

## SUPERVISION OF CONSTRUCTION

The Board will give assurance that it will provide adequate supervision of each construction project by a qualified person during construction in accordance with regulations of the State Department of Education.

This person is to be known as the Project Manager, Construction Representative, Project Inspector, or Clerk of the Works, with duties to be commensurate with the magnitude of the project.

Duties include the following: daily project surveillance; preparing a daily construction diary outlining the various disciplines of work being accomplished, weather conditions, numbers and types of mechanics on the job, materials delivered, delaying factors (if any), estimated weekly percent of completion, interpreting of plans and specifications, and interfacing with the architect/engineer and the project contractor; reporting any and all matters requiring contract action to the purchasing agent; reviewing all partial payments received from the architect engineer and signs for payment; upon substantial completion, coordinating punch list with architect/engineer for transmittal to contractor; and approving final completion payment.

Assurance of this supervision will be furnished by the Board to the State Supervisor of School Buildings prior to approval of plans and specifications for construction.

Adopted: July 1, 1993  
Amended: May 26, 2005; October 11, 2012

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Legal Refs.: Code of Virginia, 1950, as amended, §22.1-140

[Cross Refs.: FA, Building and Naming Facilities](#)  
[FEG, Construction Planning](#)