CLERK-OF-THE-WORKS

The Board of Education and the Superintendent, will make the decision as to whether or not a “Clerk-of-the-Works’ will be hired for new construction, or for remodeling of existing buildings.

Adopted: November 9, 1987

CLERK-OF-THE-WORKS: RESPONSIBILITIES AND DUTIES

If the Board of Education decides to employ such a person, the Clerk-of-the-Works shall be responsible to the Superintendent and the Board for the supervision of all new building construction. Following is a list of a minimum number of duties:

1. To daily supervise all Board construction work in progress.

2. To coordinate the work of the general contractor and other contractors to facilitate the progress of construction.

3. To inspect all construction as it progresses, with authority to stop work of any kind pending a final decision of the architect and the Board.

4. To work with the architect, Board, and contractors to insure full compliance with the plans and specifications.

5. To cooperate and assist the maintenance department in the operation of facilities due to the knowledge and experience obtained during the installation and operation of the equipment during construction.

6. To act as liaison member between local officials, fire department, building, and plumbing inspectors.

7. To initiate and schedule the prompt installation of electric, gas, and water utility services.

8. To recommend and advise the Board with respect to equipment, services, and facilities to be incorporated in new construction.

9. To study and review continuously new construction methods, procedures, materials, and installations to insure practical, economical results in planning new facilities.