

## Charter Requests for Facilities Upgrades

- I. [Prioritization of Work Requested](#)
- II. [Submission Requirements](#)
- III. [Third Party Vendor Requirements](#)
- IV. [Charter Project Review](#)
- V. [Charter Project Progress and Completion](#)
- VI. [Questions](#)

### I. Prioritization of Work Requested:

The DOE will approve all priority projects integral to support the basic education of our students. For example, the following would be prioritized and expedited:

- Network Wiring Upgrades
- Creating MDF/IDF rooms
- Upgrading MDF/IDF rooms
- Lighting upgrades
- Electrical upgrades
- SMART Board installation
- White Board Installation
- PA system installation
- Phone system installation
- Outlets to support administrative function with new co-locations
- Lock replacements for doors to classrooms in charter's dedicated classrooms

The following would be considered enhancement work and thus considered and approved only **AFTER** all requests that support basic education have been considered and approved:

- Painting
- Remodeling office/admin space
- Minor construction/Demo
- Removal of closets/cabinets in classrooms
- Removal of bookshelves in classrooms
- Locker removal
- Remodeling bathrooms
- Tiling
- Installation of water fountains
- Installation of water filtration system
- School Sign Installation
- Door replacements for dedicated charter classrooms

### II. Charter Upgrade Request Submission:

- 1) Charter Requests must be submitted through the new online application using the appropriate link below:
  - On network users:  
[http://intranet.opt-osfns.org/dsf/resources/dsf\\_recycling/DSF\\_CWR/CWR\\_Default.aspx](http://intranet.opt-osfns.org/dsf/resources/dsf_recycling/DSF_CWR/CWR_Default.aspx)
  - Out-of-DOE network users:  
[https://dsfapps.nycenet.edu/dsf/resources/dsf\\_recycling/dsf\\_cwr/CWR\\_Default.aspx](https://dsfapps.nycenet.edu/dsf/resources/dsf_recycling/dsf_cwr/CWR_Default.aspx)
- 2) Building Council Notification
- 3) Timelines :
  - For any new charter school placements, Charter Operators will be required to submit a request form within 30 business days of onsite Placement meeting with co-located school(s).
  - All Charter Operators that are already co-located within a DOE building will be required to submit a request form at least 30 business days prior to when work is scheduled to begin. For September 2014 completion, request must be submitted no later than May 1, 2014.

(cont.)

**III. Third Party Vendor Request:** Submit through the online application using appropriate link below.

- On network users:  
[http://intranet.opt-osfns.org/dsf/resources/dsf\\_recycling/DSF\\_CWR/CWR\\_Default.aspx](http://intranet.opt-osfns.org/dsf/resources/dsf_recycling/DSF_CWR/CWR_Default.aspx)
- Out-of-DOE network users:  
[https://dsfapps.nycenet.edu/dsf/resources/dsf\\_recycling/dsf\\_cwr/CWR\\_Default.aspx](https://dsfapps.nycenet.edu/dsf/resources/dsf_recycling/dsf_cwr/CWR_Default.aspx)

Third Party Agreements and submittals need to include **ALL** of the following:

- Scope of work (a description of the work proposed with locations)
- Estimated cost of the work proposed
- Material and Equipment Specification to ensure quality
- Contractor adherence to and acceptance of our Dust Control Protocol
- Third Party Information Sheet
- Contractor Insurance
- Contractor Licenses where required
- Prevailing wage monitoring for publicly funded work (Charter schools may be exempt from Prevailing Wage requirements for some spaces)
- SOPM for bidding
- Certificate of Completion

**IV. Charter Project Review:**

- Once a charter request has been submitted and reviewed, the charter operator will receive written approval or denial from the Chancellor.
- A letter of approval will allow the charter operator to proceed with the proposed project.

*Notes:*

- If a Third Party vendor is performing the work, the charter operator will need to ensure that all the proper paper work has been filled out appropriately and submitted as required by Third Party guidelines.
- If DSF or SCA are performing the work, work can begin immediately.

**V. Charter Project Progress and Completion of Third Party Project:**

- Once work has begun, representatives from the Division of School Facilities (DSF) will check in from time to time for updates on progress of the project.
- Upon completion of the project, the charter operator **MUST** notify the custodian and Deputy Director of the Facilities, as well as, the Office of Portfolio Management of the **date of completion** and the **final cost** of the project. In addition to Completion Form sent to DSF Contract Unit, the charter operator must also submit copies of invoices to Stephen Kassan ([SKassan@schools.nyc.gov](mailto:SKassan@schools.nyc.gov)).

**VI. Questions:**

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