HLS Amendment Process – District Checklist

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<th>District:</th>
<th>Amendment #:</th>
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Health/Life Safety Amendment may be filed after:

- Violations from Ten-Year survey by licensed architect/engineer
- Violations from ROE annual inspection
- Violations from district-initiated inspection
- Violations from inspections done by other governmental agencies (only ISBE code violations)
- Emergencies

After the school board determines that fire prevention and safety funds will be needed…

- School board contacts architect/engineer to confirm violations and prepare an amendment to the report.
- District architect/engineer prepares amendment on IWAS, and the **Certification of Need for Fire Prevention and Safety Funds form 35-76** w/ signature and seal. **Certificate of Need is sent through the IWAS System** to the ROE.
- District Supt. reviews amendment on IWAS and presents to local board for approval.
- After board approval, complete and forward the amendment to Reg. Supt. **through IWAS**.
- Send plans/specs/support documents, etc. to ROE (energy conservation, accessibility, asbestos, building, security, playground/parking lot/bus turnaround repairs).
- ROE approves amendment and sends to IWAS (**Certificate of Approval form 36-21**).
- ISBE approves (or disapproves), qualifies for Fire Prevention & Safety funds and forwarded to State Superintendent for approval.
- State Superintendent approves (or disapproves) amendment, **Certificate of Approval form 35-22** generated through IWAS if approved.
- ROE prepares **Order to Effect form 36-22** and sends w/ **Certificate of Need** to district. School board may file **Application of Appeal of Denied Health/Life Safety Items form 35-51** if amendment was not approved.
- School Board provides copies of Reg. Supt’s **Certificate of Approval, Order to Effect** and State Supt’s **Certificate of Approval** to the County Clerk.
- All steps complete: District architect files **Application for Building Permit form 36-10** required in most cases (and other required documents pertinent to the building project).

**Make sure to complete and close out all Amendment process paperwork**

**NOW**… follow steps and forms for the Building and Occupancy phases

District has 1 year to complete all urgent items (Priority A) and 5 years to complete all required items (Priority B)

(Updated 1/25/20)