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Cc: Jennifer Bennett; Jason Leboeuf

Subject: Clerk of the Works

Date: Tuesday, June 30, 2020 10:57:30 AM

I hope all is well during this crazy time. I wanted to take time to bring you up to date on our clerk of the works service which is working out well. As stated in my discretion, the service is building aidable and if you choose to use non clerking but O&M support that becomes BOCES aidable.

Please contact Jennifer Bennett, Jason Leboeuf or myself for more details. Wishing you a safe summer…Gregg

Capital Region BOCES Construction Clerk of the Works CoSer – NEW

The purpose of this CoSer is to provide a Clerk of Works that gives the district an independent assessment of the works undertaken, checking the quality of the build, structural and architectural works during a Capital Project. The Clerk will produce regular reports and a dialogue with the design team. Reports include a site diary; photographic evidence; progression of the works against the program; site meeting information and highlight any potential risks. Clerk of Works can attend the site on a full or part-time basis depending on the project requirements. Whereas many consultants' time can be limited on site, our Clerk of Works is there reviewing the work under construction and acting as your 'eyes and ears' on site.

In addition, this CoSer allows the district to have a highly trained individual in Capital Projects to work with the district for non-capital projects. If there are small projects that can be done locally and looking at preventative maintenance, the individual has a strong background in operations and maintenance and can assist in that capacity as well.
The following is a basic descriptive of the Clerk of the Works Services:

The clerk of the works is there to protect the client's interests throughout the construction process.
When employing a Clerk of Works; the Client will not only benefit in term of experience; they will also have the reassurance that their interests are being safeguarded.
Clerks of Works will have the ability to: anticipate; interpret; inspect; record; report; advise and guide; help reduce risk; provide guidance on health and safety matters; assist in getting it right first time! Extending on this they will have:

- A good general understanding of the specific construction inspection process.
- An understanding of the obligations of all parties.
- Foresight; identification of issues/ potential issues and the ability to suggest alternative methods or mitigation techniques.
- A focus on quality; promoting right first time initiatives, reducing rework.
- They are impartial, with a fair, considered and independent approach to ensuring the best value for the client's money.
- They have an awareness of acceptable standards, benchmarking and identifying non-conformance to the plans and specifications.
- The ability to produce concise recordings of their findings.
- They will have the ability to make a professional opinion and make recommendations to alternative approaches and corrective actions.
- Knowledge of construction materials and components, including their use, limitations and possible alternatives.
- An understanding and knowledge of the practical and legal aspects of health and safety.

When a Clerk of Works is appointed, there are a number of factors that he/she can focus on; these will include:
Compliance – buildings need to be inspected for safety and structural integrity to ensure that they conform to statutory regulations and laws.
Workmanship – needs to be monitored and inspected at regular intervals to minimize problems, defects and rework.
Materials – should be inspected to ensure that they are correct and of a suitable, appropriate quality to fit their purpose.
Defects – can be minimized and resolved when regular and thorough inspection during the construction process.

AID: This service is **Building Aidable** – Capital Projects

This service is **BOCES Aidable** – Non-Capital Projects

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