

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 (Design Professional 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 “**design professional 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 (Design Professional 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** “design professional” 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 true 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.