

**PELHAM SCHOOL DISTRICT POLICY
FEH – SUPERVISION OF CONSTRUCTION
CLERK OF THE WORKS / PROJECT MANAGER**

Category: Optional

The Board will employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect 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 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.

The Clerk of the Works will recommend change orders to the Superintendent who will carry it forward for Board consideration. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action. The Superintendent will develop a procedure to use relative to the need for the School Board review of change orders.

Upon completion of building construction and after a final inspection of all its aspects by the design professional, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the design professional and the Clerk of the Works.

District Policy History:

Adopted: June 07, 2006

Legal References:

*RSA 198:15-c, IV, School Building Aid, Approval of Plans, etc.
199:3, 4 & 4-a, Transfer of Building*