

<b>Subject:</b>	<b>PROJECT SUPERVISION</b>
<b>Section:</b>	<b>PPG# 7241</b>
<b>Chapter:</b>	<b>Facilities</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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### Project Supervision

The chief shall oversee the progress of all construction projects. Of preliminary importance is that the project proceeds as planned with regard to expenditures and timetables.

For complex projects involving substantial capital outlay, the board may hire an outside person to supervise the project. Any such person hired in this capacity shall be paid from funds set aside for this purpose.

The supervision shall include but not be limited to:

1. Meeting SEPA requirements;
2. Working with the architect in the preparation of bid specifications and administering the bid procedures;
3. Recommending methods of construction;
4. Seeking approval from planning commission, building inspectors, health department, department of labor and industries;
5. Supervising work to assure compliance with budget, specifications and plans;
6. Inspecting all work and recommending that work cease or proceed as needed;
7. Working with public authorities to assure proper compliance with licensing, safety, fire and health regulations; and
8. Assisting the staff member responsible for facilities operation and maintenance to become knowledgeable of the new or renovated facility.

