

7095 UPON COMPLETION OF CONSTRUCTION

1. Assignment of Personnel

Principals, clerks, custodians, and cafeteria personnel may be assigned to a new school in advance of its opening in order to make proper preparation. All such advance assignments shall be subject to the approval of the School Board.

2. Staff Training

Staff training prior to the occupancy of a particular building shall be a part of the inservice training program. The training shall be directed by the appropriate administrators. Non-professional and technical personnel shall be trained by staff members from the Physical Plant Department or the private enterprises which are supplying the equipment to be used in the building.

3. Inspection of Completed Projects

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the building principal and the Physical Plant staff. Recommendations shall be made for the acceptance of the building to the School Board by the architect and the Business Services Committee.

4. Preserving Important Documents

All essential documents pertaining to the planning and construction of the facility shall be preserved in the Physical Plant office. "As Built" plans shall be filed in the Physical Plant Office and a microfilm copy made when available.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709