

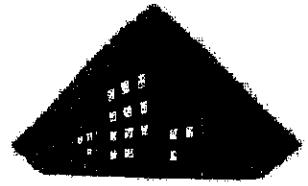
Chapter IX

Principal As Building Supervisor

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Building Use **By Your LSC and Outside Groups**



The Illinois School Code along with Board Policies and Rules govern the use of school buildings. Here are 6 key concepts to keep in mind when deciding whether to grant permission to a group to use your school building or grounds:

1. Do Not Discriminate: When outside groups or organizations request the use of school facilities, federal laws require that facilities be made available on an equal and non-discriminatory basis. Schools are not required to make their facilities available to any outside group or organization. However, if you do permit some outside groups to rent/use school facilities, you may not then reject other rental requests because of a group's philosophy, orientation, ideology or perceived 'worthiness'. Treating outside groups differently may subject the Board to civil penalties.

2. School Building Hours and Supervision: Principals may set hours of operation of the school building. Remember that a building engineer or designee must be present at all times that the building is open. Further, a Type 75 certificated school administrator must be available (such as by cell phone) for emergencies. Confirm that all outside groups using your building are providing appropriate adult supervision of their activities.

3. Use Permits – Infrequent Use: If you want to grant an outside group permission to use the school and there will be 10 or fewer uses per year by the user, then you can use the Standard Usage Permit Form and procedure. (Example: Film Company One-Day Shoot) You will not need Board authority for this, however you will need your LSC's approval.

4. Use Permits - Frequent Use: If you want to grant an outside group permission to regularly use the school (more than 10 uses per year), you will need to contact the Office of Real Estate Management (2-2950). (Example: A local restaurant wants to use your parking lot on weekends for valet parking) In addition to your LSC's approval, for commercial use of the building you will need Board authority and a contract. Note that you may not use the Standard Usage Permit Form for this purpose. Also, if an outside company requests use of school property on a continuous basis (installation of cell phone tower) contact the Office of Real Estate Management.

5. Rent and Insurance: If you permit an outside group to use school property for events other than free public educational or social events, whether on a frequent or infrequent basis, they must pay a rental/license fee or reimburse the school for the building operating expenses related to their use. Further, the outside group must provide a certificate of insurance (\$1,000,000 minimum) confirming that their insurance will cover any losses or liabilities that arise while using school property.

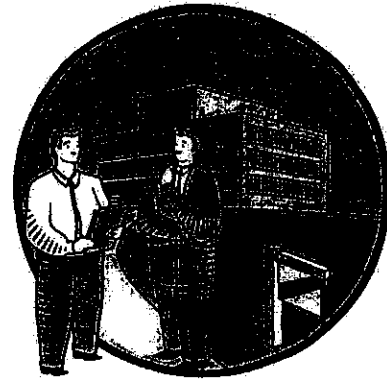
6. LSC Meetings: Principals must grant Local School Councils use of school facilities to meet or carry on official business during times when the school is open and the space is not otherwise being utilized for school purposes. You should work out a schedule with your LSC.

Please consult Board Rule 6-25 for complete requirements on the use of school buildings after regular hours of operation. If you have questions, contact the Office of Real Estate Management at 553-2950.

DON'T MAKE A NUISANCE A NIGHTMARE

PREVENTING AND RESPONDING TO BUILDING CODE VIOLATIONS

Inspectors from several City departments (Fire, Buildings, Health, and Streets & Sanitation) regularly inspect Chicago Public Schools to verify compliance with City health and safety laws. To ensure the safety of students and staff and to avoid a court order imposing substantial fines or closing the school, the following steps are recommended:



1. HOW TO PREVENT CITATIONS:

Preventive measures can significantly reduce the likelihood that an inspector will issue a citation to your school.

