

# Johnson County Building Officials Association

## Agenda – February 19, 2021

President: Jim Brown, Code Administrator, Overland Park, [jim.brown@opkansas.org](mailto:jim.brown@opkansas.org)  
Vice President: Matt Souders, Building Codes Administrator, Lenexa, [msouders@lenexa.com](mailto:msouders@lenexa.com)  
Secretary: Steve Crull, Chief Building Inspector, Mission Hills, [SCrull@missionhillsks.gov](mailto:SCrull@missionhillsks.gov)  
Treasurer: Bill Sandy, Building Official, Spring Hill, [william.sandy@springhillks.gov](mailto:william.sandy@springhillks.gov)  
Past President: Tyler Wirth, Chief Building Official, City of Shawnee, [TWirth@cityofshawnee.org](mailto:TWirth@cityofshawnee.org)

**Meeting Date: Friday February 19, 2021 – 12:00 P.M.**

Location: St Andrews Golf Course Clubhouse – 11099 West 135<sup>th</sup>, Overland Park, KS

### Agenda

1. **Call to order:** The meeting was called to order at \_\_\_\_ PM. There were \_\_\_\_ in attendance:
2. **Approval of meeting minutes:**
3. **Treasurer's report:** The beginning balance was \$ \_\_\_\_\_; the ending balance is \$ \_\_\_\_\_.  
The monthly expenses was \$ \_\_\_\_\_.
4. **Professional Member Announcements:**  
Jim Sherman – JCCL March Education Update
5. **Associate Member Announcements:**  
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6. **Old Business:**
  - a) Code updates – Jim Brown
    - i) Passed in Lenexa, Shawnee, Lee's Summit, Olathe, Lawrence, Desoto, Mission Hills. Leawood, Johnson County, Kansas City MO, OP, Gardner, Prairie Village, Merriam. Westwood? Mission- on hold for KCMO 2021 IECC analysis possibly passing over 2018? Others?
  - b) Construction Standards, Need updating. – Tyler Wirth
    - i) List of Standards that need updated.
      - (1) Updated documents on JOCOBO website
        - a) Deck Guidelines
        - b) Stoop Flashing
        - c) Moisture in Walls
        - d) Residential Basement Finish
        - e) Garage Doors
        - f) Residential Foundations
        - g) Stucco Application
        - h) Cold Weather Concrete
      - (2) Still need updated
        - a) Windows – Anoush/Group Discussion ( See Attachments)
        - b) Deck Guide – Matt Souders (See Attachment)
      - (3) Revised Bylaws – Final Signatures?
      - (4) Inspection Safety Guidelines – Matt Souders
7. **New Business:**
  - a) HERS Discussion – Mitch Dringman
  - b) Carbon Reduction in Concrete – Christy Martin
  - c) Inspection Safety Guidelines – Matt Souders ( Attached to Agenda )
  - d) Student Membership – Courtney Reyes

8. **Set Date for Next Meeting:** Next meeting to be held at St. Andrew's Golf Club, 11099 W. 135<sup>th</sup> St., Overland Park, KS, on Friday March 19, 2021 at 12:00pm.
9. **Adjournment:** The meeting was adjourned at \_\_\_\_\_ PM.

## Construction Industry Inspection Checklist

**Company:** \_\_\_\_\_ **Site Location:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions:** Any recognized hazard shall be corrected immediately, and interim protection provided for any serious hazards not readily corrected. Issue “Safety Violation Notices” to subcontractors as appropriate. Keep completed forms on file.

