A. The project should fit into the facility long range/master plan.

B. The review process includes the Director of Facilities & Construction Services, Deputy Superintendent for Administration, Chief Financial Officer, and appropriate building and central office staff. The preceding named individuals will comprise a Review Committee for the project.

C. All building codes must be met and the group is responsible to provide appropriate permits to the District prior to construction.

D. Evidence that appropriate funding is in place must be provided to the Review Committee.

E. Items purchased for installation on school property, if using the District’s tax exempt status, must be procured pursuant to school purchasing policies.

F. Donated items may be installed on school property if accepted by the Review Committee.

G. All contracted labor must meet prevailing wage laws with documentation provided to CPS (an example would be a contractor paying his/her staff then donating staff services for the project. Anyone receiving compensation must be within prevailing wage guidelines).

H. Contracted labor must be within the contractor’s workers’ compensation liability, vehicle and builders risk insurance policy.

I. All architects and engineers must be willing to sign or officially stamp all schematics and/or other instructions they provide.

J. The District will not provide errors and omissions insurance coverage for volunteer architects and/or engineers.