

## Regional Office of Education #8

### Ten Year Safety Survey Process

Every 10 years, each local school board is required to contract with a licensed architect or design engineer to survey its school buildings and develop recommendations in accordance with 2-3.12, the Health Life Safety Code. \* “School Building” or “School” means a building occupied in whole or in part by public school students or intended for occupancy by such students.

#### 10 Year Survey

- All Districts must have on file an appropriate Ten Year HLS Survey.
- You do not have to wait 10 years to redo your 10-year HLS Survey
- A licensed architect and/or engineer must conduct your Ten Year HLS Survey
- All violations are itemized into three categories:
  - Urgent (“A” - complete in 1 year) - When building occupants safety is at immediate risk
  - Required (“B” - complete in 5 years) - Required repairs to systems (HVAC), bleachers, Doors, masonry, plumbing, electrical, trip hazards, asbestos abatement
  - Recommended - handicap accessibility work, security work, vestibules, energy conservation, paving etc.
- HLS work may be done on any district building that appears on the [ISBE “District Building Inventory”](#) List (includes school buildings, Administration buildings, bus facilities, and temporary classrooms)
- A Ten Year HLS Survey can take from 4-6 months to complete

#### Health Life Safety Amendment

- An amendment to an existing HLS Survey can take 4-6 weeks to complete.
- In extreme cases, you can submit an “emergency” amendment to ISBE and get approval usually within 24-36 hours (Ex. losing a boiler in the middle of winter)
- [Amendment Process Checklist](#)

#### Health Life Safety Funding

- Revenue and Expenditure for HLS are recorded in Fund 90, a separate fund is required for each project or bond issue.
- Expenditures from the HLS fund are reviewed by your district auditor each year.
- You may only spend HLS money on items contained in an ISBE approved Ten-Year Health Life Safety Survey OR an ISBE approved amendment to a current HLS Ten Year HLS survey.
- You may not spend HLS funds until you have received approval from ISBE to do so. If you spend funds from HLS prior to receiving ISBE approval, the expenditure from the HLS fund will be denied and appropriated to another fund (O & M, Education)
- No referendum is needed to expend HLS funds once ISBE approval for items to be brought up to code has been obtained.
- HLS Work that will not be approved:
  - Work started by the District before approved by ISBE
  - Maintenance work such as light switch repair, ballast repair, minor maintenance
  - Repairs needed for aesthetics such as orange carpet, stained ceiling tiles, lime green wall colors

#### Building Permit Information

- Therefore, if either one of the following applies to your project, you must complete the Application for Building Permit and submit it to the Regional Office of Education.
- Project is **\$50,000 or more** and includes work involving or similar to construction that is performed with respect to any facility including but not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.
- Project is **less than \$50,000** but involves any of the following: a change or increase in the size,

- type, or extent of an existing facility; cutting away of any wall, partition, or portion thereof; cutting or removal of a structural beam or load-bearing support; c removal of, or change in a required means of egress; rearrangement of parts affecting exit requirements; addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping; electrical wiring; or mechanical; or other required building system.
- After examination and approval of the project, including appropriate construction documents, applicable Plan Review Statements and Confirmation of Plan Review Records, a Building Permit will be issued by the Regional Superintendent using the steps and forms on the following checklist.
  - [Building Permit Process Checklist](#)

#### Suggested Planning for a 10-Year HLS Survey and District Long Range Facility Plan

- The Ten Year HLS should be considered alongside a District Long Range Facility Plan.
  - Spreadsheet Template for Long-range HLS Planning - [bit.ly/LongRangeHLS](https://bit.ly/LongRangeHLS)
- Each year has a timing cycle:
  - September - November: District approves project design to architect
  - November - February: Architect designs and prepares bid documents
  - February - April: Projects are bid by Architect and then approved by the owner (the Board)
  - April - May: Project submittals are reviewed and approved by District Architect
  - May - June: Materials arrive at the job site
  - June - July: Construction and/or repairs are completed
  - August: School Cleaning and school starts

## Ten Year Safety Survey Responsibilities

### Local School Board

- Hires a design professional (Architect or Engineer licensed in the State of Illinois) to survey and report on the safety of its school buildings every ten years.
- Reviews the Safety Survey Report submitted by the design professional, identifying the violations (or those future violations if not remedied within the next 12 months) of the Health Life Safety Code for Public Schools, Part 180 and approves the recommendations for corrective action.
- Prioritizes the time assigned to each item to complete any urgent, required or recommended work contained in the Safety Survey Report.
- Authorizes design professionals to access the IWAS HLS System through the district superintendent.
- Receives IWAS “architect approved” Ten Year Safety Survey Report (and HLS amendment, if submitted simultaneously).
- Approves and submits the Ten Year Safety Survey Report to the Regional Superintendent through the IWAS HLS system.
- Requests the design professional to prepare and proceed with all the necessary documents for bidding purposes, if subject to bidding requirements of Section 10-20.21 of the School Code.
- Reports to the Regional Superintendent annually, the progress towards the completion of any recommendation to effectuate compliance with the Health/Life Safety and Building Codes.

### Design Professional (Architect or Engineer licensed in the state of Illinois)

- Requests “architect” authority access to IWAS from the district superintendent.
- Creates IWAS login name that is unique to the district.
- Surveys buildings to identify violations of the Health Life Safety Code for Public Schools, Part 180.
- Enters the Ten Year Safety Survey Report in the IWAS HLS system. In addition, sends the safety reference plans with the description of existing building and site conditions to the Regional Superintendent and ISBE. Note: These documents and all other required or requested documents may be sent by mail or by email (in PDF format).
- Submits an Application for Approval of a Ten Year Survey, and certifies by seal and signature on the application form that states that, “to the best of his/her knowledge, the recommendations and estimated costs to abate the violations are true and accurate”.

### Regional Superintendent

- Checks the accuracy and completeness of the Safety Survey Report submitted, including the safety reference plans with description of existing building conditions.
- Approves and submits the Ten Year Safety Survey (combined with a Health/life Safety amendment, when the use of Fire Prevention and Safety Funds is requested) to the State Superintendent of Education.

### State Superintendent on the Approval/Disapproval of the Ten Year Safety Survey Report:

- Checks the completeness of the Safety Survey Report submitted, the violation and recommendation schedule(s), including the safety reference plans with description of existing conditions.
- Checks the accuracy of the referenced code sections, as well as the priority and estimated timelines for completing the work.
- Determines authorization of fire prevention and safety funds to be used for each work item listed on the Schedule of Violations (if report is submitted with an amendment).
- Approves or denies all or part of the report.
- Issues a Certificate of Approval for the ten year survey (and if combined with an amendment, authorizes the approval of fire prevention and safety funds to be used).

Note: When the Certificate of Approval is signed by the State Superintendent, the certificate will be available through IWAS to be viewed and printed by the design professional, school district, ROE or ISBE.