



Charter Facility Projects – Request Form

Name of Charter Organization:

Name of Charter School:

Location (including building code and address):

Contact and title:

Contact Phone Number:

Contact Email:

Description of Project by Vendor (please complete a separate request form for each vendor):

- Identify affected rooms/floors/areas;
- Describe type of work (*i.e.*, electrical upgrades; painting; renovation of floor/ceiling/walls; installation of equipment/storage; room conversion; room partition, etc.);
- Please attach detailed scope of work

Source of funding (check all relevant categories): Charter Private Funds

Elected Official(s) (e.g. Reso A Funding) **Grant Funding** **Other (please specify)**

Proposed Start Date:

Proposed Completion Date:

Total Cost (**If preferred, the budget may be attached as an addendum to this form*):

Schools co-located in the building (**Please indicate whether the school is a charter school*):

Description of any charter management organization (CMO)-funded work for the DOE schools co-located in your building (*Please provide as much detail as possible (affected areas, type of work, cost(s), vendors, etc.)*):

Vj g'DOE res wlt gu proposed projects be discussed with building councils prior to vj g'lwdo lwnrqlh' request formu. Gpvgt 'vj g'f ate vj g'r tqlgev'y cu'discussed with vj g'building council:

Approved By:

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| <hr/> Deputy Chancellor of Operations | <hr/> Date |
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Submission Requirements for Charter Work in DOE Facilities

a. Submission Requirements:

The request form should be submitted to the Office of Space Planning (OSP) at: spaceplanning@schools.nyc.gov. Funding for the project must be secured at the time of the request. DOE will not approve requests if the requesting charter has not secured all funding. DOE reserves the right to request proof of funding.

b. Building Council Notification:

All requests must be reviewed with the Building Council in which the charter is located prior to submission of the request form. Co-located district schools must know the nature of the work before it is commenced and failure to notify them in advance via the Building Council will likely delay DOE review of the project.

c. Timing:

Requests will be accepted on a rolling basis throughout the course of the year, however all work charter schools would like to complete over the summer, prior to the commencement of the following school year must be submitted by May 1st. Charter Operators will be required to submit a request form 15 business days prior to when work is scheduled to begin.