



PHYSICAL PLANT CHECKLIST

For School Use

Updated March 2026

During the PreOpening site visit and renewal visits, the SUNY Charter Schools Institute (the “Institute”) uses this checklist to guide its compliance check of the school’s facility. For more information about the below items, please see the Institute’s website on [Legal Compliance](#) or contact the Institute’s Legal Department at charter.legal@suny.edu.

Item	Deliverables	Legal Citation
Main Office		
Student Files	<input type="checkbox"/> Physical student files are kept in a locked or otherwise secure location.	34 CFR § 99.31(a)(1)(ii)
	<input type="checkbox"/> Electronic student files are password protected.	
	<input type="checkbox"/> Student health files are not stored in the same location as student education records so as to prevent unauthorized access to education records.	34 CFR § 99.31(a)
Record of Access or Log	<input type="checkbox"/> A student file record of access, or log, is attached to each individual student file and lists who requested/accessed the records, the date, and the legitimate educational interest for accessing the records. One log for the whole file cabinet of records is not compliant.	34 CFR § 99.32
	<input type="checkbox"/> Electronic student files have electronic access tracking.	
Freedom of Information Law (“FOIL”) Notice	<input type="checkbox"/> FOIL notice is posted or made easily available (e.g., in the handbook) in the main office.	21 NYCRR § 1401.9; Charter Agreement Section 7.2
Complaint Policy	<input type="checkbox"/> Complaint policy is posted or made easily available (e.g., in the handbook) in the main office.	Education Law § 2855(4); Charter Agreement Section 3.10
Flu Educational Materials	<input type="checkbox"/> The required flu educational materials are posted where families can easily see them.	Public Health Law § 613
Child Abuse or Neglect Reporting Information	<input type="checkbox"/> The school has posted in English and in Spanish the toll-free telephone number (1-800-342-3720) operated by the New York State Office of Children and Family Services (“OCFS”) to receive reports of child abuse or neglect and directions for accessing the OCFS website at http://ocfs.ny.gov/main/cps/ .	8 NYCRR § 100.2(nn)
Cash Storage	<input type="checkbox"/> Any petty cash and cash collected (e.g., for student activities such as field trips or clubs) is kept in a lockable unit and there are procedures in place for reporting and processing.	Charter Agreement Section 5.1

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Safe Schools Against Violence in Education ("SAVE") Plan	<input type="checkbox"/> The school has a district-wide safety plan and a building-level emergency response plan.	Education Law § 2801-a; 8 NYCRR § 155.17
	<input type="checkbox"/> The district-wide plan must include an Emergency Remote Instruction Plan which details how the school will provide remote instruction on days it otherwise would have to close because of weather, facility malfunctions, executive orders, etc.	
Automated External Defibrillator ("AED")	<input type="checkbox"/> A sign or notice is posted at the main entrance indicating the location of the school's AED(s).	Education Law § 917(3); Public Health Law § 3000-b(3)(f)
	<input type="checkbox"/> There are a sufficient number of operational AEDs, but at least one, to ensure ready and appropriate access for use during emergencies given the occupants and the layout of the building. According to the American Heart Association, every area within a building should be within a three-minute reach of at least one AED.	Education Law § 917; 8 NYCRR § 136.4
	<input type="checkbox"/> The school has appropriate procedures in place to ensure that whenever the school is open for curricular or extracurricular events or activities, at least one staff member in the building is trained in the use of an AED.	
	<input type="checkbox"/> The school has appropriate procedures in place to ensure that whenever students are taken off campus for a school-sponsored athletic contest or competitive athletic event, at least one staff member trained in the use of an AED is present and AED equipment is provided on-site.	
Student with Disabilities ("SWDs")		
Roster of Students with Individualized Education Programs ("IEPs")	<input type="checkbox"/> The school maintains a confidential and secure roster of students with IEPs.	34 CFR § 300.623; Charter Agreement Exhibit C Assurances Regarding Students with Disabilities
IEP Storage	<input type="checkbox"/> Copies of physical IEPs are kept in locked or otherwise secure locations and electronic IEPs are password protected or have restricted access.	
SWDs Discipline Policy	<input type="checkbox"/> School leaders are familiar with the SWDs discipline policy and the process for determining if a student has a disability before disciplining the student.	34 CFR § 300.530
Nurse's Office		
Medication and Regulated Waste	<input type="checkbox"/> Office can be locked.	Education Law Article 19; 29 CFR § 1910.1030; Charter Agreement Section 3.12
	<input type="checkbox"/> Locked storage is available for medication.	
	<input type="checkbox"/> A locked refrigerator is available for medication requiring refrigeration (e.g., insulin).	
	<input type="checkbox"/> Appropriate sharps disposal is available.	

