HEALTH/ LIFE SAFETY HANDBOOK

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Overview of the Building Permit Process

A BUILDING PERMIT is required for all "like activity" that is performed with respect to any "facility".

"Like activity" means construction or any work involving or similar to construction that is performed with respect to any "facility" of a school district subject to the requirements of 23 Illinois Administrative Code Part 180. This includes but is not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.

"Facility" means land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporate in any buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to Part 180. This definition excludes facilities owned by a school district but not used for public school purposes, which shall be subject to local building

Repairs that qualify as "Minor repairs" shall not be considered "like activities" and therefore are not subject to the BUILDING PERMIT requirements of Part 180.200.

"Minor repairs" means any work to a facility that is not subject to the bidding requirements of Section 10-20.21 of the School Code, with the following exceptions: □ cutting away of any wall, partition, or portion thereof; □ cutting or removal of a structural beam or load-bearing support; □ 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."

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 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; □ 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 page.

Steps and Forms in the Building Permit Process

Step #1: Design professional develops construction documents with affixed seal and signature per School Board request. School board gives approval, prepares APPLICATION FOR BUILDING PERMIT and submits it, along with two copies of all signed and sealed plans and specification, PLAN REVIEW STATEMENT and the CONFIRMATION OF PLAN REVIEW RECORDS to the Regional Superintendent.

36-10: APPLICATION FOR BUILDING PERMIT (Page I-3)

36-11: PLAN REVIEW STATEMENTS (Page I-4) - Required for the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Plumbing Code as applicable to the project. Since the Illinois Accessibility Code Section 400.180 specifically allows the seal of the design professional to be submitted in lieu of the "Statement of Compliance", additional signoff for the Accessibility Code is not required on the form. The form provided also includes checks for other Illinois State Agency requirements.

35-66: APPLICATION FOR VARIANCE (Page I-5) When determined to be necessary, design professionals may apply to Regional Superintendent for a variance pursuant to 180.70 on behalf of the school district.

36-35: CONFIRMATION OF PLAN REVIEW RECORDS (Page I-6) - The Regional Superintendent may use this form to confirm that plan review records have been reviewed by he/she prior to issuing the building permit.

PLAN REVIEW RECORDS – to be completed and maintained by individuals qualified in accordance with 180.100 for the 2009 International Building Code (including appendix K – International Electrical Code), the 2009 International Energy Conservation Code, the 2009 International Fire Code, the 2009 International Mechanical Code and the 2009 International Fuel Gas Code.

Step #2: The Regional Superintendent (or designee) issues a BUILDING PERMIT and returns one set of the plans and specifications, with the REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING affixed. The BUILDING PERMIT, and the approved plans and specifications should be kept at the site of work to serve as a basis for all subsequent inspections.

36-14: BUILDING PERMIT (Page I-7)

36-13: REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING (Page I-8) affixed to the plans and specifications.

APPLICATION FOR BUILDING PERMIT

Date Received by Regional Office of Education _____

Regional Office of Education Assigned Application Number _____

DISTRICT NAME	COUNTY
FACILITY NAME	FACILITY LOCATION

☐ Property is owned by the district ☐ Property **not** owned by district (Attach Authorization by owner)

PROJECT SCOPE

COST AND FINANCING

☐ Less Than $50,000 but involves like activity
☐ More than $50,000
☐ Less than 15% of replacement cost
☐ More than 15% of replacement cost but less than 50% of replacement cost
☐ More than 50% of replacement cost
☐ Fire Prevention and Safety Financing involved

AREA AFFECTED:

☐ New area more than 7200 square feet
☐ Less than 50% of existing area
☐ More than 50% of existing area (sprinkle entire area per 105 ILCS 5/22-23)

PROJECT NUMBER: _____

TOTAL ESTIMATED COST: $_____

ESTIMATED COMPLETION DATE: _____

SOURCE OF ALL FUNDS: _____

TOTAL SQUARE FOOTAGE: _____

FOR HEALTH/LIFE SAFETY FUNDING (5¢ LEVY OR BONDS) INDICATE:

Amendment number: #_____

Item(s): #_____

CATEGORIES OF WORK INVOLVED

☐ New building construction	☐ Energy conservation	☐ Site work
☐ School building addition	☐ Mechanical (HVAC) work	☐ Sprinkler system installation
☐ Asbestos abatement	☐ Paving	☐ Structural work
☐ Accessibility (ADA)	☐ Plumbing work	☐ Telephone systems (E-911)
☐ Electrical work	☐ Security system	☐ Other:_____

PROJECT DOCUMENTS (Attach two copies of all construction documents)

CONSTRUCTION DOCUMENTS ATTACHED	DATE SUBMITTED
Drawings	
Specifications	
Plan Review Statements	
Confirmation of Plan Review Records	

ARCHITECT

We hereby certify that this application accurately describes the work to be performed and that, upon approval, all work will be completed to the best of our knowledge in compliance with the Health/Life Safety Code and the Sprinkler Code 5/22, 23 in accordance with this application and all applicable laws and regulations.

(Seal)

_____
License Number Expiration Date

_____ _____
Name and Signature of Architect/Engineer Name of Firm Phone Number

SCHOOL DISTRICT

The Board of Education does hereby approve and adopt said plans and specifications for submission to the Regional Superintendent for review and issuance of a building permit.

_____ _____
Date Signature of President, Board of Education Date Signature of District Superintendent

The above Application for Building Permit is hereby accepted as submitted. An Application of Occupancy Permit and the **final inspection** are required for the Certificate of Occupancy, and **must be scheduled prior to occupancy of building**.

_____
Date Signature of Regional Superintendent

(1/11) Form 36-10 (Prescribed by Regional Superintendent for local board use) 180.200a)

PLAN REVIEW STATEMENTS

A. **Phase I Environmental Study** was conducted on _____as required (or voluntary Illinois Environmental Protection Act [415 ILCS 5/58.16].

B. **Permit** was obtained from IDNR for **Floodway Construction** on _____ [615 ILCS 5

C. Illinois **Historic Preservation** Agency was notified on _____ to allow for the identification of any historical significance related to the project.[20 ILCS 3420/4]

D. **Asbestos Notification** was submitted to IDPH) on _____ [77 Ill. Adm. Code 855.35

E. **Sprinkler** Installation Requirements [105 ILCS 5/22-23]

☐ 1. New area **less than 7200 SF** within any period of 30 months (sprinkler installation not required, but shall be protected with fire detection system)

☐ 2. New area **more than 7200 SF** within any period of 30 months (sprinkler installation required)

☐ 3. "Alteration" to **less than 50% of existing** area within any period of 30 months (sprinkler installation not required, but shall have fire detection system).

☐ 4. "Alteration" to **more than 50% of existing** area within any period of 30 months (sprinkler installation required).

F. Illinois **Accessibility** Code Requirements [71 Ill. Adm. Code 400.510]

☐ 1. **Less than 15% of the reproduction cost**. The element or space being altered shall comply with applicable requirements for new construction.

☐ 2. Alteration costs **more than 15% but less than 50% of reproduction cost and less than $100,000.** The following shall comply with applicable requirements for new construction: 1) the element or space being altered; and 2) an entrance and means of egress for use by general public.

☐ 3. Alterations **more than 15% but less than 50%** of reproduction cost, **and more than $100,000.** The following shall comply with the applicable requirements for new construction: 1) the element or space being altered; 2) an entrance and means of egress intended for use by the general public; 3) all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered. 4) at least one accessible toilet room for each sex or a unisex toilet, when permitted, if toilets are provided or required; 5) accessible parking spaces, where parking is provided; and 6) an accessible route from public sidewalks or from the accessible parking spaces, if provided, to an accessible entrance.

☐ 4. Alteration costs **50% or more** of reproduction cost. The entire facility shall comply with applicable requirements for new construction.

IBPVS Plan Review Statement

2004 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective September 24, 2004

Construction Documents dated, _____, as they relate to the scope of services agreed upon between _____(design professional) and _____ (school district) for the _____ (project) were reviewed by me and were found to be in compliance with the relevant requirements of the boiler and pressure vessel code listed above.

_____ _____
Design Professional Name Firm

_____ _____ (*Seal)*
Design Professional Signature Date

IPC Plan Review Statement

2005 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 8, 2005

Construction Documents dated, _____, as they relate to the scope of services agreed upon between _____ (design professional) and _____ (school district) for the _____ (project) were reviewed by me and were found to be in compliance with the relevant requirements of the plumbing code listed above.

_____ _____
Design Professional Name Firm

_____ _____ (*Seal)*
Design Professional Signature Date

(1/11) Form 36-11 (Prescribed by Regional Superintendent for design professional use.) 180.200

APPLICATION FOR APPROVAL OF A VARIANCE

REFERENCE: Except as limited by subsection (b)(3) of Section 180.70 23 Illinois Administrative Code, when a requirement or standard set forth in any code incorporated in 23 Illinois Administrative Code Part 180 can be satisfied by an alternative means, a school board may apply for a variance as defined in Section 180.30 of this Part.

NAME AND ADDRESS OF BOARD OF EDUCATION	NAME OF CONTACT	PHONE NUMBER
	COUNTY	FAX NUMBER

NAME OF FACILITY WHICH VARIANCE IS BEING SOUGHT:

1. Indicate the specific rule from which a variance is being sought:

2. Describe the variance being sought:

3. Describe proposed alternative:

4. Describe the basis upon which the board of education is seeking the variance:

5. Indicate the date upon which the board of education adopted a resolution to seek the variance:

6. Include by attachment, the Architect/Engineer's certification, documenting in what particular respects the proposed alternative provides performance or protection equal or superior to that provided by the code requirements from which a variance is sought.

