

## **Appendix H**

### **CLERK OF THE WORKS**

#### **DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF CLERK OF THE WORKS FOR SCHOOL CONSTRUCTION AID PROJECT**

1. **EXPLAIN CONTRACT DOCUMENTS**

Assist the Contractor's superintendent in understanding the intent of the Contract Documents.

2. **OBSERVATIONS**

Conduct on-site observations and spot checks of the work in progress as a basis for determining conformance of work, materials and equipment with the contract documents, report and defective work to the board.

3. **ADDITIONAL INFORMATION**

Obtain from the board additional details or information if, and when, required at the site for proper execution of the work. Become acquainted with standard or reference specifications referred to in the specifications.

4. **CONTRACTOR'S SUGGESTIONS**

Consider and evaluate suggestions or recommendations which may be submitted by the contractor to the architect and report them with recommendations to the board for final decision.

5. **CONSTRUCTION SCHEDULE**

Be alert to the construction schedule and to conditions, which may cause delay in completion, and report it to board.

6. **LIAISON**

Maintain liaison with the Contractor and all subcontractors on the project only through the contractor's superintendent.

7. **CONFERENCES**

Attend and report to the board on conferences held at the project site as directed by the board.

8. **TESTS**

Advise the board in advance of the schedules of tests and observe that tests at the project site which are required by the contract documents are actually conducted;

9. INSPECTIONS BY OTHERS

If inspectors, representing local, state or federal agencies having jurisdiction over the project visit the site, accompany such inspectors during their trips through the project, record and report to the board the results of these inspections.

10. RECORDS

10.1 Maintain orderly files at the site for (1) correspondence, (2) reports of site conferences, (3) shop drawings and (4) reproductions of original contract documents including all addenda, change orders supplementary drawings issued subsequent to the award of the contract.

10.2 Keep a daily diary or log book, recording hours on the site, weather conditions, list of visiting officials and jurisdiction, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.

10.3 Record names, addresses and telephone numbers for all contractors and subcontractors.

11. SHOP DRAWINGS

The contractor is not authorized to install any materials and equipment for which shop drawing are required, unless such drawings have been approved in accordance with the General Conditions by the Contractor and the Architect.

12. SAMPLES

Receive samples which are required to be furnished at the site; record date received and from whom, and notify the board of their readiness for examination; record approval or rejection; and maintain custody of approved samples.

13. CONTRACTOR'S APPLICATIONS FOR PAYMENT

Review the applications for payment submitted by the contractor and forward them with recommendations to the board for disposition.

14. LIST OF ITEMS FOR CORRECTION

After substantial completion check each item as it is corrected.

15. OWNER'S OCCUPANCY OF THE PROJECT

If the board occupies the project for any portion thereof prior to final completion of the work by the contractor, be especially alert to possibilities of claims for damage to work completed prior to occupancy.

16. OWNER'S EXISTING OPERATION

In the case of additions to or renovations of an existing facility, which must be maintained in operation during construction is alert to conditions, which could have an effect on the existing operating of the board.

17.. REJECTION OF WORK

If a situation arises during construction, which in your view requires that work be rejected, report such situation immediately to the board.

18. LIMITATIONS OF AUTHORITY

Unless specific exceptions are established by written instructions issued by the board:

- 18.1 Do not authorize deviations from the contract documents.
- 18.2 Do not personally conduct any tests.
- 18.3 Do not enter into the area of responsibility of the contractor's superintendent.
- 18.4 Do not expedite the work for the contractor.
- 18.5 Do not advise on, or issue directions relative to, any aspect of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.
- 18.6 Do not authorize or suggest that the board occupy the project, in whole or in part, prior to substantial completion.
- 18.7 Do not issue a certificate for payment.

