

SUPERVISION / CLERK-OF-THE-WORKS

The Business Administrator/Board Secretary will be responsible for the supervision and review of all activities relative to building construction and renovation. The Business Administrator/Board Secretary shall make periodic inspections and reports certifying that the work of the construction contractor and the architect/engineer is being performed in accordance with plans, specifications and contracts.

Upon completion of the construction or renovation and a final inspection of all the aspects by the architect, engineer, contractors and school officials, a recommendation for payment will be made to the Board.

Nothing herein shall preclude the Board from hiring an outside clerk-of-the-works.

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.A.C. 5:23-1.1 et seq. Uniform Construction Code
N.J.A.C. 6A:26-2.1 et seq. Educational Facilities

Cross References: 2240* Research, evaluation and planning
2255* Action planning for T&E certification
7110* Long-range facility planning
7114.1 Repairs
7115* Developing educational specifications
7200 Designing/Architectural / Engineering Services
7400 Bids

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Clerk-of-the-Works, Business Administrator/Board Secretary, Supervision

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