SUPERVISION OF CONSTRUCTION

During construction, the school board may employ a Clerk of the Works responsible to the Superintendent of Schools. The Clerk shall review the architect’s activities, field inspect the contractors’ activity and in other ways assist in the supervision of construction on behalf of the district.

The clerk shall submit periodic reports to the school board through the Superintendent of Schools. The reports, among other things, shall certify of personal knowledge that the architect and contractors perform in accordance with plans, specifications, and contracts.

A change order will first be approved by the Superintendent of Schools who will determine if the matter should receive school board review.
The Clerk of the Works shall have the following duties:

1. He/she shall be directly responsible to the Director of Plant and Operations.
2. He/she shall serve as liaison between the architects and the contractors to the school district.
3. He/she shall have the following duties and responsibilities:
   a. Coordination and review of plans, working drawings, and specifications for new construction and for renovations.
   b. Daily review of new construction in the field.
   c. Preparation of progress reports on construction.
   d. Planning, coordinating, and inspecting the installation of new fixed equipment.
   e. Updating all plans and specifications.
   f. Conduct on the project site job meetings of contractors and architects to review and expedite construction.
   g. Protection for the school district with the assistance of the architect, or adherence to the specifications within the contract.