

HLS Amendment Process – District Checklist

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

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

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

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

Make sure to complete and close out all Amendment process paperwork

NOW... follow steps and forms for the Building and Occupancy phases

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