



Steps in the Health/Life Safety Amendment Process

A health/life safety amendment may be filed as a result of code violations found during the following:

- Ten-year survey by licensed architect/engineer
- Annual inspection by Regional office of Education
- District-initiated inspection
- Inspections done by other government agencies
- Emergencies

Examples of Approvable Items & Documentation Requirements

- Repair or replacement of permanent/fixed items that will affect the health/life and safety of the occupants, e.g.,
 - › Roofing - None required
 - › Boiler - None required
 - › Floor covering - Photos showing extent of damage (recommended)
 - › Bleachers - Latest inspection report (recommended)
 - › Electrical equipment - None required
 - › Plumbing fixtures - None required
- Asbestos abatement - Updated Asbestos Management Plan. Written assessment as required by Sec 768.988 and 763.909 of the Federal Register. Response action recommendation by the Illinois licensed management planner.

- ◉ Structural repairs, e.g., tuck pointing of exterior masonry wall, replace deteriorating steel beams, lintels, etc. – No documentation required

- Recommended Health/Life Safety items (urgent and required violations must be completed or obligated to use HLS Funds for items below
 - > Energy conservation work- American Society of Heating and Refrigeration and Air-Conditioning Engineers (ASHRAE) payback calculation not to exceed twenty years
 - > Repair of school sidewalks, playgrounds, parking lot, or school bus turnaround- Copy of the school board resolution stating that the existing condition is a threat to the welfare of the occupants and a copy of a notice of public hearing published in a newspaper within the district regarding repairs of such

- **Security items-** Statement of Compliance or a letter signed by you and district superintendent stating that the H/LS funds being requested for security are not allotted or necessary for the completion of urgent or required items contained in approved 10 Year Safety Survey Report and/or H/LS Amendment.
- **Accessibility- Fire Prevention and Safety Funds** can be authorized for three basic items allowed in all schools. One accessible toilet for each gender, one accessible entrance (parking to main level), and one high/low electric water cooler. These 3 items must be located at the accessible (main) floor only. School buildings shall comply with the Illinois Accessibility code, SubPart F: Public Facilities- Alterations, for element or space being altered.

- Building replacement- A school district may replace a school building or build additions to replace portions of a building when it is determined that the effectuation of the recommendations for the existing building will cost more than the replacement costs... Such determination shall be based on a comparison of estimated costs made by an architect or engineer licensed in the State of Illinois. The new building or addition shall be equivalent in area (square feet) and comparable in purpose and grades served and may be on the same site or another site. Such replacement may only be done upon order of the regional superintendent of schools and the approval of the State Superintendent of Education.



**The following steps
describe the
amendment process:**

Step #1

School board determines that fire prevention and safety funds will be needed to correct the code violation. The school board contacts their architect or engineer to confirm the building violations and to prepare an amendment to the safety survey report

Step #2

District architect or engineer prepares the amendment on IWAS and the Certification of Need for Fire Prevention and Safety Funds with his or her signature and seal. This Certification of Need is sent to the Regional Office of Education.

Step #3

- The district superintendent reviews the amendment on the IWAS system and presents it to the local school board for their approval.
- After receiving approval, he/she forwards the amendment to the Regional Superintendent through the IWAS system.
- Specific documents needed to support the approval of energy conservation measures, building accessibility, asbestos, school security, and repairs of school sidewalks, playgrounds, parking lots, or school bus turnarounds should be sent to the ROE at this time.

Step #4

- The ROE checks the amendment on the IWAS system for accuracy and completeness. The amendment can be rejected and sent back to the district superintendent or approved and moved on through the IWAS system.
- If approved, the ROE completes a Certificate of Approval that may be sent to the district or held until the approval from the ISBE.

Step #5

The ISBE staff check the accuracy and completeness of the amendment, determine whether the reported items qualify for fire prevention and safety funds, and forward to the State Superintendent for approval.

Step #6

If the State Superintendent approves the amendment, a State Superintendent's Certificate of Approval is generated through the IWAS system.

Step #7

- The ROE prepares an Order to Effect for the local school district. If the ROE Certificate of Need was not sent earlier, it needs to be sent at this time.
- The school board may file an Application of Appeal of Denied Health/Life Safety Items.


Step #8

The school board provides copies of the Regional Superintendent's Certificate of Approval, the Order to Effect, and the State Superintendent's Certificate of Approval to the County Clerk.

Step #9

The school district has one year to complete all urgent items and five years to complete all required items.

- When all steps have been completed, the district architect files an Application for Building Permit if needed.
- The Application for Building Permit should be accompanied by a Plan Review Statement.



When all of the work covered in the amendment has been finished the architect submits a statement of completion.