

Acceptance of Completed Project

The district will follow all laws pertaining to liens and retainage relating to all public works projects. Those projects that are completed by the district are excluded from laws for liens and retainage.

For any contracted public works project, the district will not release final payment until the following items have been received (if applicable to the project):

- A. Completion of building commissioning;
- B. The architect's letter of inspection indicating that the work has been completed;
- C. Certification by the superintendent or designee that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority.

Public works contracts are not considered complete until the board has taken action to accept the project as complete.

The district will follow its procedures and applicable state laws following acceptance of the project as complete to issue final payment to the contractor. This will be done no earlier than sixty (60) days following acceptance by the board, or receipt of all releases, whichever comes later.

For projects receiving state funding assistance, the district will follow all rules and regulations issued by the Office of the Superintendent of Public Instruction (OSPI). The district may elect to have OSPI act as its agent for the handling of retainage.

Legal References:

- Chapter 60.28 RCW Lien for labor, materials, taxes on public works
- WAC 392-343-080 Value engineering studies, constructability reviews, and building commissioning — Requirements and definition
- WAC 392-344-067 Building commissioning contracts
- WAC 392-344-075 Contracts — Filing
- WAC 392-344-147 Retained percentage law related requirements

Classification: **Encouraged**
Adoption Date: June 11, 2015
Revised: November 9, 2023