

# **Manchester Community Schools**

Vision: Educational Excellence in a Caring Community

Purpose Statement: Manchester Students are provided the stepping stones for success.

Mission Statement: Manchester Community Schools, in partnership with parents and community, use best practices to develop the skills of communication, collaboration, critical thinking, and creativity in all students to ensure they are future ready.

4 Cs of 21<sup>st</sup> Century Learning: Critical Thinking, Communication, Collaboration, and Creativity.

## District Goals:

1. Student Achievement – Develop, implement, teach and assess a competitive instructional program for all grade levels.
2. Communication – Improve board, administration, staff and community relations.
3. Financial – Maintain and strengthen the financial condition of the district.
4. School Safety – Study, recommend and implement policy, practice, and physical plant updates that improve student safety.

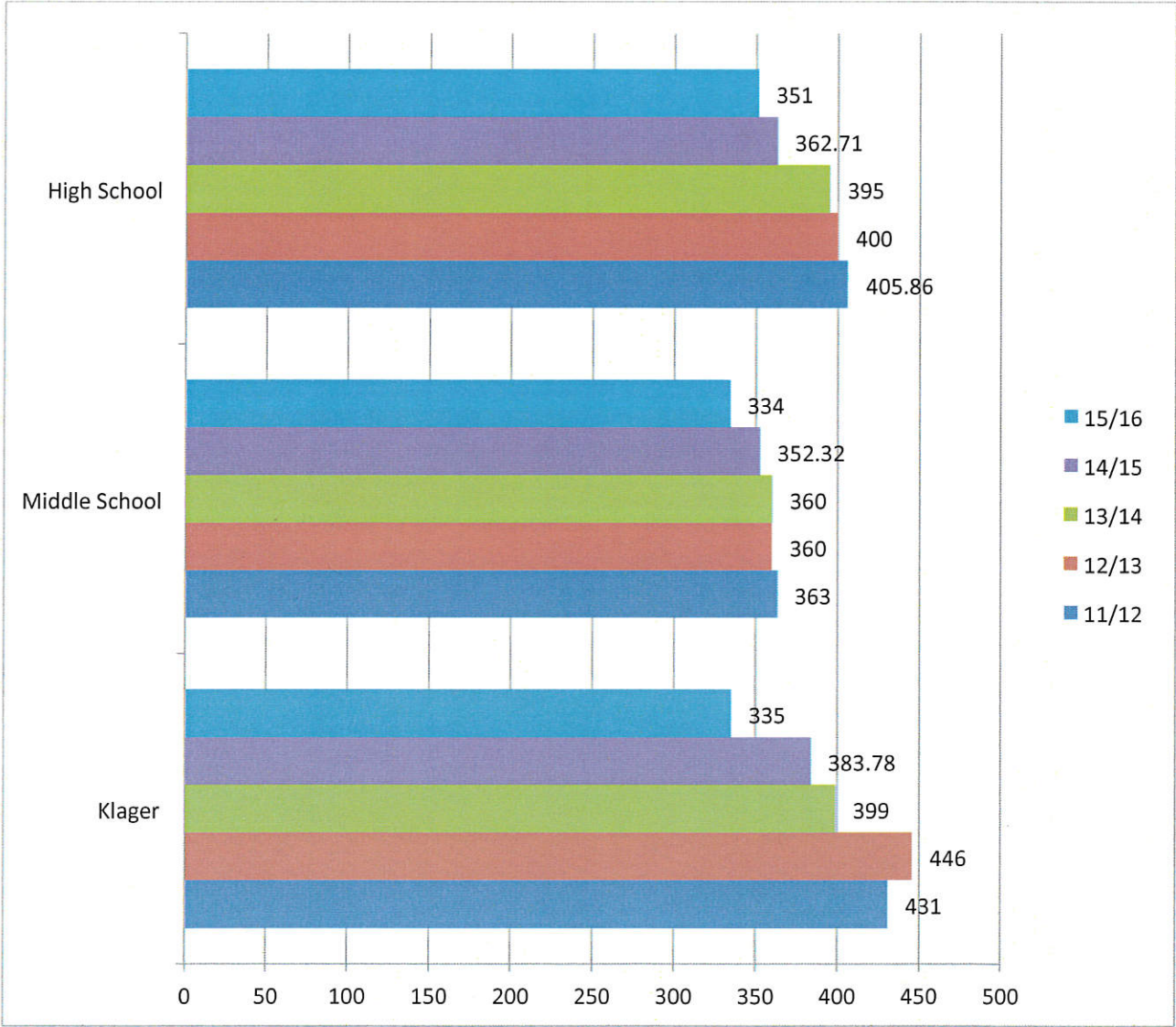
## School Improvement Goals:

