

## SUPERVISION OF CONSTRUCTION

The School Board shall require from personnel employed by and directly responsible to the school division, cooperating with the appropriate engineering personnel, a review of the architect's activities in his/her supervision of building construction.

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:

1. Daily project surveillance;
2. 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;
3. Reports any and all matters requiring contract action to the purchasing agent;
4. Reviews all partial payments received from the architect engineer and signs for payment; and,
5. 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: August 4, 1994  
Revised: July 11, 1996  
Revised: October 10, 1996  
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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-138; 22.1-139;  
22.1-140

Virginia State Department of Education, School Building Manual