Hazard	Yes	No	Not Applicable	Corrective Action (for “No” responses)
Are telephone numbers for physicians, hospitals and ambulances conspicuously posted?				
Is a facility for the treatment of injured employees located within 15 minutes of the jobsite, if not, is there an employee trained in first aid at the site?				
Is a first-aid kit readily available with necessary supplies?				
Is there proper personal protective equipment for bloodborne pathogens provided for employees performing first aid?				
Are North Carolina Department of Labor Wage and Hour and OSH Notice posters posted?				
Is each employee instructed in the recognition and avoidance of unsafe conditions?				
Is a competent person present, inspecting frequently?				
Is/are the appropriate fire extinguisher(s) present and inspected monthly and yearly?				
Is there a hazard communication program with safety data sheets (SDSs) and inventory list on site?				
Is each original container for a hazardous substance labeled with product identifier, signal word(s), hazard statement(s), pictogram(s), precautionary statement(s) and name, address, and phone number of the chemical manufacturer, importer or other responsible party?				
Is each secondary container for a hazardous substance labeled with original labeling or product identifier and words, pictures, and/or symbols, which provide at least general information regarding the hazards?				
Are rebar capping, excess debris, protruding nails, and trip hazards appropriately addressed?				
Is ground fault circuit interrupter (GFCI) protection provided and tested weekly?				
Are hard-hats, safety glasses, hearing protection, work boots (steel toes when needed) available and worn when necessary?				

<b>Hazard</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Corrective Action (for "No" responses)</b>
Are ladders extended 3 feet past landing, in good condition, and used properly?				
Are pan stair treads filled for temporary use?				
Are scaffolds installed on a sound rigid foundation with employees protected from falls at 10 feet or greater, proper access provided, are levels fully planked with correct planks, and proper cross bracing in place? Is the scaffold tied off when required?				
Are power/hand tools properly guarded and free of defects?				
Are electric cords 3 wire-type, heavy duty (HD) rated, free from cuts and unauthorized repairs?				
Are power tools 3-wire grounded OR double-insulated?				
Do temporary lights have all bulbs installed, protected by guards, and hung by loops?				
Are excavations sloped/shielded, ladder(s) maximum of 25 feet away in every direction, spoil pile greater than 2 feet away, competent person on site, utilities located, and traffic control maintained?				
Is fall protection provided for work over 6 feet? Are floor and wall openings protected properly?				
Is there eye/ear protection and documented training for employees using powder-actuated tools?				
Are stairs with 4 or more risers equipped with at least one handrail, and stair-rail (top and midrail) on each unprotected open side?				
Is the crane swing radius protected, daily inspections conducted, fire extinguisher available, load and hand-signal charts posted, annual service performed, and a trained operator?				
Do vehicles have working back-up alarms, horns and lights? Are seat belts used?				
When concrete/block sawing are dust control methods in place, respirators and earplugs used?				
Are masonry walls adequately braced?				
Are flammable liquids stored and handled properly with proper labeling?				
Other:				

## Site Checklist

**Inspections will not be performed on any property that is not properly and safely maintained.**

All construction sites are to be maintained in a safe and orderly condition. Materials scattered about the lot and in the streets will not be acceptable. When this condition is encountered, no inspections will be performed and failure to correct such situations may result in re-inspection fees or Stop Work Orders. Used/scrap materials are to be properly disposed of and materials that are to be used are to be kept in an orderly fashion.

The contractor is responsible to provide ladders or a buck hoist on larger projects to safely get the inspector to the work being inspected. Safe access to each building will be required for the inspectors to enter the structure. Walk-boards, make-shift ladders and situations where "pulling up" are required to enter the structure are not acceptable as safe entry to a building

Be sure the work to be inspected is ready for inspection when the inspector arrives. This is best accomplished by the contractor/foreman visiting the site and ensuring the work is complete and punched out.

All permits obtained should be posted on the jobsite at all times to serve as a reference for the inspectors when they are conducting inspections.

Post the permit in a visible location if you are working in a suite inside a building to identify the jobsite to the inspector.

The most current approved set of construction plans shall be available onsite. If the plans cannot be located the inspection may be canceled.

Restroom facilities for construction personnel shall be available onsite.

Siltation control is vital on each construction site. Silt fences are to be in place and are to be maintained at all times. Driving over silt fencing and failing to maintain such protection is not acceptable. Your material is to remain on your lot. Failure to do so will result in fines through the Engineering Department and work stoppage on the site.

Streets are to be kept free of building materials, dumpsters (permit available from Streets Dept.) and portable toilets. Traffic lanes are to be kept open at all times. It is essential that emergency vehicles have access to all properties. Employees and sub-contractors should park on only one side of the street with no staggering from side to side. Ideally, there should be a staging area for materials and construction worker parking. Inspectors will not do your inspection if they do not have access to the property where the inspection is requested.