1. Improve literacy
2. Improve critical thinking
3. Improve math skills
4. Implement continuous improvement

## MCS Enrollment 2015/2016

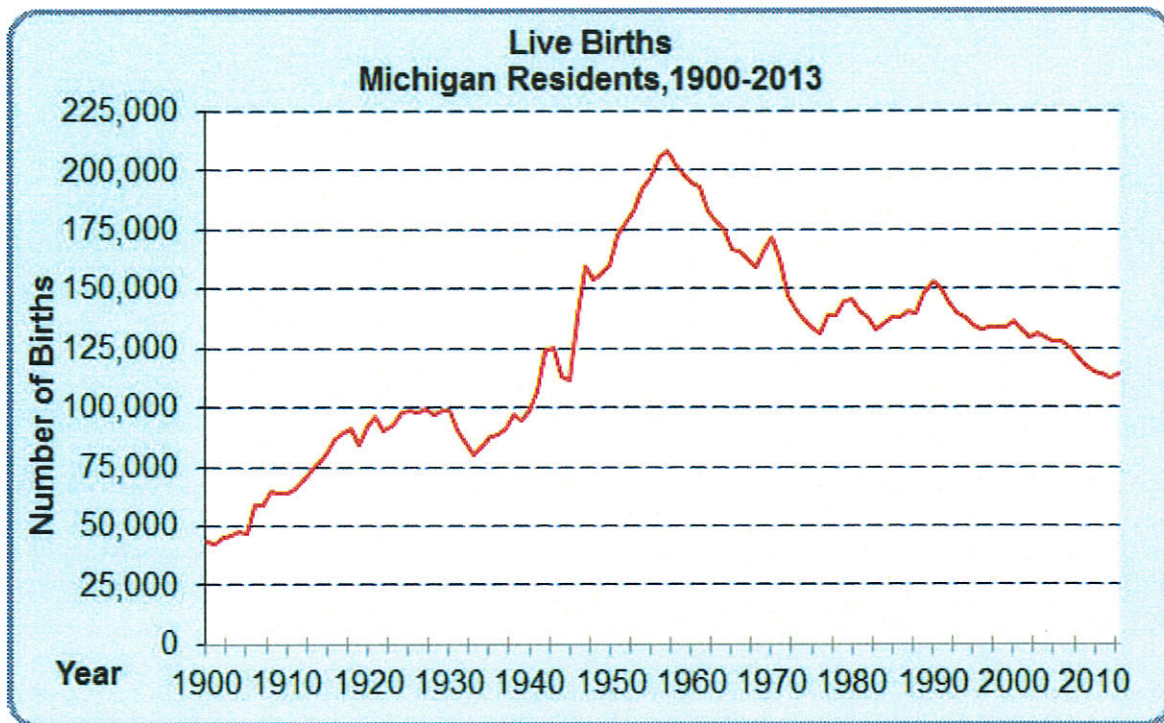
<b>Grade</b>	<b>In school</b>	<b>Total</b>
<b>K</b>	<b>61</b>	
<b>1</b>	<b>59</b>	
<b>2</b>	<b>49</b>	
<b>3</b>	<b>82</b>	
<b>4</b>	<b>84</b>	
<b>5</b>	<b>93</b>	
<b>6</b>	<b>77</b>	
<b>7</b>	<b>80</b>	
<b>8</b>	<b>84</b>	
<b>9</b>	<b>98</b>	<b>101</b>
<b>10</b>	<b>72</b>	<b>82</b>
<b>11</b>	<b>87</b>	<b>95</b>
<b>12</b>	<b>94</b>	<b>98</b>

# MCS Enrollment



Washtenaw County Birth Rates:

<u>Year</u>	<u>Babies born</u>
2007	7546
2008	7396
2009	7036
2010	7012
2011	7565
2012	7439
2013	7759
2014	8092
2015	8114



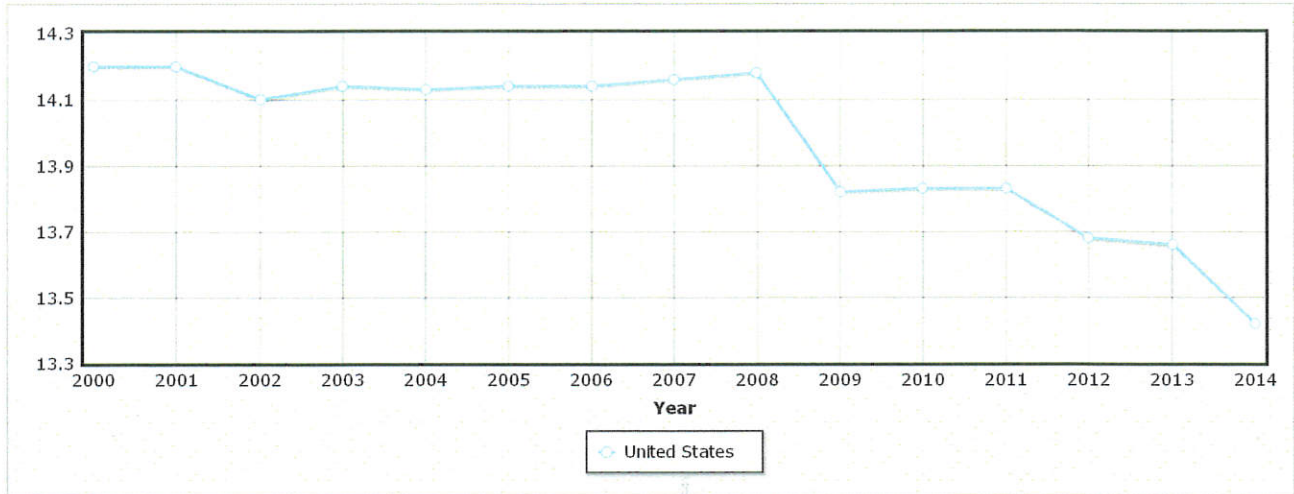
**Source:** 1900 - 2013 Michigan Resident Birth Files, Division for Vital Records & Health Statistics, Michigan Department of Health & Human Services.

