

SUPERVISION OF CONSTRUCTION

The board will give assurance that it will provide adequate supervision for each construction project that must be approved by the State Department of Education. This will be accomplished by employing a qualified person during construction in accordance with state regulations.

This person is to be known as construction representative, project inspector, or clerk of the works, with duties to be commensurate with the magnitude of the project.

Duties include daily project surveillance; the preparation of a daily construction diary outlining the various disciplines of work being accomplished, weather conditions, numbers and types of mechanics on the job, materials delivered and delaying factors if any, and estimated weekly percent of completion, interpretation of plans and specifications and interface with the architect/engineer and the project contractor; reports any and all matters requiring contract action to the purchasing agent; reviews all partial payments received from the architect engineer and signs for payment; upon substantial completion, coordinates punch list with architect/engineer for transmittal to contractor; approves final completion payment.

Assurance of this supervision will be furnished by the board to the state supervisor of school buildings prior to approval of plans and specifications for construction.

Adopted: September 13, 1994

Legal Refs.: Code of Virginia, 1950, as amended,
Secs. 22.1-138; 22.1-139; 22.1-140
Virginia State Department of Education,
School Building Manual