

New Construction

Supervisor, Clerk-of-the-Works

A Clerk-of-the-Works may be retained by the Board of Education who shall be the Board's representative at the job site. The Clerk shall cooperate with the Architect and other professional persons retained by the Board in working with contractors awarded work by the Building Committee. The Clerk shall be responsible to the Superintendent of Schools and shall prepare monthly reports to the Board of Education through the School Building Committee.

All requests for payment by contractors shall have the approval of the Clerk of the Works prior to it being processed for payment.