Charter Schools Quarterly Facility Inspection Process

All schools housed in CPS facilities must undergo quarterly facility inspections conducted by CPS Asset Management to assess the cleanliness and effort to maintain the facility. This includes all schools in CPS facilities whether they have “opted in or out” of CPS facility maintenance services.

The following represent the process by which schools will be assessed and expected to cure facility deficiencies for inspections:

1st Quarterly Inspection (QI)

If deficiencies are found during the 1st FY inspection, a 15 day notice will be provided to the school to correct and/or show progress toward correcting the deficiencies reported once ONS receives official notification of a school’s deficiencies from the Office of Operations. ONS will contact schools via e-mail confirming the 15 day “cure” deadline.

In the instance there is a deficiency cited as a life/safety issue, the school will receive a 48 hour notice for cure and correction.

2nd QI

If deficiencies are discovered during the 1st FY inspection and were not cured (from previous inspection), CPS will complete the necessary work and will charge the charter school for any associated costs. Charges for completed work will be deducted from the school’s next quarterly payment.

If new deficiencies are discovered during the 2nd FY Inspection, a 15 day notice will be provided to the school to correct and/or show progress toward correcting the deficiencies reported once ONS receives official notification of a school’s deficiencies from the Office of Operations. ONS will contact schools via e-mail confirming the 15 day “cure” deadline.

In the instance there is a deficiency cited as a life/safety issue, the school will receive a 48 hour notice for cure and correction.
3rd QI and/or 4th QI

If a charter school receives two deficiency reports in a row (i.e. two unsatisfactory reports within the same fiscal year):

- The facility will move under management and maintenance of CPS Office of Operations and Facilities
- CPS Office of Operations and Facilities will provide official notification to ONS and the school of management and maintenance change
- Going forward the school will be subject to maintenance and management fees determined by CPS and are therefore ineligible for opt in/opt out maintenance services