- ✗ Do not chain doors shut. Paths of escape must be available in the event of a fire or other emergency.
- ✗ Do not obstruct the path of escape by placing furniture, boxes or other storage materials on stairwells, in hallways or near doors.
- ✗ Do not store material, furniture or equipment under stairwells. If these items ignite, the stairwell will not be available as a path of escape.
- ✗ Do not store furniture or equipment in boiler rooms, air tunnels or other mechanical areas.
- ✗ Do not hang paper, cardboard or other flammable decorations on any ceilings, hallway walls or stairwells. Do not cover more than 5% of the wall area in a classroom with paper or other flammable decorations.
- ✓ Keep exit signs illuminated at all times – replace burned out bulbs immediately.
- ✓ Keep fire extinguishers fully charged and check them on a regular basis to confirm that they are in working order.
- ✓ Store flammable liquids in cabinets designed for that purpose and/or properly dispose of excess flammable liquids.
- ✓ Keep dumpster lids completely closed.

2. WHAT TO DO WHEN AN INSPECTOR ARRIVES: A designated school representative, preferably the building engineer or janitor, must accompany the inspector on the inspection and comply with all the inspector's reasonable requests. The inspector should be given access to all areas throughout the school. The school representative should take notes of any comments and suggestions made by the inspector and participate in a de-briefing with the principal or other appropriate administrator to ensure that all the inspector's concerns are addressed.

3. WHAT TO DO IF AN INSPECTOR ISSUES A CITATION: If the inspector cites the school and issues a "notice of violation," the school representative must do the following:

- ✓ Accept the citation from the inspector. Even if you believe the inspector is wrong about a violation, NEVER REFUSE TO ACCEPT THE CITATION.
- ✗ Do not argue with the inspector about a citation. Instead, make written notes as to the reason for your disagreement with the inspector and forward the notes to appropriate staff in the Department of Operations or Law Department (see below).
- ✓ Forward your citation to Operations for handling as follows:
 - For Health Department citations, make a copy of the citation and send the original to Sue Susanke in Operations, Mail Run #125.
 - For Fire, Building or Streets and Sanitations citations make a copy of the citation and send the original to Melinda Venditti in Operations, Mail Run #125.

Once Operations receives the citation, an attorney may be assigned to represent the school in the case.

4. WHO IS RESPONSIBLE FOR CORRECTING AN INFRACTION AND ATTENDING CITATION HEARINGS?

The principal is responsible for ensuring that the school takes corrective action immediately. To resolve the citation, the Board must demonstrate that the infraction has been corrected and the school is in compliance with all code requirements. The building engineer may need to work with the school's property advisor or the Department of Operations portfolio manager to correct the violation.

The principal or his/her designee must document all corrective action that was taken for use at the citation hearing. Photos, work orders, invoices and purchase orders should all be submitted to Sue or Melinda in Operations, or to the Law Department, if directed.

If the principal disagrees with a citation because no violation exists and no correction is required, the principal or designee must forward documentation (i.e., written notes, pictures, work orders, invoices, etc.) to contest the citation to Melinda or Sue in Operations, or to the Law Department, if directed.

When notified by the Law Department or Operations, the building engineer or other school representative must attend hearings or status conferences for cases pending at the City's Department of Administrative Hearings, the Circuit Court of Cook County, or the Chicago Fire Department Compliance Board.

For additional information regarding building code violations, please contact:

Asst. General Counsel Adeena Weiss-Ortiz at 3-1736, Compliance Coordinator Mahnoor ShamRao, 3-1642, Food Services Dir. Sue Susanke at 3-2833, or Code Compliance Mgr. Melinda Venditti at 3-2961.

CODE VIOLATION CONTACTS

If you are cited for a violation...

