

Eastchester Union Free School District
 Annual Risk Assessment March 2025
 Response to Internal Audit Report

Recommendations:

1) Capital Project Recordkeeping Procedures

Observation/Recommendation: The Facilities Department should maintain comprehensive capital project records, including a checklist system to track missing or outstanding documents.

Corrective Action(s): The Facilities Department will create and maintain comprehensive capital project records and use a checklist system to track missing or outstanding documents in conjunction with the Business Office for certain documents.

Person(s) Responsible: Director of Facilities

Completion Date: Spring 2026

EASTCHESTER UFSD			
CAPITAL PROJECT DOCUMENTATION RETENTION			
		Business office	Facilities Dept.
1. <u>Regulatory Approvals:</u>			
	Building permit		X
	Certificate of Approval		X
	Code Compliance Checklist		X
	Smart Growth Impact Statement		X
	Asbestos Certification		X
	SHPO Correspondence		X
2. <u>Procurement & Financials:</u>			
	Bid documents	X	
	Board contract approvals	X	
	SA-4 Notification	X	
	SA139 Request	X	
	FP-FI Financial Revisions	X	
	AIA Payment Applications	X	
3. <u>Project Completion:</u>			
	SED Capital Project Inspection Summary		X
	Final Certificate of Substantial Completion		X
	Final Cost Report.	X	