The following process is to be used for any alterations to CPS owned facilities. This process is not intended to deter any work at the facility, but it is to inform CPS of the proposed changes and to acknowledge that the work is being performed in a code compliant/CPS compliant manner. The sooner the information is submitted, the sooner the work may proceed. Failure to follow this process may void the lease agreement.

The process is:

1. When a project is planned, a narrative of the anticipated work is to be sent to the Office of New Schools along with the filled out modifications checklist.
2. CPS will review & approve the information provided within a 1 week period.
3. Upon approval, you may then engage consultants and/or contractors as necessary to perform the work. This effort may include the use of the CPS standard specifications, details and/or environmental information in order to develop designs, permit plans and specifications for the work.
4. Where a permit is required by code, CPS would like to receive a copy of the permit drawings (electronic) and the permit for our records.
5. Dept of Buildings sign-off when work is completed.
6. Where a permit is not required, provide a copy of all sketches, calculations, etc for the work to CPS for our records.
7. Upon completion of the project, deliver to the portfolio manager or facility area manager the close out documentation so that they may visit the site to verify that the work meets CPS standards.
SCHOOL MODIFICATIONS CHECKLIST

School Name: _______________________________________________________

Address: _______________________________________________________

Date: _______________________________________________________

Modifications to Existing Building, Building Systems:

Y  N  Are you changing the use or function of room(s) or space(s)?

☐  ☐ Are you eliminating any toilet rooms?

☐  ☐ Are you removing, adding or replacing walls, doors or windows?

☐  ☐ Are you removing, adding or replacing stairs, ramps, or railings?

☐  ☐ Are you mounting anything to an interior floor, wall, ceiling or to the building structure?

☐  ☐ Are you mounting anything to the exterior building façade, roof or parapet?

☐  ☐ Are you removing, adding or replacing building equipment or casework?

☐  ☐ Are you removing, adding, relocating or replacing heating, ventilation, air conditioning, plumbing, power, lighting, data, security utilities/components, fire alarm, sprinkler system or PA system?

If yes:
1. See the environmental guide for requirements.
2. Work must comply with City of Chicago Building Code and MOPD requirements.
3. An Illinois licensed architect or engineer is required to provide code compliant design, calculations and contract documents.
4. CPS specs and standards must be used and followed.
Finishes/Aesthetics:

Y      N
☐ ☐ Are you painting anything?
☐ ☐ Are you removing or replacing existing flooring or carpet?
☐ ☐ Are you removing or replacing ceramic tile or glazed facing tile?
☐ ☐ Are you removing or replacing lockers?
☐ ☐ Are you removing or replacing chalkboards, corkboards, tack boards or other wall mounted items?

If yes:
1. See the environmental guide for requirements.
2. Work must comply with City of Chicago Building Code and MOPD requirements.

Site Work:

Y      N
☐ ☐ Are you doing any Landscaping? Landscaping includes any work performed on the grounds outside the building such as planting, parking lots, playgrounds, stairs/ramps etc.

If yes:
1. Work must comply with City of Chicago Building Code, Landscape Ordinance and MOPD requirements.
2. An Illinois licensed architect is required to provide code compliant design, calculations and contract documents.
3. An Illinois licensed engineer may be required to provide code compliant design, calculations and contract documents.
Environmental Guide

- **FLOOR TILE/CEILING TILE REPLACEMENT**: Provide CPS with the following information:
  - Test results of floor tile and associated mastic or ceiling tile collected by an IDPH licensed asbestos building inspector and an accredited laboratory must analyze
    - If negative, no other information needed
    - If positive, CPS requires:
      - Design to remove floor tile/ceiling tile by an IDPH licensed project designer (includes scope sheets)
      - Regulatory notifications including confirmations
      - Notification, to CPS, 3 days prior to start of work
      - Use of a licensed asbestos abatement contractor following CPS specifications; oversight by an IDPH licensed asbestos project manager
      - Clearance results collected by an IDPH licensed asbestos air sampling professional; analyzed by an accredited laboratory
    - If overlaying new floor over asbestos tile only:
      - Follow CPS specification 02088 (Asbestos O&M Protocol)