1. Send the ticket to the following people:

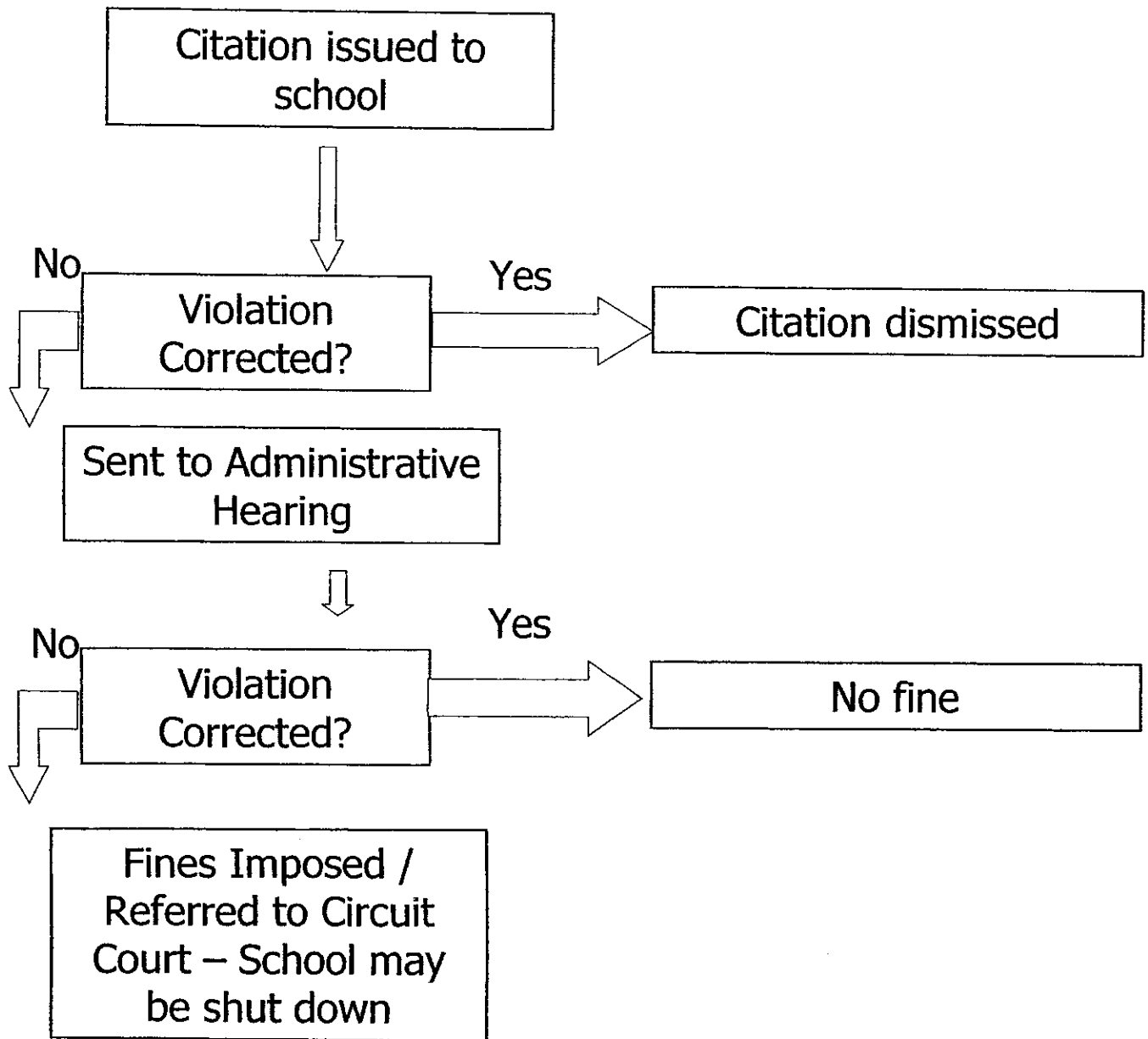
Code Violation	Send Ticket To	Phone #
Fire	Melinda Venditti, Operations	773-553-2961
	Mahnoor ShamRao, Dept. of Law	773-553-1642
Building	Melinda Venditti, Operations	773-553-2961
	Mahnoor ShamRao, Dept. of Law	773-553-1642
Health	Barbara Menneci, Food Services	773-553-1027
	Mahnoor ShamRao, Dept. of Law	773-553-1642
Streets & Sanitation	Melinda Venditti, Operations	773-553-2961
	Mahnoor ShamRao, Dept. of Law	773-553-1642

2. Correct the violation. For assistance, contact your portfolio manager (see below) or the Department of Operations (Melinda Venditti 773-553-2961)