AUTHORIZATION:

Date *Signature of President, Local Board of Education*

Date *Signature of Secretary, Local Board of Education*

Date *Signature of District Superintendent*

RECOMMENDATION BY REGIONAL SUPERINTENDENT:

☐ APPROVE

☐ DISAPPROVE

Date *Signature of Regional Superintendent*

(3/09) Form 35-66 (Prescribed by ISBE for local board use) 180.70 c)

CONFIRMATION OF PLAN REVIEW RECORDS

☐ 2009 International Building Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

☐ 2009 International Electrical Code (Appendix K) Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

☐ 2009 International Energy Conservation Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

☐ 2009 International Fire Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

☐ 2009 International Mechanical and Fuel Gas Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

BUILDING PERMIT

Regional Office of Education Assigned Application Number _____

_____ Regional Office of Education	_____ Name and Number of School District
_____ Address (Street, City, State, Zip Code)	_____ Name of Facility
_____ Telephone Number (Include Area Code)	_____ Address of Facility (Street, City, State, Zip Code)

Issued this _____day of _____ , _____ to _____ in
(Name and number of school district)

_____ County, Illinois, by authority conferred upon me by Sections 3-14.20, 3-14.21, 3-14.22 of The School Code of Illinois. These plans have been certified to be in conformance with the provisions of the Health and Life Safety Code for Illinois, as approved by: _____.
Architect's Name/Project Number

Approved_____
Regional Superintendent of Schools

THIS NOTICE MUST BE POSTED AT CONSTRUCTION SITE

Note: A permit becomes invalid if work authorized thereby is not begun within 6 months of the date of issuance.

(3/09) Form 36-14 (Prescribed by Regional Superintendents for Regional Superintendents use) 180.210

REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING

The Regional Superintendent or designee approves the Plans and Specifications based on the review of the APPLICATION FOR BUILDING PERMIT, the certification and PLAN REVIEW STATEMENTS by the design professional, and PLAN REVIEW RECORDS signed off by qualified plan reviewers and/or a design professional, and any other evidence that the construction documents comply with all applicable requirements.

REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING

This certifies that these constructions documents submitted

pursuant to Application No. _____, and plan review records and/or

plan review statements submitted in accordance with the 180.200 d) have

been reviewed and approved on this ____ day of _____, _____.

_____

Regional Superintendent or Designee Signature

_____

County

Overview of the Certificate of Occupancy Process

A CERTIFICATE OF OCCUPANCY is required for all facilities that are occupied by the school district. It is the responsibility of the Local School Board to ensure that no "facility" is occupied before the regional superintendent has issued a CERTIFICATE OF OCCUPANCY. "Facility" is defined as land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to this Part. This includes vehicular facilities, playgrounds, parking lots, stadiums, etc.

An APPLICATION FOR OCCUPANCY must be submitted:

1) When a school board wishes to occupy any facility.

2) When work covered by a BUILDING PERMIT for a newly constructed facility is complete or when work covered by a building permit for an existing facility that has affected* an existing CERTIFICATE OF OCCUPANCY is complete. INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS must be submitted to, and CALLED INSPECTION RECORDS must be reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

*When work covered by a BUILDING PERMIT for an existing facility that has <u>not</u> affected an existing CERTIFICATE OF OCCUPANCY is complete, INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS must be submitted to, and CALLED INSPECTION RECORDS must be reviewed by the Regional Superintendent during and/or upon completion as applicable to the work. Completion for work (not affecting the existing Certificate of Occupancy) is certified by the district and the design professional upon submittal of the STATEMENT OF COMPLETION to the Regional Superintendent.

3) When a school board wishes to occupy a facility on a temporary basis that does not comply fully with all the requirements of Part 180. Application must include TEMPORARY FACILITY REPORT (includes Temporary Facility Elimination Plan and Temporary Facility Checklist).

In response to an APPLICATION FOR OCCUPANCY and depending upon the type of Certificate applied for, the Regional Superintendent issues the following types of certificates when satisfied that all requirements have been met.

- GENERAL CERTIFICATE OF OCCUPANCY is issued **1)** when a school board wishes to occupy a facility **2)** when work covered by a BUILDING PERMIT for a newly constructed facility is complete or when work covered by a building permit for an existing facility that has affected an existing CERTIFICATE OF OCCUPANCY is complete.

- CERTIFICATE OF PARTIAL OCCUPANCY is issued when work covered by a BUILDING PERMIT is not entirely complete, provided the regional superintendent's inspection indicates that the areas requested to be occupied can be occupied safely prior to full completion.

- CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY is issued for a vehicular facility, provided that the facility is licensed and/or titled as required by applicable provisions of the Motor Vehicle Code and rules promulgated by the Secretary of State or the Department of Transportation; and the Regional Superintendent has inspected the vehicular facility and found that it does not pose a serious threat to the life or safety or its occupants.

- CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY is issued for one year only **3)** when a school board wishes to occupy a facility that does not comply fully with all the requirements, provided that all the requirements on the application and TEMPORARY FACILITY REPORT are acceptable to the Regional Superintendent.

Steps and Forms for the Certificate of Occupancy Process

Step #1: During and/or upon completion of construction or like activity, the Regional Superintendent (or designee) ensures that called inspections are conducted as required by the 2009 International Building Codes (including appendix K – International Electrical Code), the 2009 International Energy Conservation Code, the 2009 International Fire Code, the 2009 International Mechanical Code and the 2009 International Fuel Gas Code.

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS (Page I-13) – a form required to be submitted to the Regional Superintendent to confirm completion and review of all CALLED INSPECTION RECORDS applicable to the project.

CALLED INSPECTION RECORDS – forms used during a called inspection to capture information regarding compliance and noncompliance with approved plans and specifications and relevelant codes that is prepared and signed off and maintained by the design professional or a qualified inspector.

Step #2: When a school board wishes to occupy a facility, or continue to occupy a facility after work has been completed, the following must be submitted to the Regional Superintendent.:

36-15: APPLICATION FOR OCCUPANCY (Page I-11) and attachments when applicable:

36-36: INSPECTION STATEMENTS (Page I-12) – three statements submitted by the design professional to confirm that any required inspections have been conducted in accordance with the Illinois Plumbing Code, the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Elevator Safety Act, as applicable to the project.

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS (Page I-13) – a form required to be submitted to the Regional Superintendent to confirm completion and review of all CALLED INSPECTION RECORDS applicable to the project.

36-26: TEMPORARY FACILITY REPORT (Page I-17) - (includes Temporary Facility Elimination Plan and Temporary Facility checklist) - must be completed/submitted initially and annually to the Regional Superintendent.

Step #3: When an APPLICATION FOR OCCUPANCY is received by the Regional Superintendent or designee, he or she reviews the application, if applicable the INSPECTION STATEMENTS, THE CONFIRMATION OF CALLED INSPECTION RECORDS and CALLED INSPECTION RECORDS, if applicable the TEMPORARY FACILITY REPORT (includes Temporary Facility Elimination Plan and Temporary Facility Checklist), the safety reference plans and then conducts a final inspection. When satisfied that all requirements are met, the Regional Superintendent (or designee) signs the APPLICATION FOR OCCUPANCY and issues one of the following certificates depending on the type of application being submitted:

36-16: GENERAL CERTIFICATE OF OCCUPANCY (Page I-14)

36-17: CERTIFICATE OF PARTIAL OCCUPANCY (Page I-15)

36-28: CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY (Page I-16)

36-30: CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY (Page I-20)

APPLICATION FOR OCCUPANCY

DISTRICT NAME AND NUMBER	☐ GENERAL CERTIFICATE OF OCCUPANCY
FACILITY NAME	☐ CERTIFICATE OF PARTIAL OCCUPANCY
FACILITY LOCATION	☐ CERTIFICATE FOR A VEHICULAR FACILITY
	☐ CERTIFICATE OF TEMPORARY OCCUPANCY
☐ Property is owned by the district.	☐ New Use - Bldg Permit #
☐ Property is not owned by district (Attach Owner Authorization)	☐ New Construction - Project # Bldg Permit #
	☐ Addition - Project # Bldg Permit #
	☐ Renovation/Repair - Project # Bldg Permit #

III. ARCHITECT/ENGINEER'S CERTIFICATION

To the best of my knowledge and belief (check and complete applicable statement):

☐ 1. Based upon my survey of the above named facility on ____/____/____I find and hereby certify that the facility is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

☐ 2. I find that the facility fails to comply fully with the requirements of Part 180. However, based upon my survey of the above named facility on ____/____/____ and the attached TEMPORARY FACILITY REPORT (includes the Temporary Facility Elimination Plan and the Temporary Facility Checklist), I hereby certify that such noncompliance does not jeopardize the general health and safety of the student and others who occupy the facility.

☐ 3. Based upon my survey of the work within the above named facility on ____/____/_____ I find and hereby certify that the work is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

This statement, as selected above, is valid as of the day of the survey indicated. Changes to the facility or conditions affecting it after that date may render this statement invalid.

_____ _____ _____

Date Architect/Engineer Name Firm Name (Seal & Signature)

_____ _____ _____

License Number Phone Number Expiration Date

SCHOOL DISTRICT CERTIFICATION

We hereby certify that this application accurately describes the status of the work and the occupancy we are seeking in order to occupy the above named facility for the primary purpose of: _____

_____ _____ _____ _____

Date *President of the Board of Education* *Date* *District Superintendent*

FOR REGIONAL SUPERINTENDENT'S USE

INSPECTION RECORDS: Date Reviewed: ____/____/____

INSPECTION STATEMENT: Date Received: ____/____/_____

CONFIRMATION OF CALLED INSPECTION RECORDS: Date Received: ____/____/_____

An inspection was made or caused to be made upon the completion of the work and before issuance of a CERTIFICATE OF OCCUPANCY for the above named facility on ____/____/____. Any violations of the approved construction documents and building permits were noted, and the holder of the permit was notified of the discrepancies. No certificate of occupancy was issued until the discrepancies were remedied.

