

## 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; and

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

WAC 392-343-080

WAC 392-344-067

WAC 392-344-075

WAC 392-344-147

Lien for labor, materials, taxes on public works

Value engineering studies, constructability reviews, and building commissioning — Requirements and definition

Building commissioning contracts

Contracts — Filing

Retained percentage law related requirements

**Adoption Date: 03.29.94**  
**Washougal School District**  
**Revised: 09.27.94; 03.25.14; 5.27.25**

## Procedure – Acceptance of Completed Project

The Board will accept the completion of all public works projects completed by the district. Acceptance of projects will be done during a regular meeting of the board of directors. Prior to acceptance, the board will verify the following:

- A. Acceptance of a letter of building commissioning (if applicable).
- B. A letter from the architect indicating that the work has been completed.
- C. Certification of either of these conditions:
  - a. No liens have been filed on the project.
  - b. A certified list of all liens that have been filed and their respective order of priority.

Once the Board has accepted a project as complete, the district will notify the following state agencies of the completion of the project:

- A. The Department of Revenue.
- B. The Employment Security Department.
- C. The Department of Labor and Industries.

Each of these agencies will provide a letter to the district certifying that all taxes due relating to the project have been paid. Should any taxes or fees be unpaid, the district may be required to pay for such taxes or fees out of any amounts retained from the contract.

Once the district has received all releases from these state agencies and sixty days have passed from the board's acceptance of the project, the district will release all retained funds to the contractor, less amounts necessary to satisfy any liens against said retainage.

If the project included any state funding assistance moneys, the district will also obtain approval from the Office of Superintendent of Public Instruction prior to releasing the retainage.

### Management Resources:

- [2023 - July Issue](#)