Approval Process for Independent Work Performed at a CPS Facility

If already in a CPS building, school notifies Portfolio Manager and ONS of intent to perform work. If not in a CPS building yet, school notifies ONS of intent to perform work.

CPS Capital and School conduct walk through. School provided with CD with CPS standards.

School/AOR submits architectural drawings to ONS requesting a peer review. ONS documents and submits peer review request to CPS Capital team for approval.

CPS Peer Review conducted and Operations and Facilities provides comments to school AOR.

School/AOR resubmits drawings for 2nd Review, if necessary.

Letter generated by CPS Capital indicating CPS approving construction.

School meets with CPS Capital team to review project drawings and CPS feedback.

School submits drawings for permitting.

Copy of Permit & Inspector Sign off, Close out documents, Updated Facility Drawings, Copies of Warranties.

CPS Capital team and School conduct post-work walk-through upon project completion.

Send initial correspondence/request to:
Office of New Schools
Claudia Quezada
cquezada@cps.edu
Gamila Williams
gswilliams@cps.edu

Note: All work performed on a CPS-Owned Facility must meet all applicable CPS standards and specifications, and is subject to CPS’ Project Labor Agreement (PLA).