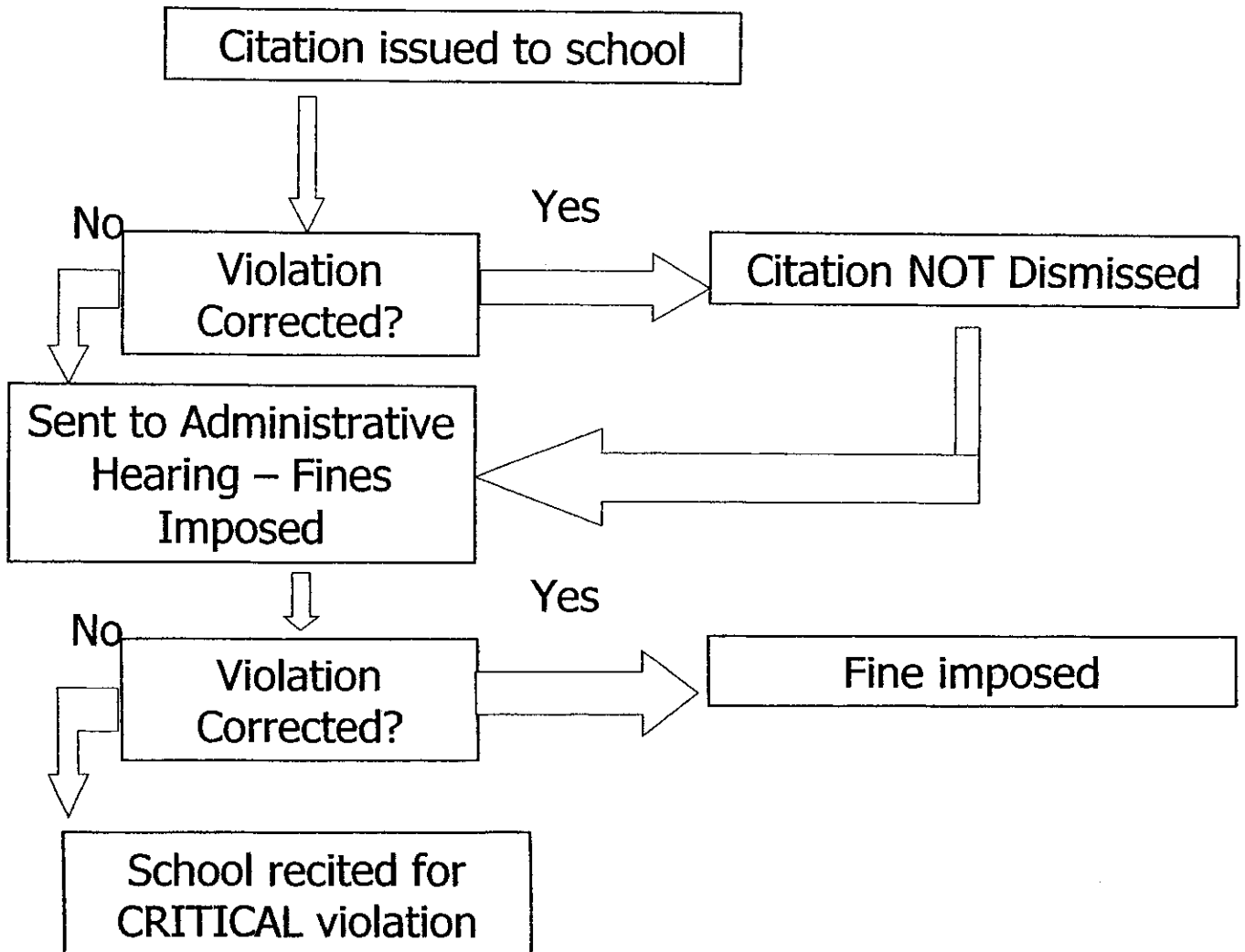
Portfolio Managers	Area Cluster(s)	Phone #
Dennis Howleit	3 & 2W	773-553-2927
Bilqis Jacob	1 & 2E	773-553-2964
Wes O'Neal	4	773-553-2965
Tim Tunney	5	773-553-3125
Mark Seiffert	6	773-553-2963

For further questions, please contact Adeena Weiss-Ortiz, Law Department, 773-553-1700.

