

Records and Reports

1. The following list of records or reports shall be provided as required by contract and will be maintained for information and record:

- a. Inspectors' daily report (manpower, weather, program)
- b. Architects or engineers periodic report
- c. Concrete tests
- d. Compaction tests
- e. Soil Analysis reports
- f. Gradation reports (soil, sand, sub-base, base, and asphalt)
- g. Mortar test reports
- h. Certified mill reports for steel
- i. Certified tile reports
- j. All tests, reports on materials
- k. Load tests (piling, etc.)
- l. Shop drawings and brochures
- m. Contractor and subcontractor approval (federal)
- n. Payroll record and affidavits

2. The following will be maintained on file for record as required by regulations:

- a. State-approved drawings and specifications
- b. Administrative correspondence
- c. Payment records
- d. Bonds and certificates of insurance
- e. Contracts and adjustments
- f. "As Built" plans and record and information books
- g. Guarantees and warranties
- h. Payroll records on federal projects

i. All other required legal papers

All documents pertaining to the planning of the facility shall be preserved in the office of the Superintendent of Schools.

Rules Approved: 12/75

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