

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: FEB</b>
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## **CONSTRUCTION PROCEDURES**

1. Supervision of Construction

It is the responsibility of the Secretary Treasurer to ensure that the architect arranges adequate supervision of the construction.

The Board expects the Director of Maintenance and Transportation and the Buildings and Maintenance Committee to follow construction developments and report to the Board periodically.

2. Construction Project and Insurance Program

The contractor is responsible for obtaining a bid bond, performance bond, and liability insurance coverage for protection of construction projects. The School Division must supply property insurance if facilities' renovations are being done. In the case of construction of new facilities, the contractor supplies property insurance until the Board takes possession.

3. Construction Project Records and Reports

The architect shall be responsible for compiling progress reports to enable the Board to collect monies from Capital Projects Planning and Delivery to meet progress payments to the contractor.

4. Board Inspection and Acceptance of New Facilities

The Buildings and Maintenance Committee, Secretary Treasurer, and Superintendent shall inspect the completed facility.

5. Facility Renovations

Major renovations to School Division facilities come under the same general procedures as the planning for new construction. Lesser renovations must be approved by Capital Projects Planning and Delivery upon submission of a proper description of the project.