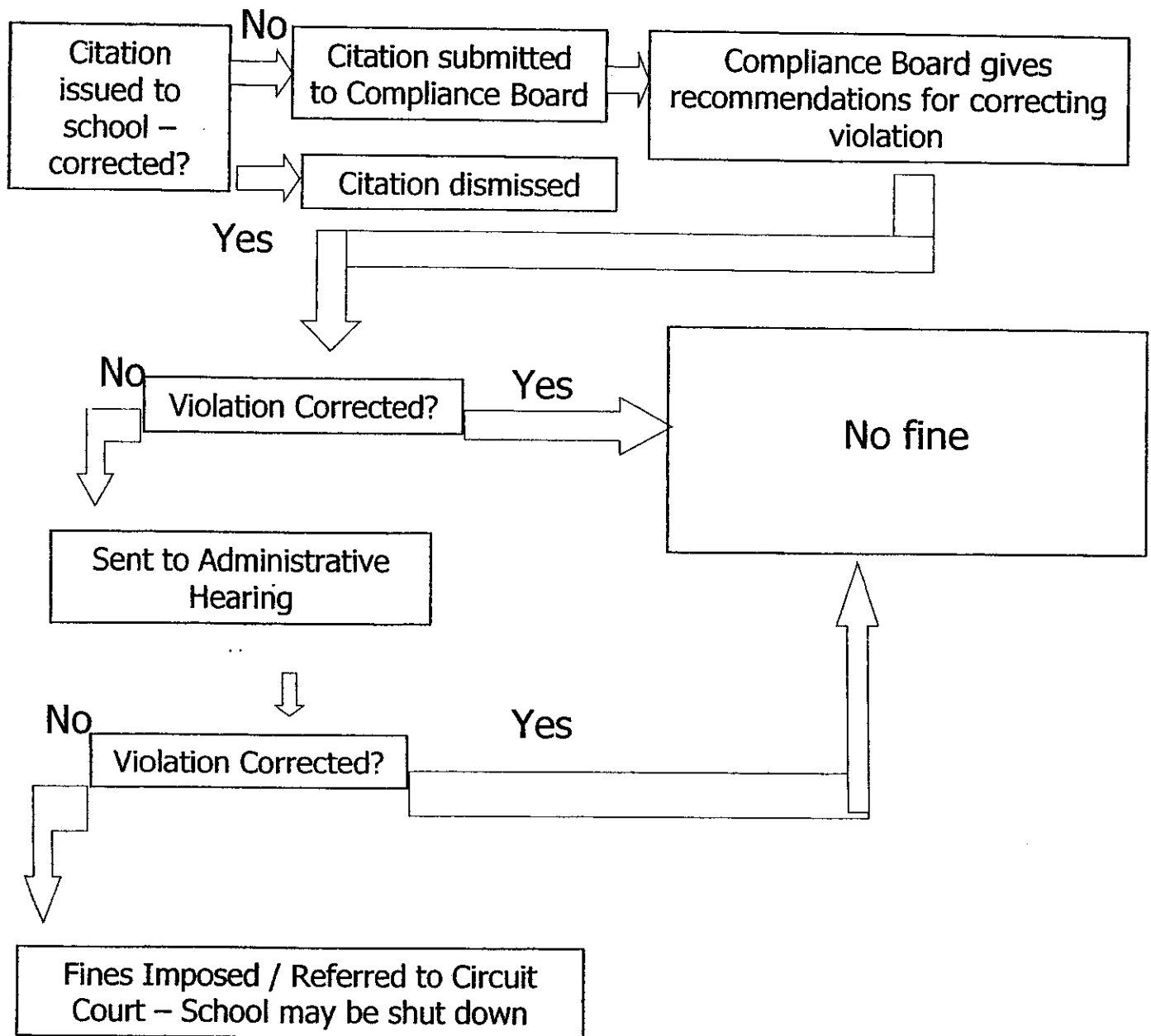
Compliance Process for Building Code Violations