_____ _____

Date *Regional Superintendent*

INSPECTION STATEMENTS

Illinois Elevator Safety Inspection Statement

2008 OSFM Illinois Elevator Safety Rules (71 Ill. Adm. Code 400) Effective May 27, 2008

Based upon my survey of the project at or within the _____(facility name), I find and hereby certify that the project has been inspected as required by the 2008 OSFM Illinois Elevator Safety Rules, Ill. Adm. Code 1000, May 27, 2008.

_____ _____

Design Professional Name Firm

_____ _____ (*Seal)*

Design Professional Signature Date

IBPVS Inspection Statement

2004 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective September 24, 2004

Based upon my survey of the project at or within the _____(facility name), I find and hereby certify that the project has been inspected as required by the 2004 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Adm. Code 120), Effective September 24, 2004.

_____ _____

Design Professional Name Firm

_____ _____ (*Seal)*

Design Professional Signature Date

IPC Inspection Statement

2005 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 8, 2005

Based upon my survey of the project at or within the _____(facility name), I find and hereby certify that the project has been inspected as required by the 2005 Illinois Plumbing Code (77 Admin. Code 890) effective April 8, 2005.

_____ _____

Design Professional Name Firm

_____ _____ (*Seal)*

Design Professional Signature Date

(1/11) Form 36-36 (for use in confirming inspections have been conducted for other Illinois Agency codes)

CONFIRMATION OF CALLED INSPECTION RECORDS

☐ 2009 International Building Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Footing			
2.	Foundation			
3.	Concrete Slab / Under-floor			
4.	Lowest Floor Elevation			
5.	Framing			
6.	Lathe and Gypsum Board			
7.	Fire Resistant Penetrations			
8.	Energy Efficiency			
9.	Special Inspection			
10.	Final IBC			

☐ 2009 International Electrical Code (Appendix K) Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Prefabricated Assembly Evaluation Report			
2.	Underground			
3.	Rough-in			
4.	Final IEC			

☐ 2009 International Energy Conservation Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Foundation (thermal envelope)			
2.	Framing (thermal envelope)			
3.	Insulation (thermal envelope)			
4.	Rough-in "Okay to Cover" (mechanical, service water heating, electrical, lighting)			
5.	Final (mechanical, service water heating, electrical, lighting)			
6.	Final IECC			

☐ 2009 International Fire Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Final IFC			

☐ 2009 International Mechanical and Fuel Gas Code Called Inspection Records

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Prefabricated Assembly Evaluation Report			
2.	Underground Piping			
3.	Rough-in			
4.	Final IMC & IFGC			

_____ COUNTY

REGIONAL OFFICE OF EDUCATION

_____

_____, ILLINOIS _____

_(___)_____

Telephone

CERTIFICATE OF OCCUPANCY

_____

Name and Number of School District

_____

Name of Facility

_____

Address of Facility

The above named facility has been inspected by this office pursuant to the provisions of Sections 3-14.21 and 2-3.12 of the School Code and has been determined to comply with the requirements of the Health/Life Safety Code for Public Schools (23 IL Adm Code 180). Occupancy of the said facility is hereby approved.

Issued this _____ day of _____

Approved **_____**

Regional Superintendent

(3/09) Form 36-16 (Prescribed by Regional Superintendents for Regional Superintendents use) 180.230 a)

_____ COUNTY

REGIONAL OFFICE OF EDUCATION

_____

_____, ILLINOIS _____

_(___)_____
Telephone

CERTIFICATE OF PARTIAL OCCUPANCY

RESTRICTIONS: _____

_____
Name and Number of School District

_____
Name of Facility

_____
Address of Facility

Issued this _____ day of _____, by authority conferred upon me by 23 IL Adm Code 180 Section 180.230(a). This building has been inspected and found to be suitable for occupancy, subject to the restrictions delineated above.

This Certificate of Partial Occupancy is effective until _____.

Approved **_____**
Regional Superintendent

(3/09) Form 36-17 (Prescribed by Regional Superintendents for Regional Superintendents use) 180.230 b)

_____ COUNTY

REGIONAL OFFICE OF EDUCATION

_____

_____, ILLINOIS _____

( )_____

Telephone

CERTIFICATE OF OCCUPANCY FOR VEHICULAR FACILITY

_____

Name and Number of School District

_____

Name of Facility

_____

Address of Facility

The above named facility has been inspected by this office pursuant to the provisions of Sections 3-14.21 and 2-3.12 of the School Code and has been determined to comply with the requirements of the Health/Life Safety Code for Public Schools (23 IL Adm Code 180). Occupancy of the said facility is hereby approved.

Issued this _____ day of _____

Approved **_____**

Regional Superintendent

(3/09) Form 36-28 (Prescribed by Regional Superintendents for Regional Superintendents use) 180.230 a)

TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for _____
District Name and Number

in _____ County, IL, upon resolution adopted at a duly convened meeting, hereby

requests an approval for usage of temporary facility to be used in connection with the

_____ located at _____
Name of School Building *Address of School Building*

until June 30, _____ .

This temporary facility will be used for:

- ☐ Classrooms
- ☐ Storage
- ☐ Library
- ☐ Gymnasium
- ☐ Auditorium
- ☐ Other _____.

This temporary facility will be:

- ☐ Relocatables
- ☐ Temporary rooms in: _____ .
  Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: _____ .

Number of pupils to be housed in temporary housing: _____ .

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:

_____
_____
_____

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?

_____
_____
_____

This plan will be accomplished by _____.
Date

_____ _____
Date *Signature of Board President* *Date* *Signature of Board Secretary*

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

_____
Date *Signature of Regional Superintendent*

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c)

TEMPORARY FACILITY REPORT - Part II

Temporary Facility Checklist

District Name/Number			Building Name		
Number of Units	Year Originally Constructed	Area Square Feet	Enrollment	Grade Level	Number of years in use

COMPLIANCE			CHECK FOR THE FOLLOWING CONDITIONS
YES	NO	NA	
☐	☐	☐	1. Was the unit constructed according to 77 IL Adm Code Part 880 and the seal of approval from IDPH posted as required?
☐	☐	☐	2. Does the district have on file the compliance certificate from IDPH (pink copy)?
☐	☐	☐	3. Architect/Engineer has verified with the IL Dept of Natural Resources/IDOT that the unit(s) is/are not located in a designated floodplain area.
☐	☐	☐	4. Is the building securely anchored to the foundation as to withstand the wind load as described in ASCE 7-95?
☐	☐	☐	5. Are there 2 exits on opposite sides of building?
☐	☐	☐	6. Is there an interconnecting door between classrooms?
☐	☐	☐	7. Is the building located in accordance with Section 175.120 of 23 IL Administrative Code, Part 175? (30 feet from adjacent building or separated by two-hour fire wall; or BOCA 705.2 20'-0" or fire wall)
☐	☐	☐	8. Are the foundation walls maintained plumb and free from open cracks and breaks and kept in such condition as to prevent entry of weather, animals and insects?
☐	☐	☐	9. Is the enclosure between the floor and ground in good condition? (Tight to prevent entrance of weather, animals and insects)
☐	☐	☐	10. Are the steel floor support members in good rust-free condition?
☐	☐	☐	11. Is the general exterior appearance of the building in an acceptable, well-maintained condition free of loose strips or battens?
☐	☐	☐	12. Is the roof and flashing in good condition?
☐	☐	☐	14. Are stair tread and ramps maintained with non-slip finish and platforms in good condition?
☐	☐	☐	15. Are the restrooms clean, adequate and in operable condition and properly ventilated?
☐	☐	☐	16. Are the plumbing fixtures properly installed and maintained in working order, free from leaks and defects?
☐	☐	☐	17. Are the lighting fixtures properly maintained, complete with lenses and louvers?
☐	☐	☐	18. Do the doors lock securely without additional locks, bolts or chains?
☐	☐	☐	19. Are doors equipped with panic hardware (If occupancy is over 100 occupants)
☐	☐	☐	20. When building is occupied, are all the doors free from devices or wedges to prevent normal operation?
☐	☐	☐	21. Are screened or barred windows easily opened from inside without keys or tools?
☐	☐	☐	22. Is the exit lighting system used and all exit lights operable when the building is occupied? (rooms/corridors with more than 2 doors)
☐	☐	☐	23. Is the building equipped with an approved operable alarm and detector system?
☐	☐	☐	24. Are utility shut-offs properly and clearly marked?
☐	☐	☐	25. Is all fuel-burning and heating equipment (flues, ducts, pumps, etc.) maintained and in serviceable condition?

☐ ☐ ☐ 26. Is automatic fuel-burning and heating equipment serviced annually by a qualified person?

☐ ☐ ☐ 27. Have all heat exchanges of forced warm air furnaces and unit heater been examined to determine that they are airtight to prevent carbon monoxide and other combustion gases from getting into occupied space?

☐ ☐ ☐ 28. Are all combustible waste materials disposed of daily from classroom and building?

☐ ☐ ☐ 29. Is the insulation material non-combustible and interior finishing flamespread 75 or less?

☐ ☐ ☐ 30. Are non-flammable cleaning materials used?

☐ ☐ ☐ 31. Are storerooms and closets free from waste accumulations and unnecessary materials?

☐ ☐ ☐ 32. Are enough fire extinguishers of approved type for intended use installed in the building? (75 feet max. from any point in the facility to a fire extinguisher.)

☐ ☐ ☐ 33. Have fire extinguishers been inspected and so tagged within the past year?

☐ ☐ ☐ 34. Is the temperature control of the heating and/or cooling system adequate?

☐ ☐ ☐ 35. Is the supply of fresh air adequate (classroom, assemblies and toilets) as required?