- **CARPET REPLACEMENT**: Provide CPS with the following information:
  - Test results of carpet mastic and, if any, floor tile and associated mastic underneath collected by an IDPH licensed asbestos building inspector and analyzed by an accredited laboratory
    - If negative, no other information needed
    - If positive, CPS requires
      - Design to remove carpet and/or floor tile by an IDPH licensed project designer (includes scope sheets)
      - Regulatory notifications including confirmations
      - Notification, to CPS, 3 days prior to start of work
      - Use of a licensed asbestos abatement contractor following CPS specifications; oversight by an IDPH licensed asbestos project manager
      - Clearance results collected by an IDPH licensed asbestos air sampling professional; analyzed by an accredited laboratory

- **DOOR REPLACEMENT**: Provide CPS with the following information:
  - Test results of door caulk and/or fire door core by an IDPH licensed asbestos building inspector and analyzed by an accredited laboratory
    - If negative, no other information needed
    - If positive, CPS requires
      - Project design to remove door and/or caulk by an IDPH licensed project designer (includes scope sheets)
• Regulatory notifications including confirmations
• Notification, to CPS, 3 days prior to start of work
• Use of a licensed asbestos abatement contractor following CPS specifications; oversight by an IDPH licensed asbestos project manager
• Clearance results collected by an IDPH licensed asbestos air sampling professional; analyzed by an accredited laboratory

• PLUMBING: Provide CPS with the following information:
  o Test results of thermal system insulation (TSI) by an IDPH licensed asbestos building inspector and analyzed by an accredited laboratory
    ▪ If negative, no other information needed
    ▪ If positive, CPS requires:
      • Project design to remove TSI by an IDPH licensed project designer (includes scope sheets)
      • Regulatory notifications including confirmations
      • Notification, to CPS, 3 days prior to start of work
      • Use of a licensed asbestos abatement contractor following CPS specifications; oversight by an IDPH licensed asbestos project manager
      • Clearance results collected by an IDPH licensed asbestos air sampling professional; analyzed by an accredited laboratory

• PAINTING: Provide CPS with following information:
  o Test results from all areas to be painted (completed by a certified XRF operator)
    ▪ If negative, no other information needed
    ▪ If positive, CPS requires:
      • Project design for mitigation/removal of paint by an IDPH licensed lead risk assessor (includes scope sheets)
      • Regulatory notifications including confirmations
      • Use of a licensed lead abatement contractor following CPS specifications; oversight by an IDPH licensed lead risk assessor (project manager)
      • Clearance results collected by an IDPH licensed lead risk assessor; analyzed by an accredited laboratory
    ▪ If drilling, cutting or abrading only:
      • Follow CPS specification 02089B (Lead Based Paint O&M Program)

• LIGHTING FIXTURES: Fluorescent & high-intensity light bulbs, small capacitors & ballasts
  o Follow CPS Lighting Protocol
MOLD: Provide CPS with the following information:
  o Determination that mold is present either by visual inspection and
    moisture monitoring by a Certified Industrial Hygienist or bulk
    sample collection by an Industrial Hygienist and analyzed by an
    accredited laboratory
    ▪ If negative, no other information needed
    ▪ If positive, and material supporting growth is organic or
      porous and source of moisture controlled, CPS requires
      • Design with emphasis on containment of area during
        removal (includes scope sheets)
      • Advance notifications to occupants, etc. including
        confirmations
      • Use of a contractor trained to follow current state of
        the art procedures and CPS specifications
      • Clearance by a certified industrial hygienist using
        visual inspection or moisture monitoring
    ▪ If positive and material supporting growth is inorganic or
      non-porous and source of moisture is controlled, CPS
      requires only effective cleaning by trained personnel