

## **Okanogan School District**

### **Procedure – Acceptance of Completed Project**

The Board will accept the completion of all public works projects completed by the district. Acceptance of projects will be done during a regular meeting of the board of directors. Prior to acceptance, the board will verify the following:

- A. Acceptance of a letter of building commissioning (if applicable).
- B. A letter from the architect indicating that the work has been completed.
- C. Certification of either of these conditions:
  - a. No liens have been filed on the project.
  - b. A certified list of all liens that have been filed and their respective order of priority.

Once the Board has accepted a project as complete, the district will notify the following state agencies of the completion of the project:

- A. The Department of Revenue.
- B. The Employment Security Department.
- C. The Department of Labor and Industries.

Each of these agencies will provide a letter to the district certifying that all taxes due relating to the project have been paid. Should any taxes or fees be unpaid, the district may be required to pay for such taxes or fees out of any amounts retained from the contract.

Once the district has received all releases from these state agencies and sixty days have passed from the board's acceptance of the project, the district will release all retained funds to the contractor, less amounts necessary to satisfy any liens against said retainage.

If the project included any state funding assistance moneys, the district will also obtain approval from the Office of Superintendent of Public Instruction prior to releasing the retainage.

Latest Adoption Date: 3.30.26  
Previously Board Adopted Dates: