

**SUPERVISION OF CONSTRUCTION
(Clerk-of-the-Works)**

The school board will employ a Clerk-of-the-Works who shall be directly responsible to the school board for review of the architect and general contractor's activities. 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 school district's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction general contractor and the architect is being performed in accordance with plans, specifications, and contract.

Change orders will be recommended by the Clerk-of-the-Works to the business administrator, who will determine whether or not it is a matter for school board consideration. If the business administrator decides school board consideration is not necessary, then the signature of the business administrator shall be considered school board action. The business administrator 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 a final inspection by the design professional, contractor, and school officials, a recommendation for acceptance of the building project will be made to the school board by the business administrator.

The Clerk-of-the-Works, at the end of the project, will provide a detailed report including in progress photographs of the building construction.

Legal References:

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

RSA 199:4, *Schoolhouses: Transfer of Building*

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

Adopted 2000