List all areas of noncompliance:

_____

_____

_____

_____

_____

_____

_____

ARCHITECT

The State of Illinois licensed architect and/or engineer, employed by this district, has certified to this Board of Education that to the best of his/her knowledge and belief, the above mentioned structure will not present a health/life safety hazard to the students housed therein for the school year 20___ - 20___. Further, such architect and/or engineer has listed the area of noncompliance with the Health/Life Safety Code.

(Seal)

_____
License Number Expiration Date

_____ _____
Name and Signature of Architect/Engineer Name of Firm Date of Inspection

SCHOOL DISTRICT

We hereby certify that this application accurately describes the work to be performed, and that, upon approval all work will be completed in accordance with this application and all applicable laws and regulations.

_____ _____
Date Signature of President, Board of Education Date Signature of District Superintendent

REGIONAL SUPERINTENDENT

The above Annual Inspection Checklist for a temporary facility is hereby accepted as submitted.

_____
Date Signature Regional Superintendent

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c) 4)

REGIONAL OFFICE OF EDUCATION
_____
_____, ILLINOIS _____
( ) _____- _____

CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY

_____
Name and Number of School District

_____
Name of School Building Where Unit Is Located

_____
Address of School Building

Issued this _____ day of _____, _____ in _____ County, Illinois, by authority conferred upon me by The School Code of Illinois, Chapter 105, ILCS, Sections 5/3-14.20, 5/3-14.21, 5/3-14.22 and 23 IL Adm. Code 180, Section 180.230. Authorization is given to occupy such premises.

Approved _____
Signature of Regional Superintendent

THIS OCCUPANCY CERTIFICATE WILL EXPIRE ON _____

(3/11) Form 36-30 (Prescribed by the Regional Superintendent for the use of the Regional Superintendent) 180.230 c

STATEMENT OF COMPLETION
FOR WORK NOT AFFECTING THE EXISTING CERTIFICATE OF OCCUPANCY

The Board of Education for _____ , in
District Name and Number

_____County, hereby proclaims the work outlined in Building Permit # _____ for the

_____facility at _____, Illinois, as required under,
Address of School

Section 2-3.12 of the School Code of Illinois, approved by the Regional Superintendent on _____ in the

Amount of $_____and with an Actual Expense of $_____ , has now

been completed.

WHEREAS, The Board of Education of School District No. _____, in _____ County, has

caused to be effectuated such work described in the application for building permit ;

NOW, therefore, we _____, President of the Board of Education of School District

No. _____in _____ County, Illinois and _____, the responsible architect or engineer, state that the work describe in the application for building permit is now completed in compliance with 23 IL ADM Code, Part 180.

_____
Date *Signature of President of the School Board*

(Seal)

_____
Date *Signature of District Superintendent*

_____
Date *Signature of Architect/Engineer*

The applicable inspection records for this project of District #_____ have been reviewed. These records and the inspection statements of the district Architect and/or Engineer provide assurance that all requirements of 23 IL ADM Code 180 have been met, regarding work at the _____.
(Building Name)

_____ _____
Date *Signature of Regional Superintendent*

_____
County

(1/11) Form 36-38 (Prescribed by the Regional Superintendent for local board use) 180.200

Overview of the Annual Inspection Process

The primary purpose of an annual inspection is to ensure that schools are safe, sanitary, and fit for occupancy. It may also serve to confirm that school boards are making reasonable progress with previously issued orders to effect compliance.

By law, all public schools must be inspected at least once each year by the Regional Office of Education. This includes facilities that are leased or rented by the district and used for school purposes. The extent and detail involved in an inspection depends upon the nature of the facility to be inspected. Factors such as use, size, complexity, age, previous conditions, etc., should be taken into consideration in planning and conducting inspections.

Districts must maintain their school buildings in continuous compliance with minimum standards and be inspected annually. During the course of the year, a particular facility may be inspected at the discretion of the Regional Superintendent. Facilities may be inspected more frequently if the Regional Superintendent determines that it is necessary to do so.

Steps and Forms in the Annual Inspection Process

Step #1: Regional Superintendent (or designee) develops schedule of inspections and notifies the district. If feasible, the schedule of inspections shall be coordinated with the annual fire safety inspections that are conducted by OSFM qualified fire officials.

36-18: NOTICE OF ANNUAL INSPECTION (Page II-3)

Step #2: The Regional Superintendent (or designee), who has taken a course, conducted by IARSS, regarding the annual inspection process visits each facility* owned or used for school purposes by a school district and notes any violations on the HEALTH LIFE SAFETY ANNUAL INSPECTION CHECKLIST. The inspector uses the HEALTH LIFE SAFETY GLOSSARY and the BUILDING CODE MATRIX to identify the applicable code sections. In addition, previously noted violations are inspected to determine and record the progress made on their correction.

***** "Facility" means land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to this Part. This definition excludes facilities owned by a school district but not used for public school purposes, which shall be subject to local building codes.

35- 18: HEALTH LIFE SAFETY ANNUAL INSPECTION CHECKLIST AND GLOSSARY (Page II-4)

35-11: BUILDING CODE MATRIX (Page II-4)

Step #3: The Regional Superintendent (or designee) shall address violations* and unsafe conditions found during the annual inspection by serving a notice of the violation or unsafe condition and ordering the condition or materials to be corrected, placed out of service** or removed within a specified period of time, which shall in no case exceed the timelines set forth in Section 2-3.12. (180.400)

*The regional superintendent may require a school board to have a facility surveyed by a licensed design professional if, in the judgment of the regional superintendent, such a survey is necessary to determine compliance. (180.400 a))

**Any device or equipment placed out of service by the regional superintendent shall be plainly marked with a sign or tag, which shall not be tampered with, defaced or removed except by the regional superintendent. (180.410)

Step #4: The Regional Superintendent prepares a written report of the results of the annual inspection before July 30th of each year, using the IWAS - H/LS processing system. The report is submitted to ISBE via IWAS, and can be viewed and printed by school district personnel and architects or engineers who are authorized by the district superintendent.

Step #5: The Regional Superintendent also prepares a report annually on or before October 1, summarizing all of the transactions relating to the administration and enforcement of this Part for the fiscal year ended on the preceding June 30. The report is submitted to ISBE via IWAS, and can be viewed and printed by the Regional Superintendent and ISBE.

NOTICE OF ANNUAL INSPECTION

TO: The Board of Education of _____, _____, _____
County District Name District Number

Pursuant to Section 3-14.21 of the School Code, and the provisions of the Health/Life Safety Code for Public Schools (23 Illinois Administrative Code Part 180) the annual inspection of the facility(ies) listed below are planned to be conducted by my office on the date(s) indicated.

FACILITY	DATE	FACILITY	DATE

The individual(s) who will conduct the inspection include: _____

_____.

Please assign appropriate district personnel to assist in conducting the inspection(s).

Please have available for inspection the following documents: _____

_____

_____.

☐ See the attached list of questions or issues to be discussed regarding your facilities.

If this/these date(s) are not feasible or you have questions contact my office by _____ to
Date
make alternate arrangements.

_____ _____
Typed Name of Regional Superintendent Date Signature of Regional Superintendent

HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST and GLOSSARY

Administrative and General Building Requirements

☐ 10 yr. Safety Survey* (1)
☐ Safety reference plans (2)
☐ School safety drills (3)
☐ Annual review of crisis plans (4)
☐ Hold-open devices (5)
☐ Unobstructed exits (6)
☐ Emergency lighting + exit signs (7)
☐ Testing of emergency lighting (8)
☐ Flam/comb liquids + chemicals (9)
☐ Functional fire alarm system (10)
☐ Fire alarm signal (11)
☐ Manual fire alarm station (12)
☐ Functional sprinkler system (13)
☐ Clearance above storage (14)
☐ Functional standpipe system (15)
☐ Fire extinguishers (16)
☐ Integrated pest management (17)*
☐ Shower/eye wash stations (18)*
☐ Alcohol hand-rub dispensers (19)
☐ Decorative vegetation (20)
☐ Space heaters (21)
☐ Furnishings and decorations (22)
☐ Interior Wall, Ceiling and Floor Finishes (23)
☐ Extension cords/multiple plug adaptors (24)
☐ Electrical systems (25)

Arts and Crafts Rooms
☐ Fire-rated construction (26)
☐ Fire detectors (27)
☐ Spray finishing (28)
☐ Limited Spraying Spaces (29)
☐ Explosion proof fixtures (30)
☐ Kiln exhaust (31)
☐ Kiln fuel switch (32)
☐ Eye glasses (33)*
☐ Toxic art supplies (34)*

Auditoriums
☐ Posted occupancy loads (37)
☐ Number of exits (38)
☐ Means of egress arrange (39)
☐ Illuminated exit signs (40)
☐ Emergency lighting (41)
☐ Fire-rated construction (42)
☐ Fire alarm signal (43)
☐ Fire detectors (44)

Automotive Shops
☐ Emergency lighting (50)
☐ Fire-rated construction (51)
☐ Fire alarm signal (52)
☐Fire detectors (53)
☐ Spray paint rooms (54)
☐ Limited Spraying Spaces (55)
☐ Explosion proof lights (56)
☐ Welding booth exhaust (57)
☐ Eye glasses (58)*

Bleachers and Grandstands
☐ Inspection/maintenance (63)*
☐ Waste accumulation (64)

Boiler Room
☐ Door swing (69)
☐ Fire-rated construction (70)
☐ No combustible storage (71)
☐ Fire alarm signal (72)
☐Fire detectors (73)
☐Emergency fuel switch (74)
☐ Inspection posted (75)

Cafeteria (A)
☐ Posted occupant loads (80)
☐ Number of exits (81)
☐ Means of egress arrange (82)
☐ Illuminated exit signs (83)
☐ Emergency lighting (84)
☐ Fire-rated construction (85)
☐ Fire alarm signal (86)
☐ Fire detector (87)

