

**Series 2000 - Finance and Facility Management**

**Section 2200 - Internal Operations**

**Policy 2207 - Construction Contracts**

The purpose of this policy is to regulate the supervision of construction and related contracts for the Harrison County Board of Education.

- 2207.1 The Superintendent shall review all activities of the architect for all building construction projects for the Harrison County school system. Any architect contracting with or employed by the Harrison County Board of Education shall properly supervise all aspects of any construction project in order to fully protect the board's legal rights.
- 2207.2 The architect shall conduct adequate field inspection of all activities of every contractor working on any project and shall take all appropriate actions necessary to protect the interests of the board.
- 2207.3 The Superintendent or his designee shall make periodic reports to the board certifying that the work of any contractor or architect are being performed in accordance with the plans, specifications, and contracts of the project.
- 2207.4 Any change order for all construction or other contracts must be approved by the board. If the board rejects the change order this action will be communicated to the contractor and architect by the Superintendent.
- 2207.5 Upon completion of any building construction or other project a final inspection of all aspects of the project must be made by the architect, contractors, and school officials. Following this final inspection a report and recommendation for its acceptance or rejection shall be made to the board by the architect and the Superintendent.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002