

Construction Surveys

The objective of the survey is to determine if the facility is safe, functional, and ready to be used for its intended propose. Using their senses of sight, hearing, touch, and smell, the surveyors inspect the physical environment and tests the building systems to verify compliance with applicable rules, codes, and standards or approved alternate methods of compliance.

These surveys are conducted independent of any inspections required by local building officials and fire authorities. Upon the issuance of a certificate of occupancy (CO) by the local authority having jurisdiction, the building or area subject to CO may be used for staff training, orientation, and other non-patient care activities supporting the transition to an active unit. The project area may be used for its intended purpose **only after receiving approval** from the Agency of Health Care Administration. For projects that do not create a new licensed facility, a new building, or new licensed beds, approval is granted by OPC following a successful survey. Other projects require an additional survey and are subject to approval by the Agency's Field Operations.

Surveys will begin with a brief **pre-survey document review** of the approved plans to orient the surveyors prior to the physical inspection. During this opening meeting the surveyors will review required project documentation and will discuss any unresolved comments. Attendance of this meeting should be limited the design professionals, facility representatives, and personnel needed to address any pre-survey issues. Depending on the scope of the project being surveyed, the team may conduct an exit meeting as a group (all participants) or separately (by professional discipline) in which a verbal summary of the survey findings will be presented. Time permitting, a brief discussion regarding the cited deficiencies and corrections may be conducted. Any additional questions, comment responses, and the submission of supporting documents requested during the survey should be submitted directly to the surveyor that made the observation unless told otherwise.

Please see [80% checklist](#) and [100% checklist](#) for specific survey requirements and information.

Video Conferencing Survey

Most construction surveys are performed on site and in person, but some may be performed using video conferencing applications. The OPC team will inform the project construction contact person of the date, time and format of the survey once the survey itinerary is finalized. Surveys conducted by videoconference are scheduled by the OPC coordinator with invitations sent to the facility's construction coordinator for three meetings (arch., mech., and elect.). The facility's coordinator is asked to forward the invitation to the appropriate personnel.

- All participants for each discipline will access a separate Microsoft Teams meeting using the link in the emailed invitation.
- The OPC surveyor will start the meeting and admit the design professional, facility representative, and other invited guests.
- Each survey will begin with a pre-survey document review as described above.
- Onsite personnel will be asked to use the smart phone or tablet with a rear facing camera to display to transmit live video images for the surveyor to view.
- It may be necessary to download a Microsoft Teams app prior to the survey.
- This type of survey requires internet access via Wi-Fi connect or a strong reliable cellular connection. **Please check access prior to the survey.**

Pre-survey Meeting

Electrical Survey and
Pre-survey/ Close-out
Meeting

All pre-survey attendees
(Architect, MEP Engineers,
Facility Reps)

Construction Survey

Architectural Survey
Meeting

Architects and GC join
meeting and begin survey

Architects and Mechanical
engineers leave meeting
and electrical contractor
joins, Facility rep. free to
join any meeting; Electrical
portion of the survey
begins

Mechanical Survey
Meeting

Mechanical engineers and
mechanical contractor join
meeting and begin survey

Exit Briefing

Architectural survey
concludes and participants
leave meeting and rejoin
Electrical Survey and Pre-
survey/ Close-out Meeting

Close briefing is conducted
when all surveys are
completed, and attendees
are present; OPC surveyors
read and explain citations

Mechanical survey concludes
and participants leave
meeting and rejoin Electrical
Survey and Pre-survey/ Close-
out Meeting