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Student Health Files	<input type="checkbox"/> Student health files are kept in a locked or otherwise secure location separate from other student files.	34 CFR § 99.31(a)
Employee Lounge/Area Staff Members Access		
State and Federal Employment Laws	<input type="checkbox"/> State and federal employment laws are posted in an area where staff members can readily access and review them. These include: <ul style="list-style-type: none"> • Federal Fair Labor Standards Act (2016 version) and NYS Department of Labor Minimum Wage poster (updated each year) • Occupational Safety and Health Administration (“OSHA”) Job Safety & Health Protection • Employee Rights and Responsibilities Under The Family and Medical Leave Act (FMLA) (2013 version or later) • Veterans’ Benefits & Services poster (if more than 50 FTE) (2024) • Prohibition on retaliation (2022) • A copy of Article 23-A regarding employment of people with a criminal conviction • Prohibition on discrimination by NYS Division of Human Rights (English and Spanish) 	For all the federal workplace posters and legal citations, please see the U.S. Dept. of Labor website . For all the state workplace posters and legal citations, please see the NYS Dept. of Labor website .
Facility Design and Safety		
Entrance Security	<input type="checkbox"/> School building doors are locked or there is a security personnel or process upon entering the building.	Education Law § 2801-a(2)(f)
Disability Accessibility	<input type="checkbox"/> The school is accessible under the Americans with Disabilities Act (“ADA”) and there are signs indicating accessibility and accommodations for individuals with disabilities.	8 NYCRR § 155.1; 42 USC § 12101 <i>et seq.</i>
Adequate Space	<input type="checkbox"/> All spaces, including classrooms, restrooms, and special purpose rooms, meet the requirements of the program and the number of students and staff members using the spaces.	8 NYCRR § 155.1
Custodial Closets	<input type="checkbox"/> If chemicals are stored in custodial closets, the closets are locked when personnel are not in the immediate vicinity.	Education Law § 305(19)
Science Labs	<input type="checkbox"/> All science chemicals are in lockable storage areas.	Education Law § 305(19)
	<input type="checkbox"/> Labs using chemicals have a wash station or shower.	8 NYCRR § 14.1; NYSED’s Manual of Planning Standards for School Buildings (2022)
	<input type="checkbox"/> Labs using gas lines have a cut-off valve so tabletop gas cannot be turned on.	
Certificate of Occupancy (“CO”) and Annual Fire and Building Safety Inspection	<input type="checkbox"/> Unless co-located in a NYC Department of Education building, a Certificate of Occupancy is available for inspection and the school complies with NYS Education Department’s (“NYSED’s”) annual fire and building safety inspection requirements.	Education Law §§ 2853(3)(a-1), 807-a

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Emergency Drills	<input type="checkbox"/> The school conducts eight evacuation drills each school year (September 1 – June 30), with at least six of the required drills conducted by December 31 of each school year. Of the eight evacuation drills, at least four must be conducted using fire escapes, if the building is equipped with them, or by secondary means of egress, such as through different corridors, hallways, stairways, and exit doors.	Education Law § 807; 8 NYCRR § 155.17(h)
	<input type="checkbox"/> The school conducts four lockdown drills each school year (September 1 – June 30), with at least two of the required drills conducted by December 31 of each school year.	
	<input type="checkbox"/> If the school is located in NYC Department of Education space, the school must follow the General Response Protocols.	
Religious Symbols	<input type="checkbox"/> Any religious symbols, signs, or representations are easily removed or covered.	U.S. Const., Amend. I

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PreOpening Only		
Exterior Signage	<input type="checkbox"/> Signage identifying each school is clear and visible from the outside of the building entrance.	Building Identification for Emergency Responders
Exit Signage and Evacuation	<input type="checkbox"/> Appropriate exit signage and/or fire evacuation maps are in place in each room occupied or utilized by the school where students may be present.	Building Code of New York State; Fire Code of New York State
Fire Extinguishers	<input type="checkbox"/> Fire extinguishers are present on all floors occupied by the school. Sprinklers, smoke detectors, fire hoses, alarm systems, fire escapes, access windows, etc., as applicable, are in place and in operating condition.	Fire Code of New York State
Hazardous Areas	<input type="checkbox"/> Hazardous areas are off limits to students including: <ul style="list-style-type: none"> • Electrical rooms, mechanical rooms, breaker/fuse boxes, janitorial closets, etc.; and, • Roof access and areas under stairs. 	Building Code of New York State; Fire Code of New York State
Kitchen/Cafeteria	<input type="checkbox"/> If the school will serve food, the school has both food/beverage coolers and heaters, or all equipment necessary to prepare and serve food.	New York State Sanitary Code
Furniture and Other Essentials	<input type="checkbox"/> Classrooms, common spaces, and all other areas to be utilized in the first few months of operation must have adequate furniture, books, whiteboards/blackboards, storage, trash bins, etc.	Functional Environment for Learning