



Oak Park and River Forest  
High School *District 200*

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How to Create, Maintain, and  
Update a 10-Year Plan



# Creating a 10-Year Plan

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**Oak Park and River Forest High School District**  
**Executive Director of Operations**

**Association for Facilities Engineering**  
**National President & Chairman**



# Creating a 10-Year Plan

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- **10-Year Health & Life Safety Survey Report**
- **Annual Health and Health & Life Safety Walkthrough Reports**
- **Professional Facility Inspection**
- **Accessibility Audit**
- **Equipment Audit**
- **Create a Spreadsheet that List Items**



# Creating a 10-Year Plan

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- **10-Year Health & Life Safety Survey Report**
  - Prioritize
  - Urgent Items
    - Present an immediate hazard to the safety of students.
    - Corrected Within 1 Year
  - Required
    - Necessary for a safe environment but present less of an immediate hazard to the safety of students.
    - Corrected Within 5 Years



# Creating a 10-Year Plan

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## **Annual Health and Health & Life Safety Walkthrough Report**

- Regional Office Violation Report
- Fire Marshall Violation Report



# Creating a 10-Year Plan

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## Professional Facility Inspection

- Outside contractor

## Accessibility Audit

- ADA Compliance Report

## Equipment Audit

- Asset Tag
  - Useful Life
  - Preventative Maintenance
- Lights and Automation



# Creating a 10-Year Plan

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Create a Spreadsheet that List Items

- **Prioritize Items**
- **Identify Items on the List**
- **Identify Estimated Cost**
- **Create a Transparent Process**







# Maintaining a 10-Year Plan

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## **Work with CFO, CSBO, Business Manager and/or Whomever is over Budgeting**

- The 1st Five Years Should be Funded and/or Identified within the Five-Year Projection
- The 2nd Five Years Identifies Needs and Provide a Cost Estimates

## **Identify Overlap of Projects**



# Updating a 10-Year Plan

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## **Annual Review of Living Document**

- Update with new items
- Update Priority
- Update Items Completed
- Identify Completed Overlapping Items
- Share Updated 10-Year Plan with Stakeholders



Questions?

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