Classrooms
☐ Doors unlocked (93)
☐ Classroom doors (94)
☐ Door glass-vision panel (95)*
☐ Classroom Door Swing (96)
(*)N/A to fire service personnel
(A) When an assembly area

Computer Hub Closets
☐ Fire detectors (102)

Corridors
☐ Number of exits (108)
☐ Dead-end travel (109)
☐ Illuminated exit signs (110)
☐ Emergency lighting (111)
☐ Fire-rated construction (112)
☐ Width of corridors (113)
☐ Storage in corridors (114)
☐ Safety glass (115)*
☐ New artwork (116)

Elevator and Conveying Systems
☐Does not obstruct egress (121)
☐Certificate of Inspection (122)

Exterior Stairways
☐ Properly maintained (124)

Fire Escape Stairs
☐ General (127)
☐ Existing fire escapes (128)
☐ Access to fire escapes (129)
☐ Protection of openings (130)
☐ Testing (131)

Greenhouses
☐ Fire-rated construction (132)
☐Fire detectors (133)

Gym and Multipurpose Rooms
☐ Posted occupant loads (138)
☐ Number of exits (139)
☐ Means of egress arrange (140)
☐ Illuminated exit signs (141)
☐ Emergency lighting (142)
☐ Fire-rated construction (143)
☐ Fire alarm signal (144)

Home Economics and Family Services Rooms
☐ Fire-rated construction (151)
☐ Fire alarm signal (152)
☐ Fire detector (153)
☐ Exhaust fan (154)

Industrial Technology Labs
☐ Emergency lighting (160)
☐ Fire-rated construction (161)
☐ Fire alarm signal (162)
☐ Fire detectors (163)
☐ Welding booth exhaust(164)
☐ Eye glasses (165)*

Kitchens
☐ Fire-rated construction (176)
☐ Fire detectors (177)
☐ Fire extinguishers (178)
☐Cooking hood exhaust (179)
☐ Exhaust inspections (180)
☐ Filter maintenance (181)
☐ Fire extinguishing systems (182)
☐ Personnel safety (183)

Library/Media Center (A)
☐ Posted occupancy loads (189)
☐ Number of exits (190)
☐ Means of egress arrange (191)
☐ Illuminated exit signs (192)
☐ Emergency lighting (193)
☐ Fire-rated construction (194)
☐ Fire alarm signal (195)
☐ Fire detectors (196)

Mechanical Rooms
☐ Fire-rated construction (198)
☐ Fire alarm signal (199)
☐ Fire detectors (200)

Music Practice Rooms
☐ Fire alarm signal (201)
☐ Sound proofing (202)

Photo Developing Labs
☐Emergency lighting (207)
☐ Fire-rated construction (208)
☐ Fire detector (209)
☐ Exhaust fan (210)
☐ Chemical storage (211)

Projection Rooms
☐ Emergency lighting (215)
☐ Fire-rated construction (216)
☐ Fire detector (217)
☐ Exhaust fan (218)
☐ Safety film sign (219)

Science Laboratories
☐ Emergency lighting (224)
☐ Fire-rated construction (225)
☐ Fire detector (226)
☐ Exhaust fan (227)
☐ Fume hood exhaust (228)
☐Emergency fuel switch (229)
☐ Eye glasses (230)*
☐ Chemical storage (231)

Shower and Locker Rooms
☐ Number of exits (235)
☐ Illuminated exit signs (236)
☐ Emergency lighting (237)
☐ Fire alarm signal (238)
☐ Exhaust fan (239)*
☐ Vapor-proof lights (240)*

Stages (Large)+Accessory Rooms
☐Illuminated exit signs (243)
☐ Emergency lighting (244)
☐ Fire-rated construction (245)
☐ Proscenium wall protection (246)
☐ Curtains and scenery (247)
☐ Sprinklers and ventilators (248)
☐ Standpipes (249)

Stages (Small)
☐ Illuminate exit signs (256)
☐ Emergency lighting (257)
☐ Curtains+scenery (258)
☐ Fire detectors (259)

Stages with Storage Under
☐ Fire-rated constr (265)
☐ Storage only (266)
☐ Fire detectors (267)
☐ Sprinklers (268)

Stairwells
☐ Properly maintained (272)
☐Illuminated exit signs (273)
☐ Emergency lighting (274)
☐ Stair enclosure (275)
☐No storage (276)
☐ Fire detector (277)

Storage/Supply Closets
☐ Fire-rated constr (283)
☐ Fire detector (284)
☐ Classroom/janitor's (285)

Swimming Pools
☐Occup loads (289) **(A)**
☐ Number of exits (290)
☐ Egress arrange (291) **(A)**
☐ Exit signs (292) **(A)**
☐ Emerg lighting (293) **(A)**
☐ Fire-rated constr (294) **(A)**
☐ Fire alarm signal (295)
☐ Vapor-proof lights (296)*
☐ Exhaust fan (297)*
☐ IDPH equipment (298)*
☐ Fire extinguisher (299)

Teachers Workrooms and Lounges
☐ Fire-rated constr (301)
☐ Fire detector (302)
☐ Exhaust fan (303)

Time-Out Rooms
☐ Ceiling height (304)
☐ Safe construction (305)
☐ Padded walls (306)
☐ Monitoring (307)

Toilets
☐ Fire alarm signal (308)
☐ Exhaust fan (309)*

Woodworking Shop
☐ Emergency lighting (314)
☐ Fire-rated constr (315)
☐ Fire alarm signal (316)
☐ Fire detectors (317)
☐Fire extinguishers (318)
☐ Sawdust collector (319)
☐ Eye glasses (320)*
☐ Housekeeping (321)

Building Codes for Pre-K through 12 Illinois Public Schools (excluding CPS)

BUILDING CODES	RETROACTIVE CODES
2009 IBC. For new construction contracted for design **on or after January 1, 2010.**	Retroactive 2009 IFC/IPMC requirements apply to construction contracted for design **on or after January 1, 2010**.
For construction contracted for designed **before January 1, 2010**, allows compliance with IBC 2006, IBC 2003, BOCA 96, BOCA 93, Part 175 or Part 185.	Retroactive ICC 300 -07 requirements apply to **bleachers** contracted for design **on or after January 1, 2010**.
2006 IBC. For construction contracted for design **on or after September 25, 2007 but before January 1, 2010.**	Retroactive 2006 IFC/IPMC requirements apply to construction contracted for design **on or after September 25, 2007 but before January 1, 2010.**
For construction contracted for design before September 25, 2007, allows compliance with IBC 2003, BOCA 96, BOCA 93, Part 175 or Part 185.	Retroactive ICC 300-02 requirements apply to **bleachers** contracted for design **on or after October 3, 2005 but before January 1, 2010**.
2003 IBC. For construction contracted for design **on or after October 3, 2005 but before September 25, 2007.**	Retroactive 2003 IFC/IPMC requirements apply to facilities designed **on or after October 3, 2005 but before September 25, 2007.**
For construction contracted for design **before October 3, 2005**, allows compliance with BOCA 96, BOCA 93, Part 175 or Part 185.	Retroactive ICC 300-02 requirements apply to **bleachers** contracted for design **on or after October 3, 2005 but before January 1, 2010**.
1996 BOCA. For construction contracted for design **on or after July 6, 1998 but before October 3, 2005.**	Retroactive 96 BOCA Fire Prevention/PM Code requirements apply to construction contracted for design **on or after July 6, 1998 and before October 3, 2005.**
For construction contracted for designed **before October 3, 2005**, allows compliance with BOCA 93, Part 175 or Part 185.	Retroactive 96 BOCA Fire Prevention Code inspection requirements may be applied to **bleachers** contracted for design **on or after July 6, 1998 and before October 3, 2005** where an approved agency or individual shall conduct the inspections and provide a written report regarding compliance with 96 BOCA Building Code Section 1013.
1993 BOCA. For construction contracted for design **on or after March 24, 1995 and before July 6, 1998.**	Retroactive 93 BOCA Fire Prevention/PM Code requirements apply to facilities contracted for design **before July 6, 1998.**
For construction designed **before March 24, 1995**, allows compliance with Part 175 or Part 185.	Retroactive 93 BOCA Fire Prevention Code (Section 106.4) inspection requirements may be applied to **bleachers** contracted for design **on or after July 6, 1998** where an approved agency or individual shall conduct the inspections and provide a written report regarding compliance with the 93 BOCA Building Code Section 1013.
Part 175. For construction contracted for design **on or after July 1, 1965 but before March 24, 1995.**	Retroactive 93 BOCA Fire Prevention/PM Code requirements apply to facilities contracted for design **before July 6, 1998** unless Part 175 has something more stringent in those buildings contracted for design on or after July 1, 1965 but before March 24, 1995.
For construction contracted for design **before July 1, 1965**, allows compliance with Part 185.	Retroactive 93 BOCA Fire Prevention Code (Section 106.4) inspection requirements may be applied to **bleachers** contracted for design **on or after July 1, 1965 but before March 24, 1995** where an approved agency or individual shall conduct the inspections and provide a written report regarding compliance with NFPA 102 – 1967.
Part 185. For construction contracted for design **before July 1, 1965.**	Retroactive 93 BOCA Fire Prevention/PM Code requirements apply to facilities contracted for design **before July 6, 1998** unless Part 185 has something more stringent in those buildings contracted for design before July 1, 1965.
For construction contracted for design **before July 1, 1965**, requires compliance with Part 185.	Retroactive 93 BOCA Fire Prevention Code (Section 106.4) inspection requirements may be applied to **bleachers** contracted for design **before July 1, 1965** where an approved agency or individual shall conduct the inspections and provide a written report regarding compliance with

	NFPA 102 –1957.

REGIONAL SUPERINTENDENT'S ANNUAL REPORT via IWAS

Instructions for Completing

Regional Superintendent's Annual Report

1 **Building Permit Date:** Enter the date of any building permits issued for that facility. 180.200

2 **Completion Date:** Enter the date of completion of the work for which the building permit was issued.

3 **Certificate Type:** Enter the type (General, Partial, Temporary, Vehicular) of Certificate of Occupancy issued.

4 **Certificate Date:** Enter the Certificate of Occupancy issue date. 180.230

5 **Date of Annual Inspection:** Enter the date in which the Annual Inspection was conducted for facility. 180.300

6 **10 Year Receipt Date:** Enter the date in which the 10 year Survey was received by the Regional Superintendent for the School Building. 180.310

7 **Amendment Number:** Enter the number assigned to any amendments received for that facility. 180.500

8 **ISBE Approval Date:** Enter the Certificate of Approval date for the amendment received.

9 **H/LS Work Status:** Enter the status (completed, started, not started) of H/LS work identified in ten year survey and/or amendment.

10 **Annual Review by June 30:** Enter "yes" if the district conducted an annual review of their School Emergency and Crisis Response Plans for each school building by June 30th of the fiscal year for which you are reporting. Enter "no" if they have not. SSDA 105 ILCS 128

Overview of the Ten Year Safety Survey Process

Every 10 years, each local board is required to **survey** its school buildings* and **effectuate** any recommendations in accordance with 2-3.12, the Health Life Safety Code, and with the guidance of this Chapter. * "School Building" or "School" means a building occupied in whole or in part by public school students or intended for occupancy by such students.

Local School Board

1. **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.
2. **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.
3. **Prioritizes** the time assigned to each item to complete any urgent, required or recommended work contained in the Safety Survey Report.
4. **Authorizes** the design professional to access the IWAS HLS Processing System through the district superintendent.
5. **Receives** IWAS **"architect approved"** Ten Year Safety Survey Report (and HLS amendment, if submitted simultaneously).
6. **Approves** and **submits** the Ten Year safety Survey Report (and HLS amendment, if submitted simultaneously) to the Regional Superintendent through the IWAS HLS processing system.
7. **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.
8. **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)

1. **Surveys** buildings to identify violations of the Health Life Safety Code for Public Schools, Part 180.
2. **Enters** the Ten Year Safety Survey Report in the IWAS HLS processing 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).
3. **Requests** "architect" authority access to IWAS from the district superintendent.
4. **Creates** IWAS login name that is unique to the district.
5. **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 tru**e** and accurate," and that funding type is not included in the calculation. (If determined by the district that fire prevention and safety funds will be needed to complete the work, an original Certification of Need with wet signature and seal is mailed to the District, the Regional Superintendent and to the State Superintendent.)

Regional Superintendent

1. **Checks** the accuracy and completeness of the Safety Survey Report submitted, including the safety reference plans with description of existing building conditions.
2. **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:

1. **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.
2. **Checks** the accuracy of the referenced code sections, as well as the priority and estimated timelines for completing the work.
3. **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).
4. **Approves** or **denies** all or part of the report.
5. **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.

Steps and Forms in the Ten-Year Survey Process

See IWAS

SAMPLE DESCRIPTION OF EXISTING CONDITIONS

(Name of School)

I. GENERAL

ENROLLMENT:	High school grades 9 through 12, 860 students. Status of enrollment-static.
CONSTRUCTION:	Type II - Noncombustible; IV - Ordinary; V-Wood frame. See Plot Plan.
MEANS OF EGRESS:	Adequate in arrangement, size, and protection except where otherwise mentioned in this report.
LOCAL FIRE ALARM SYSTEM:	No automatic telephone dialer.
NEAREST FIRE STATION:	Volunteer fire department within 5 blocks.
CITY WATER:	4' service entering building from 6' main in Madison Street. Metered in Room 138.

II. CONSTRUCTION DETAILS

YEAR BUILT:	Refer to plot plan. Original building 1910 (demolished for 1970 addition). East and west wings attached to original building – 1915; original gym – 1937; northwest addition (shops and home economics) 1951; classroom unit and boiler house – 1958; gymnasium (new) 1961; cafeteria expansion – 1963; library- 1970; vocational education, locker rooms, multi-purpose room, boiler room – 1974; 1951. Addition remodeled in 1974.
HEIGHT:	Two stories maximum. See Plot Plan.

GROUND FLOOR AREA:	108,629 square feet in main buildings plus 2,520 square feet in concession building under the bleachers.

EXTERIOR WALL CONSTRUCTION:	1915 original buildings and 1937 addition – brick face with tile back-up: 1951 addition and concession building – 8' concrete blocks. 1958, 1961, 1963, 1970, 1974 additions brick face with concrete block back-up. Portion of 1970 addition has 10' concrete blocks.
FLOOR CONSTRUCTION:	All lower floors – concrete slab on grade 1915, 1937 and 1951 additions – upper floors of wood joists, sub floor, and wood finish floor. Tile or carpet finish. 1958, 1961, 1963, 1970, and 1974 additions concrete on steel joists.
ROOF CONSTRUCTION:	1915 additions – slate shingles on wood sheathing on wood rafters. 1937 addition built-up roof on 246 wood sheathing on wood purlins on steel bowstring trusses. 1951 addition and concession building built-up roof on will sheathe on wood joists (flat). 1958, 1961 and 1963 additions built-up roof on gypsum roof deck on insulated form board on steel joists. 1970 additions – built-up roofing on cementious wood fiber deck on steel hoists all areas except locker rooms and boiler room. Locker rooms are built-up roofing on insulation on precast concrete deck. Boiler room is built-up roofing on insulation on metal deck on steel joists.
INTERIOR WALL CONSTRUCTION:	1915, 1937, and 1951 additions – plaster on wood and gypsum lath. 1958, 1961, 1963, 1970 and 1974 additions – concrete blocks. Some wood stud walls with wood fiberboard paneling and or pegboard. The interior walls of the 1958 classroom addition cause the construction to become Type V (see Rule 185.390b6b). This limits maximum fire areas to 9000 square feet on the first floor and 6000 square feet on the second floor. See recommendations for fire labeled doors and smoke screens to subdivide the building.
INTERIOR FINISH:	Painted plaster or concrete blocks. Some interior walls are face brick. Some wood paneling on stud walls with either drywall or wood fiberboard back up.
TRANSOMS AND CEILING-LEVEL GLASS:	Fixed glass except door 213 which is wire mesh and door 300 which is two layers of ¼" paneling.

III. <u>EGRESS FACILITIES</u>

GRADE EXITS:	Adequate and well arranged. Panic hardware needs repair in certain location as noted herein. Some exit doors with panic hardware should be adjusted for ease of operation.
CORRIDORS:	Adequate width, height and protection except 1958 additions. See subsequent recommendations.
STAIRWAYS:	(See plans for numbering.) Stairs 1, 2, 11, 12, 31, 32 are wood construction. Stairs 3, 4, 8, 13, 14, 15, 20, 21, 22, 23, 24, 27, 28, 33, are concrete. Stairs 5, 6, 7, 9, 10, 16, 17, 25, 26, 29, 30 are of metal perforated

metal treads. Stairs widths, risers, pan filled with concrete. Stairs 18 and 19 gave treads and handrails meet code requirements except where mentioned in recommendations.

WINDOWS: Available as secondary means of escape from classroom Number 76 in 1958 addition.

FIRE ESCAPE: None.

EXIT SIGNS: Exit lights are adequately located. Some units require new lamps.

EMERGENCY LIGHTING: Battery operated emergency lights are located as shown on the drawings.

IV. SPECIAL OCCUPANCIES

MULTI-PURPOSE ROOM: 1937 addition (gymnasium) now used as auditorium. Separated from remainder of school with solid core wood doors and masonry walls. Doors are lockable to ingress. Separation from the rooms below the stage and seating area is inadequate. See recommendations. Proscenium opening provided with stage curtain and valance that is fireproofed. No fly gallery. No heat detector required per Rule 185.390j3.

GYMNASIUM: 1961 addition – separated from remainder of school with solid core wood doors and masonry walls. Doors have hold opens and doors, which are lockable to ingress. Exit capacity is 1800 people (limited by 60% of occupancy exit through corridor 144).

BOILER ROOM: Completely separated from remainder of school facility except for one common concrete block wall.

MECHANICAL EQUIPMENT & STORAGE ROOMS: Openings into corridors protected by doors as shown on door schedule. See sub- sequent recommendations for installing fire detectors.

V. UTILITIES

HEATING PLANT: Two steam boilers heat all but the 1970 addition. The original boiler is a Kewanee Type C, Model 7L84 with two Iron Fireman burners of 3,500,000 BTU input capacity. Fuel supply piping and devices are in code compliance except for heat detector wired to gas valves. This boiler is used only as a back up to the new boiler.

The boiler in the 1974 edition is a Kewanee Type L3S-200-60 steam boiler. The burner is a Kewanee Type KF combination oil/gas unit of 8,370,000 BTUH gas and 59.8 gallons per firing rates. Fuel supply piping and devices are in code compliance. The library (1970) addition is heated and cooled by three natural gas fired rooftop furnaces. The two classrooms on the second floor of this area have individual classroom gas fired unit ventilators. Each unit is in code compliance.

HEAT DISTRIBUTION: The method of heat distribution is a two-pipe low pressure steam distributed to radiators and slope top

fin tube in the 1915 sections. These devices are automatically controlled in the classrooms and manually controlled in all other areas of these building sections. Steam is distributed to unit heaters in the 1937 section as well as to radiators. These devices are automatically controlled. The 1958 and 1963 classroom and cafeteria sections utilize a steam to hot water converter to heat these sections through slope top fin tube. All radiation in these sections are automatically controlled. The converter in located in Room 138 and lacks certain safety devices. The 1951 and 1974 additions are heated by hot water created from a steam heat exchanger located in Room Number 194. There are Unit ventilators and finned tube convectors each with automatic temperature controls in these areas.

VENTILATION: Ventilation is adequate for all classrooms in the 1958 addition, 1951 and 1937 gymnasium addition due to the area of openable windows (Rule 185.457b1).

Power exhaust is provided for all restrooms and locker rooms. The kitchen is provided with 3500 cfm of exhaust over the range and ovens and 940-cfm over the dishwasher. The industrial shops have individual exhaust connections to the dust-producing equipment as well and the exhaust systems meet all Code requirements for their particular area. The foundry area 05 lacks an exhaust hood over the two kilns.

AIR CONDITIONING: None.

WATER HEATER: Domestic hot water is provided by a 920-gallon storage tank heated by a gas-fired water heater of 199,000 BTU input. An additional 8-gallon natural-gas-fired water heater is located in the kitchen area of the 1958 and 1963 addition. An additional 8-gallon, electric water heater is located in the art room. The temperature of water in the storage tank is 150 F.

INCINERATOR: None.

GAS SERVICE: Natural gas enters the building on the east side of the boiler room where it is metered, pressure regulated and provided with an outside shut-off. The gas piping runs above the ceiling of the 1958-63 cafeteria-kitchen addition. This area is unvented and must be brought into line with Rule 185.485cas per our recommendations.

ELECTRICAL SYSTEM: Electric service is underground, rated 208/120 volt, 3 phase, 4 wire. The main service has a maximum demand of 800 ampere and is capable of 2000 ampere. The non-metallic sheathed cable used in some of the recent remodeling work is not in conformance with Code requirements. Lighting in all areas is above the minimum standard as set up by the Code.

PLUMBING: There are adequate numbers of plumbing fixtures in this facility. Several fixtures have been removed or destroyed and the waste pipes are still open to the atmosphere.

Sewage disposal through 2-6' tiles to the municipal sanitary sewer system.

Main located along the westerly property line.

VI. PRIVATE PROTECTION

FIRE ALARM SYSTEM: A non-coded, continuous-ringing, supervised fire alarm system with main control panel located in Office 114, consisting of break-glass stations and horns, presently exists in this building. Certain additions must be made to this system in order to meet the requirements of the "Building Specifications."

AUTOMATIC SPRINKLERS: There are no sprinklers in this building.

AUTOMATIC HEAT DETECTION: There are automatic heat detectors located as indicated in the drawings.

STANDPIPE HOSE LINES: None.

FIRE EXTINGUISHERS: Portable fire extinguishers are located as indicated on the drawings. These extinguishers and their location meet all requirements of NBFU #10 except for the concession building.

VII. SECURITY SYSTEM None.

VIII. ENERGY CONSERVATION The only energy conservation measure now in use is the set back of thermostats when the building is not occupied. Consideration should be given to further procedures once the building is in compliance with prevailing codes.

IX. ASBESTOS ABATEMENT The building is currently in compliance with the approved asbestos management plan.

X. LEAD-BASED PAINT Peeling paint was observed in some rooms in the older sections of the building. Tests should be made to determine if lead-based paints exists, particularly in rooms having small children in attendance. Lead-based paint should be removed from rooms occupied by small children.

XI. PAVING Drives, parking lost and sidewalks are in good condition as a result of an extensive

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.

Steps and Forms in the Health/Life Safety Amendment Process

See IWAS

STATEMENT OF COMPLETION FOR HEALTH/LIFE SAFETY AMENDMENT

(Required By 23 IL Administrative Code Part 180)

The Board of Education for _____ , in
District Name and Number

_____County, upon resolution adopted at a duly convened meeting, hereby proclaims the

work outlined in the Health and Safety Survey/Amendment # _____ report for the_____

building at _____, Illinois, as required under Section 2-3.12 of,
Address of School

the School Code of Illinois, approved by the State Superintendent on _____ in the Amount of $

_____and with an Actual Expense of $_____ , has now been completed.

WHEREAS, The Safety Survey Report/Amendment described certain conditions of the building that did not comply with health and safety requirements as set out in **Building Specifications for Health and Safety in Public Schools**, 23 IL ADM Code 185, **Efficient and Adequate Standards for the Construction of Schools**, 23 IL ADM Code 175, and/or **Health/Life Safety for Public Schools**, 23 IL ADM Code Part 180;

WHEREAS, The Board of Education of School District No. _____, in _____ County, has caused to be effectuated such recommendations contained within the Safety Survey Report as necessary to cause compliance with Part 185, 175 and/or 180;

NOW, therefore, we _____, President of the Board of Education of School District

No. _____in _____ County, Illinois and _____, the responsible architect or engineer, state that the above named Safety Survey Report or Amendment is now in compliance with Part 185, 175 and/or 180.

_____
Date *Signature of President of the School Board*

(Seal)

_____
Date *Signature of District Superintendent*

_____
Date *Signature of Architect/Engineer*

The report of District #_____ has been reviewed. The statements of the Architect and/or Engineer and District Officials provide assurance that all requirements of 23 IL ADM Code, Parts 175, 185 & 180, have been met, regarding work at the _____.
(Building Name)

_____ _____
Date *Signature of Regional Superintendent*

_____
County

Form 36-24 (09/10) (Prescribed by the Regional Superintendent for local board use) 180.400b

Procedures for Health/Life Safety
Emergency Funding Authorization

1. REQUEST FOR PRELIMINARY AUTHORIZATION TO PROCEED

INSTRUCTIONS:

- School District notifies Regional Superintendent of emergency – Form 35-95
- Regional Superintendent reviews request and forwards approval to ISBE
- ISBE reviews and sends authorization approval back to Regional Superintendent
- Regional Superintendent notifies School District of approval

2. REQUEST FOR AUTHORIZATION FOR EMERGENCY PROCEDURES*

INSTRUCTIONS:

- School District adopts emergency resolution - Form 36-20 (School District submits copies of board's resolution to Regional Superintendent, and Regional Superintendent to ISBE
- ISBE reviews and issues a Certificate of Authorization for Emergency Procedures

  to Regional Superintendent - Form 35-96 (Page 4-9)
- Regional Superintendent sends copy of certificate to School District

3. HEALTH/LIFE SAFETY AMENDMENT

INSTRUCTIONS:

- District proceeds with the Health/Life Safety amendment process for the emergency project.

Amendment should be received by ISBE in a timely manner.

(23 Ill. Admin.Code 180.530-4(a))

**** The Certificate of Authorization for Emergency Procedures shall authorize the district to initiate work to be financed with fire prevention and safety funds (HLS funds) prior to the formal approval of such work through the normal process providing all criteria are met.***

School District - Regional Office of Education

EMERGENCY HEALTH/LIFE SAFETY FUNDING REQUEST FOR PRELIMINARY AUTHORIZATION

School Name and Address	District
	County

In accordance with the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180 - Section 180.530 Emergency) an emergency situation exists that: ***(Please check the appropriate statement(s)).***

CONDITION(S):

☐ presents an imminent and continuing threat to the health and safety of students or other occupants

☐ requires complete or partial evacuation of the building

☐ consumes one or more of the 5 emergency days or cause school to fall short of the minimum school calendar requirements.

Brief description of the nature of the emergency, how it correlates to the above conditions and the interim measures to sustain operations: *(Use additional sheets or attachments as necessary.)*

_____

_____

_____

_____

_____.

FUNDING:

☐ Fire Prevention and Safety Financing will be required to address the emergency.

*Signature of **District** Superintendent*	*Fax Number*	*Date*
*Signature of **Regional** Superintendent*	*Fax Number*	*Date*

ISBE USE ONLY	*ISBE Authorization to Proceed*	*Date*	☐ **Approved** ☐ **Disapproved**

Form 35-95 (09/10) (Prescribed by ISBE for local board use) 180.530 b

HEALTH/LIFE SAFETY

CERTIFICATE OF AUTHORIZATION

FOR EMERGENCY PROCEDURES

The Illinois State Board of Education has received and reviewed the required documentation and hereby concurs that the condition described in the Health/Life Safety Preliminary Emergency Authorization Request constitutes an emergency classification for:

SCHOOL NAME AND ADDRESS	DISTRICT
	COUNTY

The school district is authorized to initiate work to be financed with fire prevention and safety funds or funds loaned to the Fire Prevention and Safety Fund prior to the formal approval of such work through the normal process provided that:

Proper application for use of fire prevention and safety funds will be initiated in a timely manner by the district (forms enclosed).

The work undertaken shall, in all respects conform to the requirements of the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180).

Final approval of the use of fire prevention and safety funds will be predicated on the verification of the findings in the board resolution.

_____

Illinois State Board of Education Signature

_____

Date

HEALTH/LIFE SAFETY
EMERGENCY BOARD RESOLUTION

School Name and Address	District
	County

INSTRUCTIONS: Requires two signed and dated copies submitted to Regional Superintendent and State Board of Education.

EMERGENCY SITUATION:

_____

_____

_____

_____

_____.

FUNDING:

Fire Prevention and Safety Financing will be required to address the emergency.

☐ HLS Funds Available

OR

☐ HLS Funds need to be raised

BIDDING:

☐ Work will be bid

OR

☐ Bidding requirements will be exempt

INTERIM MEASURES TO CONTINUE OPERATIONS:

_____

_____

_____

_____.

RESOLUTION MOTION:

Date of Board Meeting ..... _____

Number of Board Members..... _____

Vote:

Number Against ..... _____

Number in Favor ..... _____

SIGNATURES:

_____	_____	_____	_____
Date	*Board President*	*Date*	*District Superintendent*
_____	_____	_____	_____
Date	*Secretary of the Board*	*Date*	*Regional Superintendent*

Form 36-20 (09/10) (Prescribed by Regional Superintendent for local board use) 180.530 b)4)c)

Overview of the Condemnation/Demoliton Process

A school building must be condemned anytime the regional superintendent feels that the building is in such a state that occupancy by students and personnel will, without question, jeopardize their lives. The regional superintendent must also request the assistance of the Illinois Department of Public Health and/or State Fire Marshal to confirm the hazardous condition of the school building.

