

# ALACHUA COUNTY PUBLIC WORKS

## PROCESSING PROCEDURE FOR DEFICIENCY REPORTS

### 1.0 SCOPE

The purpose of this procedure is to establish and define the process for identification of deficiencies, and determination of required corrective action through the use of the deficiency report.

### 2.0 RESPONSIBILITY

2.1 Inspector - Identify deficiencies for which engineering evaluation is deemed necessary for acceptability or for determination of corrective action. Verify completion of required corrective action.

2.2 Alachua County Public Works (ACPW) Engineering - Provide initial recommendation for acceptability or corrective action. Provide final determination of acceptability or corrective action after evaluation of Design Engineer's recommendations.

2.3 Design Engineer - Evaluate deficiency as identified and provide recommendation for acceptance or specify corrective action when report is referred by the Owner for action.

2.4 Owner - Evaluate deficiency as identified and provide recommendation for acceptance, specify corrective action and/or route to Design Engineer for engineering evaluation and recommended corrective action.

### 3.0 GENERAL

3.1 Deficiencies identified for resolution through use of the deficiency report shall be items which do not meet specification or design requirements as constructed and would require removal and/or reconstruction for compliance.

3.2 Any ACPW Inspection or Engineering personnel may initiate deficiency reports. Recommendations are solicited from the Owner; however, the ACPW Transportation & Development Division will determine final resolution, after evaluation of all recommendations.

3.3 Completed deficiency reports will become a part of the applicable project file.

### 4.0 PROCEDURE

4.1 Inspection and/or Engineering personnel will complete all portions of the deficiency report through the ACPW Transportation & Development Recommendation, sign and date.

4.2 The original will be forwarded to the Owner, with a copy to the Design Engineer, Contractor, Inspector, and ACPW Transportation & Development.

- 4.3 The Owner, after evaluating the condition and circumstances, will provide a recommended resolution, sign and date where provided, and return the original to ACPW Transportation & Development, or route to the Design Engineer for resolution if so desired.
- 4.4 ACPW Transportation & Development will evaluate the condition, circumstances and Owner/Engineer's recommendation. If ACPW concurs with the recommendation, the word "concur" shall be entered, signed and dated where provided. If other corrective action is deemed necessary by ACPW Transportation & Development, a description of the final required corrective action should be entered, signed and dated.
- 4.5 A copy of the deficiency report will then be forwarded to the Design Engineer, Owner and the Contractor. The original will be forwarded to the Inspector or Engineering personnel responsible for verification of the corrective action.
- 4.6 Once corrective action is completed, a description will be annotated on the form, signed and dated. The original will then be filed in the project file.

## 5.0 RECORDS AND REPORTS

- 5.1 The following records shall be retained in the project file:
  - 5.1.1 All inspection records, exhibits and documentation supporting or resolving the deficiency.
  - 5.1.2 The deficiency report and any cover letters attached.
- 5.2 A suspense file shall be maintained with all deficiency reports pending resolution, or completion of corrective action.
- 5.3 Log will be maintained for control and tracking purposes, with numbering system for identification.

## 6.0 FORMS

- 6.1 Standard cover letter.
- 6.2 Deficiency report.

Date:

Re:

Dear Mr/Mrs. \_\_\_\_\_:

Please evaluate the deficiency addressed on the attached deficiency report, and provide recommendation for corrective action. You may, if so desired, forward the report to your design engineer for resolution. This report should be evaluated and returned as soon as possible.

Should you have any questions, contact me at 374-5245, ext. 241.

Sincerely,

J. M. King  
Construction Inspections Superintendent

JMK:cmb

Attachment

xc: \_\_\_\_\_ Engineer  
\_\_\_\_\_ Contractor  
Development Review

#DR-

**ALACHUA COUNTY PUBLIC WORKS  
DEFICIENCY REPORT**

TO: (Owner)

Date: Project:

Project No.

Design Engineer:

Contractor:

Inspector:

Location:

Description of Deficiency & Possible Impact:

ACPW Engineering Recommendation:

Signature/Date

Owner/Design Engineer Recommendation

Signature/Date:

ACPW Required Corrective Action:

Signature/Date:

Corrective Action Completed:

Signature/Date: