

Supervision of Construction/Clerk of the Works
School Board Approved: April 4, 2005

The Board will employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect and contractor's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the District. The District's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction contract and the architect is being performed in accordance with plans, specifications, and contracts.

The Clerk of the Works will recommend change orders to the Superintendent who will determine whether or not it is a matter for Board consideration. If the Superintendent decides Board considerations are not necessary, then the signature of the Superintendent shall be considered Board action. The Superintendent will develop a procedure to use relative to the need for the School Board review of change orders.

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

Legal References

RSA 199:3, Construction in Cities; Joint Building Committees

RSA 199:4, Transfer of Building

RSA 199:4-a, Final Report; Dissolution of Joint Building Committee