Section 105 ILCS 5/3-14.22 of the School Code states:

> Sec. 3-14.22 *Condemnation of school buildings.* To request the Department of Public Health, the State Fire Marshal or the State Superintendent of Education to inspect public school buildings and temporary school facilities which appear to him to be unsafe, unsanitary or unfit for occupancy. These officials shall inspect such buildings and temporary school facilities and if, in their opinion, such buildings or temporary facilities are unsafe, unsanitary or unfit for occupancy, shall state in writing in what particular they are unsafe, unsanitary or unfit for occupancy. Upon the receipt of such statement the regional superintendent shall condemn the building or temporary facility and notify the school board thereof in writing and the reasons for such condemnation. He shall also notify, in writing, the board of school trustees that the school or temporary facility so condemned is not kept as required by law.
>
> The provisions of this Section shall not preclude inspection of school premises and buildings pursuant to Section 9 of the Fire Investigation Act [425 ILCS 25/9], although not requested as herein above provided. (Source P.A. 84-25; 87-984, § 1.)

Some of the reasons for condemnation of a school building are fire, natural disaster and extremely poor maintenance. To condemn a building does not mean that the building will be demolished. There are times when the district will be able to bring the condemned building back into compliance with the Health/Life Safety Code.

ORDER OF CONDEMNATION

DISTRICT NAME AND NUMBER | COUNTY

FACILITY NAME | FACILITY LOCATION

There has been submitted:

A Report by_____filed on
(Name and Title of Person, i.e., Dept. of Public Health, State Fire Marshal, State Supt. Of Education)

_____ with this office describing conditions of noncompliance with applicable
Date

codes, thus resulting in this facility to be deemed (or declared) unsafe, unsanitary and unfit for occupancy.

As it is my duty to enforce the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) pursuant to the provisions of Sections 2-3.12 and 3-14.20 and 3-14.21 and 3-14.22 of the School Code of Illinois;

Therefore, the Board of Education, District # _____ of _____ County, is hereby ordered to make such repairs or alterations as necessary to effect full compliance with the applicable provisions of the Health/Life Safety Code for Public Schools.

Until all conditions of noncompliance are abated and/or corrected and approved by this office, the said facility is hereby condemned.

Signed this ____day of _____, _____.

_____ _____
Name of Regional Superintendent | Signature of Regional Superintendent

Form 36-32 (09/10) (Prescribed by the Regional Superintendent for the use of the Regional Superintendent) 180.420

Demolition of School Facilities
(Permanent or Temporary)

The procedures in securing a demolition permit are as follows:

Step 1. The owner/district shall notify all utility companies having service connections within the structure such as water, electric, gas, sewer, etc.; the Illinois Department of Public Health; and the Office of the State Fire Marshal of the existence of hazardous materials and the planned demolition.

Step 2. All owners of adjoining buildings or lots must be notified in writing regarding the intended demolition. This allows the adjacent property owner the opportunity to bring any special conditions to the attention of the code official prior to demolition.

Step 3. Apply for a permit for demolition at the Regional Office of Education. (Note: Attach to the application, a copy of the notice to other adjacent owners, and releases from IDPH, OSFM, UST, and the utility companies stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner).

Form Required:

- Form 36-33 – Application for Demolition Permit (Page 6-5)

Step 4. The Regional Office of Education conducts inspection of the site before permit issuance. (Page 6-6)

Step 5. The Regional Office of Education issues a demolition permit, if appropriate. Regional Superintendent shall model the demolition permit after the Chapter 1, For 36-14 Building Permit -- page 1-10)

Step 6. If new construction (permanent building) comply with Chapter 1, School Construction Process.

APPLICATION FOR DEMOLITION PERMIT

DISTRICT NAME	COUNTY
FACILITY NAME	FACILITY LOCATION

☐ Property is owned by the district Project Number:_____

☐ Property **not** owned by district (Attach Authorization by owner)

PROJECT SCOPE

BUILDING TYPE

☐ School Building
☐ Bus Barn
☐ Greenhouse
☐ Residential
☐ Maintenance Building
☐ Other _____

COST AND FINANCING

TOTAL ESTIMATED COST $_____

ESTIMATED COMPLETION DATE _____

SOURCE OF ALL FUNDS: _____

TOTAL SQUARE FOOTAGE: _____

FOR HEALTH/LIFE SAFETY FUNDING (5¢ LEVY OR BONDS) INDICATE
Amendment number: #_____
Item(s): #_____

CONTACTS

☐ Contact State Fire Marshal for Hazards
☐ Asbestos removed (contacted IDPH)
☐ Notified owners across school property line
☐ Other: _____

NOTIFIED UTILITIES AND ADJACENT OWNERS

☐ Water*
☐ Gas*
☐ Sewer*
☐ Electrical*
☐ Telephone*
☐ Cable*
☐ Hazardous Materials Removal

☐ Sprinkler System Terminated
☐ Notified Adjacent Owners in Writing
☐ Other_____
☐ Other_____
☐ Other_____
☐ Other_____
☐ Other_____

* Request letter from utility

ARCHITECT

We hereby certify that this application accurately describes the work to be performed, and that, upon approval all work will be completed in accordance with this application and all applicable laws and regulations.

(Seal)

_____
License Number Expiration Date

_____ _____
Name and Signature of Architect/Engineer Name of Firm Phone Number

SCHOOL DISTRICT

_____ _____
Date Signature of President, Board of Education Date Signature of District Superintendent

_____
The Above Application for Building Permit is hereby accepted as submitted Date Signature of Regional Superintendent

Form 36-33 (09/10) (Prescribed by the Regional Superintendent for local board use) 180.240

Regional Superintendent Demolition Inspection Checklist

☐ **1. Site plan:**
Verify that the application for demolition permit be accompanied by a site plan showing to scale the size and location of all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. The site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot. Note accuracy of the site plan.

☐ **2. Service connections:**
Verify that before a structure is demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner. Check all utilities to insure connections are disconnected.

☐ **3. Notice to adjoining owners of intent, demolition and excavation:**
Verify that when a written notice has been given by the applicant to the owners of adjoining each potentially affected lot (not across a street) for notice of building demolition it is at least one week prior to the commencement of work. Then a permit shall be granted for the removal of a building or structure.

☐ **4. Other laws:**
Mention to the demolition contractor that nothing herein contained shall be construed to nullify any rules, regulations or statutes of state or federal agencies governing the protection of the public or workers from health or other hazards. The contractor must follow OSHA, IEPA, IDPH, and other state and federal rules for demolition. The contractor shall contact each agency.

☐ **5. Portable fire extinguishers:**
Verify that all buildings under demolition shall be provided with at least one portable fire extinguisher with a minimum 2-A:20-B:C rating at each exit on all floor levels where combustible materials have accumulated. A portable fire extinguisher with a minimum 2-A:20-B:C rating shall also be provided in every storage and construction shed. Additionally, at least one portable fire extinguisher shall be provided where special hazards, such as flammable or combustible liquid storage, exist.

☐ **6. Buildings under demolition:**
Verify that when the building is being demolished and a standpipe is existing within such a building, such standpipe shall be maintained in an operable condition so as to be available for use by the fire department. Such standpipe shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

☐ **7. Maintenance:**
Verify that in case an existing party wall is intended to be used by the person who causes an excavation to be made, and such party wall is in good condition and sufficient for the use of both the existing and proposed building, such person shall preserve the party wall from injury and shall support the party wall by proper foundations at said person's own expense, so that the wall is and remains as safe and useful as the party wall was before the excavation was commenced. During the demolition, the party wall shall be maintained weatherproof and structurally safe by adequate bracing until such time as the permanent structural supports have been provided.

☐ **8. Adjoining roofs:**
Verify that where the demolition of an existing building is being conducted at a greater height, the roof, roof outlets and roof structures of adjoining buildings shall be protected against damage with adequate safeguards by the person doing the work.

☐ **9. Removal of debris:**
Verify that all waste materials be removed in a manner which prevents injury or damage to persons, adjoining properties and public rights-of-way.

☐ **10. Grading of lot:**
Where a structure has been demolished or removed and a demolition permit has not been approved, the vacant lot shall be filled, graded and maintained in conformity to the established elevation of the street grade at curb level nearest to the point of demolition or excavation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

☐ **11. Retaining walls and partition fences:**
Verify that the adjoining grade is not higher than the legal level, the person causing an excavation to be made shall erect, where necessary, a retaining wall at his or her own expense and on his or her own land. Such wall shall be built to a height sufficient to retain the adjoining earth, shall be provided with a guardrail or fence not less than 42 inches (1067 mm) in height.

☐ **12. Removal of waste material:**
Verify that material shall not be dropped by gravity or thrown outside the exterior walls of a building during demolition. Wood or metal chutes shall be provided for the removal of such materials. Where the removal of any material will cause an excessive amount of dust, such material shall be wet down to prevent the creation of a nuisance.

☐ **13. Lighting:**
Verify that all stairways and parts of buildings under demolition shall be adequately lighted while persons are engaged at work.

☐ **14. Fire department access:**
Verify that fire department access shall be provided and maintained to all structures undergoing demolition. Fire department access roadways shall be of an approved surface material capable of providing emergency vehicle access and support at all times, and shall be a minimum of 18 feet (5486 mm) in unobstructed width. The access roadways shall provide a minimum turning radius capable of accommodating the largest fire apparatus of the jurisdiction and a minimum vertical clearance of 13 1/2 feet (4115 mm).