

DOVER SCHOOL DISTRICT	POLICY CODE: FEH
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 1

SUPERVISION OF CONSTRUCTION
(Clerk of the Works)

The School Board may employ a clerk of the works who shall be directly responsible to the Joint Building Committee for review of the architect's 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 school 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.

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 Joint Building Committee consideration. If the Superintendent decides that Joint Building Committee consideration is not necessary, then the signature of the Superintendent shall be considered Joint Building Committee 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 Joint Building Committee by the architect and the clerk of the works.

Legal References:

RSA 199:3, 4, 4a