

THIRD PARTY PRE-CONSTRUCTION CHECKLIST

In the interest of safety for all involved, no one will be permitted on any project site until all of the below documents have been received and approved by Bath County Public Schools. It is the responsibility of the contractor listed to request all required Bath County inspections and also the responsibility of the contractor to get a final Certificate of Occupancy from Bath County. If you have any further questions, please contact the Division Superintendent (540-839-2722) at your earlier convenience.

From the Organization (Booster Club, Volunteers, etc.):

- _____ Designated contact person from your organization including name, address, and phone number.
- _____ Detailed financial statement outlining labor and materials costs to complete the project and the specific funding source for each item.
- _____ Listing (and samples) of building materials included in the project to be reviewed by the School Board prior to being used on the project.
- _____ Names of all contractors and subcontractors along with a statement as to the status of their licenses (e.g. Class A contractor's license).

From the Contractor/Booster Club:

- _____ Letter from the Contractor/Booster Club accepting full financial liability for the completion of the project.
- _____ Copy of the Bath County Building Permit for the construction of the building issued in the Contractor's/Booster Club name.

Proof of insurability to include the following:

- _____ Copy of an original signed Certificate of Insurance naming Bath County Public Schools as an additional insured. This language should be stated as "all general liability and excess liability policies coverage listed hereon name the Bath County Public Schools as an additional insured."
- _____ The certificate must contain the statement requiring the insurer to provide not less than 30 days notice to Bath County Public Schools in event of cancellation, expiration, non-renewal, or material change in coverage.
- _____ The certificate holder should be listed as Bath County Public Schools, P.O. Box 67, Warm Springs, VA., 24484.

Professional Contractors will carry minimum insurance coverage to include the following:

- _____ Worker's Compensation with statutory limits and Employers Liability Insurance of \$500,000 for one accident or aggregate disease.
- _____ Commercial General Liability including \$1,000,000 per occurrence and per person.
- _____ Umbrella Liability of \$1,000,000 per occurrence.
- _____ Comprehensive Automobile Liability of \$1,000,000 per occurrence.
- _____ The Contractor/Booster Club shall require each subcontractor to carry the same minimum coverage outlined above.

Adopted: July 16, 2009

Reference: adapted from Roanoke County Public Schools, 2009

Cross Reference: School Board Policy FEGB