

### **SUPERVISION OF CONSTRUCTION**

The Board of Education shall require from personnel employed and directly responsible to the school district a review of the architect's activities in his 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 school district's representative shall make periodic reports certifying by his personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and their contracts with the school district.

Adequate supervision of the work shall be provided by the architect and/or engineers during the work.

For large projects, the contractor or construction manager shall provide a construction superintendent who shall be at the project at all times when work is in progress to see that all plans and specifications are met and that the sub-contractors are supervised properly and the work well laid out and coordinated.

All changes in the work as approved by the architect and/or engineer shall be evidenced in writing with change order forms. All change orders shall be justified by the architect and/or engineer to the Superintendent of Schools or designee.

Authorization for change in the work shall be approved by signature of the Superintendent of Schools or designee unless such change will increase the total budget of the project. In the event the proposed change exceeds the approved budget amount, authorization for a project budget increase must be approved by the Board of Education.

A completed construction project shall be inspected before final acceptance by the owner. The architect and engineer shall make a complete inspection of the project and compile punch lists for the contractor and owner.

The project shall be inspected and recommended for acceptance by the Superintendent of Schools or designee.