

## Overview of the Health Life Safety Amendment Process

Any local school board that wishes to use Fire Prevention and Safety Funds to finance the repairs or alterations to any school building is required to file a “Request for Authorization” (i.e. an “amendment”) to respond to findings of:

- a district-initiated inspection (180.40),
- an annual inspection conducted by the regional superintendent (180.300),
- a decennial inspection (180.310),
- a lawful order of any agency, other than a school board, having authority to enforce any school building code applicable to any facility that houses students, or any law or regulation for the protection and safety of the environment, pursuant to the Environmental Protection Act,
- a citation by a local fire department or fire protection district (105 ILCS 5/2-3.12), or
- errors and/or omissions found in a previously approved amendment.

### **Local School Board**

The local school board, guided by The Local Government Professional Services Selection Act Section 50 ILCS 510/0.01, is required to hire a licensed design professional to assist the district in correcting the violations using the school building code known as "Health/Life Safety Code for Public Schools," Part 180.

1. submits to the county clerk the following documents: Certificate of Tax Levy, State Certificate of Approval, Order to Effect, and the Regional Superintendent’s Certificate of Approval to levy the tax, **if Operations and Maintenance funds or existing Fire Prevention and Safety Funds are insufficient.**
2. applies for a building permit at the Regional Office of Education, **if required.**
3. authorizes the architect/engineer to proceed with all the necessary documents for bidding purposes, if subject to the bidding requirements of Section 10-20.21 of the School Code.
4. ensures that the proposed work is scheduled and completed.
5. obtains an occupancy permit from the regional superintendent, **(if a building permit was required).**

### **Licensed Design Professional (Architect/Engineer)**

6. inspects buildings for violations, repairs or alterations.
7. prepares a report of the inspections.
8. certifies that to the best of his/her knowledge, the recommendations and estimated cost to abate the violations are true and accurate and submits an original certificate of approval with their wet seal and signature to the Regional Superintendent and to the State Superintendent.
9. oversees the project until completion.
10. certifies that the work was completed as approved.

### **Regional Superintendent**

3. checks the reasonableness of estimated costs and timelines in regards to completing the proposed work.
4. inspects the facility, if necessary, to verify the information provided by the licensed design professional.
5. submits the amendment through the IWAS HLS system to ISBE.
6. issues an order to effect recommendations of the licensed design professional.
7. issues the Regional Superintendent’s Certificate of Approval
8. ensures that “required” work is scheduled and completed within 5 years,
9. ensures that “urgent” work is completed as soon as possible, and no later than in 1 year.
10. issues Building Permits & Certificates of Occupancy as needed.

### **State Superintendent on the Approval/Disapproval of Health/Life Safety Amendment:**

6. checks the accuracy and completeness of the amendment as well as the reasonableness of estimated costs
7. determines if the items qualify under the provisions of the Illinois School Code Section 17-2.11.
8. approves or denies all or part of the recommendations itemized in the amendment.
9. issues Certificate of Approval for the proposed work that is signed by State Superintendent and available through IWAS to view and print by the licensed design professional, school district, ROE or ISBE.