

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: FEH-R</b>
	<b>POLICIES AND REGULATIONS</b>	

## **FACILITIES PLANNING AND DEVELOPMENT**

### **SUPERVISION OF CONSTRUCTION**

#### **CLERK OF THE WORKS**

The Clerk-of-the-Works shall be directly responsible to the Operational Services Director for the supervision of all new construction, specifically:

1. Daily supervision of all construction work in progress.
2. Coordinate the work of the general contractor and other contractors to facilitate the progress of the construction.
3. Inspect all construction as it progresses, with authority to stop work of any kind pending a final decision of the supervisor of facilities, architect, and/or .
4. Work with supervisor of facilities, architect, and/or and contractors to insure full compliance of the plans and specifications.
5. Cooperate and assist the maintenance department in the operation of facilities due to the knowledge and experience obtained during the installation and operation of the equipment during construction.
6. Acts as liaison member between township officials, fire department, building and plumbing inspectors.
7. Initiates, schedules and prompts installation of electric, gas and water utility services.
8. Recommends and advises operational services director with respect to equipment, services and facilities to be incorporated in new construction.
9. Continuous study and review of new construction methods, procedures, materials and installations to insure practical, economic results in planning new facilities.

**FORMERLY:** 7021, 7019, 7009, 7007

**ADOPTED:** November 14, 2000

**REVIEWED:** June 23, 2014