



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Facilities
2017/18

Charter School Name: _____

ACPS Representative: _____

Charter School Administrator: _____

Date of Monitoring Visit: _____

Please indicate each item listed as:

- S Satisfactory** – All required documentation is complete, available and up-to-date
- N Needs Improvement** – Required documentation is incomplete or otherwise inadequate
- D Deficient** – Required documentation is not available, complete or up-to-date

<i>Department Contact (s): David Mathis</i>			
<i>Contact information: 352.955.7400, ext 1422</i>			
Required Documentation on File at School	S	N	D
A copy of the initial Certificate of Occupancy issued by the Codes Enforcement Department having jurisdiction is on file at the school and submitted to the district.			
A copy of each annual Fire Safety Inspection performed by the Fire Marshall having jurisdiction is on file at the school and submitted to the district.			
A copy of the semi-annual County Health Department sanitation inspection is on file at the school and submitted to the district.			
A copy of the schedule for Evacuation and Fire Drills for each school year as required by the Fire Marshall having jurisdiction and the dates and comments of actual drills performed. Unannounced drills shall be performed a minimum of every other month. This documentation is on file at the school and submitted to the district.			
A copy of the current building floor plans to scale indicating all rooms, corridors, doors, windows, and fire exits. All rooms shall be labeled and a Fire Exiting Path shall be indicated for each occupied space. Any time remodeling or renovation occurs an updated copy of the plan shall be provided. This documentation is available at the school and submitted to the district			

Charter School Signature

Date

ACPS Representative Signature

Date

**Please forward a copy of completed monitoring tool to the ACPS Curriculum office
 attention Jenny Bunn and maintain copy at school**