FINAL ☐ POST FINAL			☐ YES ☐ NO	☐ YES ☐ NO ☐ YES ☐ NO

25. STATE BELOW THE GENERAL CONDITION OF THE WORK, SUFFICIENCY OF LABOR FORCE, DELAYS OR CORRECTIVE ACTIONS TAKEN AND RECOMMENDATIONS. NOTATE ANY SIGNIFICANT CHANGE ORDERS OR MODIFICATIONS ISSUED SINCE THE LAST INSPECTION AND THE PERCENTAGE OF COMPLETION TO DATE.

(Also Include a Description of Work and related Contract Line Item Numbers (CLINs)/Sub-CLINs).

26. CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPROVAL	NAME OF COR	DATE
	SIGNATURE	

INSTRUCTIONS

GENERAL

GSA 220 shall be used for documenting contract compliance by the Contracting Officer's Representative (COR). This form shall be used on all construction contracts awarded under new construction and repair and alteration programs. The GSA 220 provides documentation of the required separation of duties between the ordering and inspecting functions. The COR is responsible making sure that required inspections of contract work are performed and that the work meets contract requirements. The COR may inspect the work or may oversee the inspection by an independent 3rd party construction manager advisor contract employee. The COR is the GSA responsible party for accepting the work for payment purposes.

FINAL INSPECTION

If this report covers "final" inspection, the procedure outlined below shall be followed in connection with defects and omissions found:

1. As soon as possible after inspection give the contractor a list of all items necessary to properly complete the contract with a demand that each item be corrected or supplied WITHOUT DELAY. Furnish the Building Manager a copy of letter to contractor with list of items of defects and defects were entirely corrected.

There may be items on the list which, in the opinion of the Inspector and the COR, should remain as installed rather than be corrected. In such cases the COR shall furnish the Contracting Officer full information and recommendation and advise the contractor that the Contracting Officer will render the decision thereon.

2. Forward to the Regional Office the final report, three copies of the list of items of defects and omissions given to the contractor, and a SEPARATE supplementary statement in duplicate giving an estimated cost of completing in accordance with contract requirements each and every item should it become necessary for the Government to complete the work.

Items for which, in the opinion of the Inspector, completion is not practicable should be indicated in the supplementary statement. A recommendation should be given for each of such items as to the amount, if any, to be deducted from the contract price because of noncompliance with contract requirements.

Copy of the supplementary statement should NOT be given to either the contractor or to the Building Manager.

3. The Inspector should indicate the date on which work was substantially completed.

Attention is called to provisions of General Conditions requiring contractors to submit written notices of readiness for final inspection and the liability of contractors for reinspection costs. If the Inspector considers an extra final inspection necessary, it should be stated on the report.

REINSPECTION COSTS

Costs incurred in making extra final inspections shall be forwarded in separate statement form. These costs shall include salary, subsistence, transportation and miscellaneous expenses. Costs shall be based upon the time involved in making inspection as well as time and travel involved in reaching place of inspection, including time and travel in reaching next point visited.

SUBSTANTIAL COMPLETION

Substantial Completion is the date the facility (asset), project, or service, or a part of it, can be operated or occupied for its intended use, even if minor repairs or punch list items are still needed. It is the date when PBS employees inspect, approve, and determine that the scope of work of the entire Reimbursable Work Authorization (RWA) has been completed and delivered. Please see: Substantial Completion Guidance in the Project Management (PM) Guide. Entry of the substantial completion date in the RWA Entry and Tracking Application (RETA) does not mean financial closeout has occurred. The liquidation of obligations can still take place after the substantial completion date has been entered.