

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

In order to assure that construction work has been properly completed and to prevent avoidable problems in the future, the Board of Education shall take action to see that new facilities are fully and satisfactorily completed and adequately documented for future maintenance.

The superintendent or his appointed designee shall serve as the district representative in acceptance proceedings and shall make arrangements for all appropriate district personnel to inspect the completed construction.

The architect shall be the district agent charged with preparing, supervising and completing an inspection program designed to assure properly completed facilities. The architect's responsibilities shall include:

1. Completing inspections together with his consultants and the district representative(s).
2. Coordinating inspections by appropriate governmental agencies.
3. Providing the district with certifications, warranties, as-built and record documents, operation and maintenance manuals, and lien releases from the contractor and his suppliers and subcontractors.
4. Providing the district with a statement that the project is fully complete in accordance with the plans and specifications. This statement shall be accompanied by documentation of the completed inspections conducted by the authorized personnel.

The district shall not accept a new facility without the architect's statement and documentation.

Adopted October 2, 1991