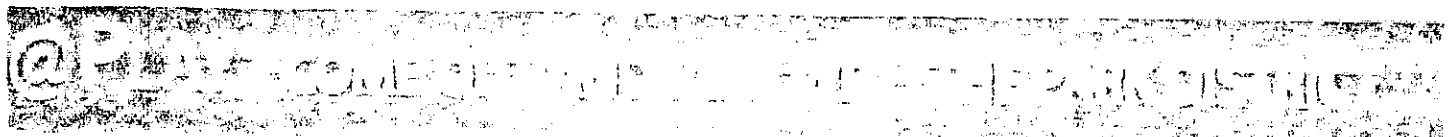


Compliance Process for Health and Streets & Sanitation Code Violations



Compliance Process for Fire Code Violation





Many of you already have cooperative relationships with your local parks that make it easy for you to use each other's facilities. But did you know that the Board has a Master License Agreement (MLA) with the Chicago Park District? To supplement the MLA, a simple form was created so principals and their local Park District supervisors can record a usage schedule for after-school, sports and other recreational programs.

Since the Board and the Park District have already hammered out many reciprocal terms in the MLA, all you need to work out is the usage schedule. Here are some of the basic terms that apply to all Park District usage arrangements:

- **No Usage Fees:** Neither the Board nor the Park District may charge each other a fee for the use of its facilities.
- **No Utility Fees:** Neither the Board nor the Park District may charge a fee for utilities related to operating its facility for the other.
- **Supervision:** Each party is responsible for providing adequate supervision of its own programs and activities when using the other's facility.
- **Inspection for Damage:** Representatives of the School and the Park District must jointly inspect the facility before and after each day's use to assess any damage that may have occurred.

When you want to use a Park District property for a school program or when the Park District wants to use your school, just complete the simple Usage Schedule form with your Park District Supervisor. Here is what you will be asked to record:

- ✓ The start and end date of usage
- ✓ The days and hours of use
- ✓ The specific facilities to be used (Gym, Pool, Field, Field House, Classroom)
- ✓ The purpose for the use (volleyball program)
- ✓ Any other terms you believe are important to have in writing. (use of the other's sports equipment for a program).

The Principal and LSC President should both agree to the usage by signing the schedule form. The Park Supervisor should also sign on behalf of the Park District. Note that the Usage Schedule is only valid for one year, so please check to be sure that none of your current Usage Schedules has expired. Also, remember to re-evaluate your usage arrangements annually. To obtain a copy of the Usage Schedule form, contact the Department of Sports Administration at 535-0270.

What if Inspectors Find Asbestos in My School?

A Managing Environmental Consultant will be assigned to your school to oversee a management plan. However, you will need to:

- Keep and make available a file containing the *Asbestos Management Plan* and all Three Year Re-inspections.
- Inform the parents and staff that the *Asbestos Management Plan* and Inspections are available in the school office by sending the attached notice.
- Keep a dated copy of the parent/staff notice in the *Asbestos Management Plan File*.
- Ensure your building engineer gets the required asbestos-awareness training. Keep a copy of the training certificate in the *Asbestos Management Plan File*.
- Notify parents, teachers and employee organizations of all projects that include disturbance or removal of asbestos.
- Give access to the *Asbestos Management Plan* to licensed short-term workers (e.g., utility workers, exterminators).
- Post the following warning sign immediately adjacent to materials containing Asbestos in routine maintenance areas:
Danger. Asbestos. Hazardous. Do Not Disturb Without Proper Training and Equipment.
- Call the Department of Operations, Environmental Services Group, for assistance in complying with these requirements.

Memorandum*

To: **Parents and Staff of _____ School**

Date: _____

Re: **Asbestos Management Plan Notification**

This is to notify you in accordance with Illinois and Federal Asbestos Regulations, that a copy of the Asbestos Management Plan for this school is available during school hours by appointment. Requests to review the Asbestos Management Plan must be made at least 24 hours in advance.

Also please be advised that CPS conducts asbestos inspections of this school every three years. The next inspection will take place in 2004. Asbestos surveys are conducted every six months.

* A copy of this notice must be placed in the School's Asbestos Management Plan file.