

MONITORING CONSTRUCTION PROJECTS

The Board shall require personnel employed and directly responsible to the District to monitor the architect's activities in construction of district facilities. This shall include general review of the adequacy of field inspections of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interests of the District.

The District's representative shall make periodic reports to the Board concerning the progress of pending construction projects. The Community Bond Oversight Committee or Construction Review Committee, if such a body is convened, will also have the opportunity to review the progress of the building programs.

Authorization of Change Orders

Timely approval of change orders during the course of a building program is essential so that desired or needed changes do not delay the construction schedule. The designated Project Manager must follow the procedure authorized by the Board for all change orders.

- Change orders totaling less than \$10,000 may be approved by the Project Manager.
- All single change orders from \$10,000 to less than \$100,000 may be approved by the Superintendent or designee.
- All single change orders in excess of \$100,000 require approval by the Board.
- In the event that a change materially affects the construction schedule, the superintendent may authorize the change with follow-up notification to all Board members. The change order shall then be brought to the Board for approval at the next regularly scheduled Board meeting.

This policy shall not be construed to relieve any architect, engineer, construction manager, or construction consultant of any undertaking, obligation, or duty in any contract with the District.

Adopted prior to 1985

Revised to conform with practice: date of manual adoption

Revised June 6, 1988

Revised October 5, 2005

Revised November 28, 2018

Cross ref: FEI, Construction Project Records and Reports