

CLERKS OF THE WORKS

On all major construction projects, the Board will employ a clerk of the works. The clerk of the works is the Board's full-time representative on the job. He must be expert in all phases of construction. He will observe and inspect all work in progress, maintain a punch list of required corrections, and sign-off as each is completed. In addition, he will advise the Superintendent and Business Administrator when payment can be authorized upon completion of each stage of construction.

Date: January 18, 1983

Date Rev.: **MAY 17 1988**

