

SUPERVISION OF CONSTRUCTION (Clerk of the Works)

The Board can employ a clerk of the works who shall be directly responsible to the School Board for review of the architect's and contractor's activities in his supervision of building construction. This review shall include field inspection of the contractor's operation, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school district. The district's representative shall make periodic reports certifying by his personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications and contracts.

Change orders will be recommended by the clerk of the works to the Superintendent of Schools who will determine whether or not it is a matter for Board consideration. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action.

Upon completion of building construction and after a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the architect and the clerk of the works.

First Reading: July 8, 2003
Second Reading & Approval: August 19, 2003
Reviewed: March 11, 2015