

**White Mountains Regional School Board Policy**  
**SECTION F - FACILITIES PLANNING AND DEVELOPMENT**  
**OPTIONAL**

**FEH**

**SUPERVISION OF CONSTRUCTION**  
(Clerk of the Works)

The White Mountains Regional School 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 White Mountains Regional School 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.

Change orders will be recommended by the Clerk of the Works to the Superintendent who will determine whether or not it is a matter 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.

**Legal Reference:**

*RSA 199:3, 4, 4a, Transfer of Building*

1<sup>st</sup> Reading: March 28, 2005  
2<sup>nd</sup> Reading: April 25, 2005  
Adopted: April 25, 2005