



## THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
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### **2020 VISUAL INSPECTION INSTRUCTIONS**

#### **OVERVIEW**

The statutory requirement for public school districts and Boards of Cooperative Educational Services (BOCES) to perform Visual Inspections has changed. Instead of an annual requirement that applies to all public school districts and BOCES, running in parallel to the (former) five-year Building Condition Survey cycle, the statute now only requires public school districts and BOCES that are not in the cohort which is required to do a BCS in calendar year 2020 to complete a Visual Inspection in calendar year 2020 at this time. Public school districts and BOCES assigned to complete a Visual Inspection in calendar year 2022 will be required to perform a Visual Inspection in accordance with separate instructions.

The 2020 Visual Inspection is to be performed by a team consisting of the Director of Facilities, member of the Health and Safety Committee, and a NYS Certified Code Enforcement Official.

The 2020 Visual Inspection is required to be completed between January 1, 2020 and December 31, 2020. All data must be submitted to NYSED by March 1, 2021.

Only buildings occupied by students and staff must be inspected. Commissioner's Regulation 155.3, Comprehensive Public School Safety Program, states: "...the board of education of each school district and each board of cooperative educational services shall cause all occupied school facilities which are owned, operated, or leased by the district or board to comply with the provisions of the Comprehensive Public School Safety Program as set forth in this section....". Regarding leased properties, the visual inspection must be performed on leased facilities wherein a substantial portion, an entire wing, or the entire facility is leased for a period of time of 5 years or longer. Facilities where the lease applies to only a small percentage of the space or a couple of classrooms, or those facilities are leased for a period of less than 5 years do not need to be inspected. For those leases executed between districts and BOCES, the district will likely conduct the inspection unless the BOCES leases the entire facility.

#### **DATA ENTRY**

- The online survey is accessed via the NYSED Application Business Portal at <http://portal.nysed.gov>. After logging in, click on the link for the **SED Monitoring and Vendor Performance System**.
- The NYSED Application Business Portal is accessed by the school district superintendent. If anyone other than the superintendent needs to access the portal for BCS data entry, the superintendent must give entitlements to the other personnel. The **SEDDAS User Guide** with information on how to access the portal and give entitlements to others can be viewed in the portal.
- Questions regarding data entry should be directed to (518) 474-3906 or [emscfp@nysed.gov](mailto:emscfp@nysed.gov) with '2020 Visual Inspection' noted in the subject line.
- Data may be changed at any time prior to clicking the submit button at the end of the survey. Work may be saved, and the survey may be resumed at a later time, until the survey is submitted. A copy of the survey may be printed for your records before or after submission.
- Required fields are noted with an asterisk. Failure to enter data in required fields will not allow the survey to be submitted until corrections have been made.

The survey contains generic public school district and BOCES information that should be compiled prior to attempting the submission of data.

NYSED has identified specific systems that are categorized as “H” – Health and Safety, or “S” – Structural. Please review overall building rating information included on the left side of each page of the online survey document. A building **must** be rated as unsatisfactory if any “H” or “S” system is rated as unsatisfactory. A building **must** be rated as failing if any “H” or “S” system is rated as non-functioning or critical failure. As in previous survey years, the board of education is charged with determining the overall building rating.

There are many instances where systems are of multiple ages. For example, there may be several different sections of roof coverings with multiple ages. While there may be specific sections of the roof in need of replacement, the overall condition of the roof may still be satisfactory or excellent. It is appropriate in these situations to report the last major reconstruction date of the newest section and the expected useful life of the oldest section. Use the comment line to identify specific problem areas or concerns. The detailed information will be retained by the district and reported to NYSED for a future building specific capital plan.