

SCHOOL FACILITIES

Final Review and Acceptance of Facilities

Prior to accepting a facility or project as complete and final, the administrator of the facility will participate in the final review -- "punch list." School buildings and campus projects must include the principal, or his/her designee, in the final review process and that person must "sign off" on the completion documents and make a personal report at the next regularly scheduled school board meeting. Other non-school campus facilities and projects require the direct participation of the chief administrators of the facility, or his/her designee, and that person must "sign off" on the completion documents and make a personal report at the next regularly scheduled school board meeting. Final payment of the contract retainer will now be made until the completion documents with the appropriate signatures are presented to the Business Office. Completion documents will include the signatures of project director and the facility administrator, or his/her designee.

Adopted: September 27, 1995