

Timberlane Regional School District	Policy Code: FEH
Adopted: 12-03-98 Revised: 02-16-12 Revised: 10-05-23	Page 1 of 1

**SUPERVISION OF CONSTRUCTION
CLERK OF THE WORKS / PROJECT MANAGER**

- A. Subject to the provisions of paragraph D, below for projects over \$1,000,000, the Board may employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect and contractor's activities in their 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 District. The Clerk shall make periodic reports certifying by their personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.
- B. 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.
- C. 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.
- D. For construction or reconstruction projects of \$1,000,000 or more, the Clerk of the Works must hold the qualifications and title, and perform the services and responsibilities of a "Project Manager" as determined by the New Hampshire Department of Education, in addition to all of the responsibilities of the Clerk of the Works as outline in this policy. Additionally, the Project Manager shall hold their own comprehensive liability and auto insurance, worker's compensation coverage, and professional liability coverage.