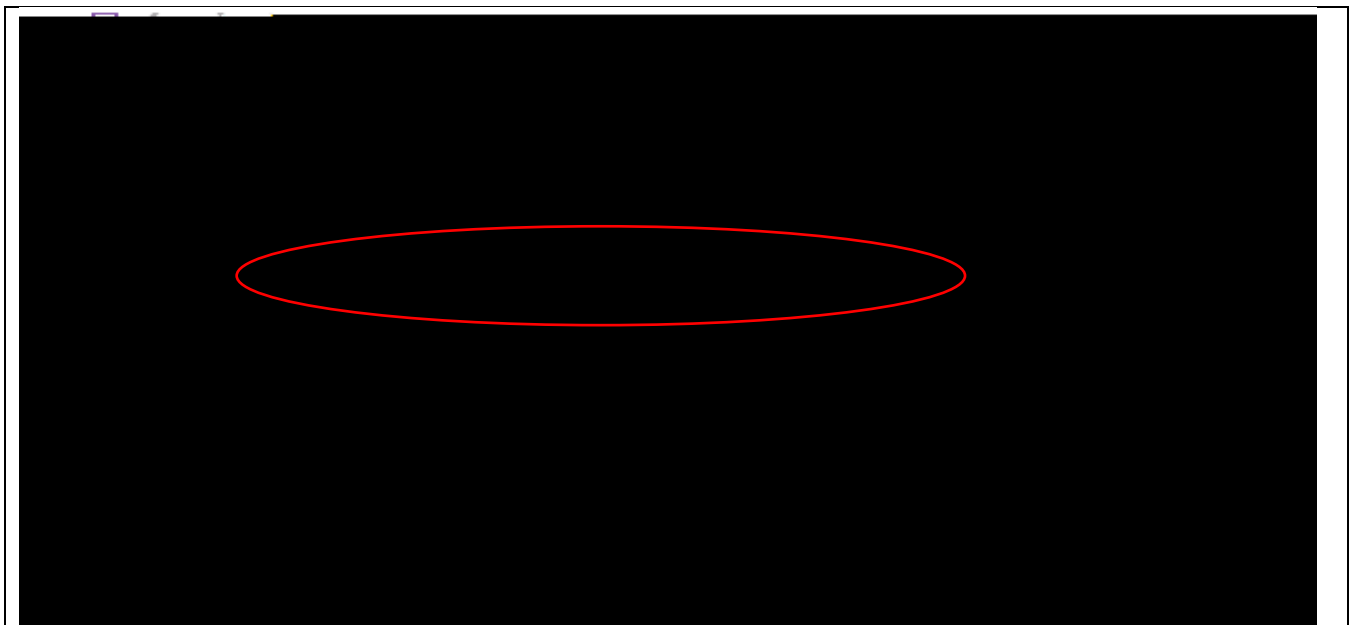

The inspection request procedure for _____ is the same as provided in the DCPS Code Enforcement Standard Operating Procedures (SOP) for Contractors. This document is a guideline for both in-house maintenance forces and annual contract maintenance service companies.

Format for the e-mail _____:

_____ 3218010416.00AM - San Mateo ES (Cafeteria AHU) – Mechanical Final

Abbreviations (elementary school), (middle school), and (high school) may be used.

Do ___ use symbols such as #, /, +, =, &, ?, *, % and the comma symbol in the subject line



The _____ shall be more descriptive indicating a description of the project/work and the exact location of the work, such as 2nd Floor in Wing B. A contact name and phone number of the person familiar with the project that can meet the Inspector shall be provided.

_____ Code Enforcement's work hours are _____.

_____ Florida Building Code Section 110.3 provides a list of minimum required inspections. In addition, anticipated inspections are noted on the DCPS Code Enforcement Annual Permit Authorization issued at time of notification