

SUPERVISION OF CONSTRUCTION **(CLERK OF THE WORKS)**

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

Mrs. Connie Twombly, Chairperson
Mrs. Peggy Richards
Mr. Joseph Fleck
Ms. Sarah Hayes
Mrs. Desiree Tumas

Adopted by the Board: 6 December, 2000
Reaffirmed by the Board: 6 May, 2002