**Live Births and Crude Birth Rates  
Michigan and United States Residents  
Selected Years, 1900 - 2013**

Year	United States		Michigan	
	Number	Rate	Number	Rate
1900	---	---	43,699	18.1
1910	2,777,000	30.1	64,109	22.8
1920	2,950,000	27.7	92,245	25.1
1930	2,618,000	21.3	98,882	20.4
1940	2,559,000	19.4	99,106	18.9
1950	3,632,000	24.1	160,055	25.1
1960	4,257,850	23.7	195,056	24.9
1970	3,731,386	18.4	171,667	19.3
1980	3,612,258	15.9	145,162	15.7
1990	4,158,212	16.7	153,080	16.4
1991	4,110,907	16.3	149,478	15.9
1992	4,065,014	15.9	143,827	15.2
1993	4,000,240	15.5	139,560	14.6
1994	3,952,767	15.2	137,844	14.4
1995	3,899,589	14.8	134,169	13.9
1996	3,891,494	14.7	133,231	13.7
1997	3,880,894	14.5	133,549	13.6
1998	3,941,553	14.6	133,649	13.6
1999	3,959,417	14.5	133,429	13.5
2000	4,058,814	14.7	136,048	13.7
2001	4,025,933	14.1	133,247	13.3
2002	4,021,726	13.9	129,518	12.9
2003	4,089,950	14.1	130,850	13.0
2004	4,112,052	14.0	129,710	12.8
2005	4,138,349	14.0	127,518	12.6

2006	4,265,555	14.2	127,537	12.6
2007	4,316,233	14.3	125,172	12.4
2008	4,247,694	13.9	121,231	12.1
2009	4,131,019	13.5	117,309	11.8
2010	3,999,386	13.0	114,717	11.6
2011	3,953,590	12.7	114,159	11.6
2012	3,952,841	12.6	112,708	11.4
2013	3,932,181	12.5	113,732	11.5

Birth rate (births/1,000 population)



Country	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
United States	14.2	14.2	14.1	14.14	14.13	14.14	14.14	14.16	14.18	13.82	13.83	13.83	13.68	13.66	13.42

**Definition of Birth rate:** This entry gives the average annual number of births during a year per 1,000 persons in the population at midyear; also known as crude birth rate. The birth rate is usually the dominant factor in determining the rate of population growth. It depends on both the level of fertility and the age structure of the population.

Source: [CIA World Factbook](#) - Unless otherwise noted, information in this page is accurate as of June 30, 2015



# Declining birth rates, declining population

Hannah Ball Staff Reporter | Posted: Wednesday, August 26, 2015 9:02 am

Michigan is at the low end of birth rates because of the economic slowdown.

According to the report by the Centers for Disease Control and Prevention, Michigan has one of the lowest birth rates in the United States.

In a survey out of all 50 states and the District of Columbia, Michigan tied with Oregon at 41st for 11.5 of births per 1,000 residents for 2014. Utah had the highest rate of 17.4 births per 1,000 residents.

University of Michigan Economist Chris Douglas said Michigan is unique because the economy has been bad for so long and people aren't having kids because of it.

"Michigan entered into a one-state recession in 2002 and then stayed that way for the better part of decade," he said. "When the economy slows down, people delay having kids. They just want to wait until they are more financially stable."

Researchers are speculating this is because women and couples are waiting longer to have children.

More women in their 30s and 40s are having children, the CDC shows, and the national teen pregnancy rate is at an historic low.

The birth rate for women 30-39 was up 3 percent from 2013 to 2014.

Since 1982, the birth rate for women in their early 40s has increased, according to the CDC. Women aged 40-44 saw an increase of 2 percent in birth rates, and women aged 45-49 saw an increase of 4 percent in 2014.

"Thirty, 40 years ago people were getting married in their early 20s, but now it's about late 20s," Douglas said. "If you're getting married in your early 20s, it's pretty easy to have three or four kids."

If you wait to have kids until your late 20s or early 30s, biologically, it's difficult to have more than one.

"The cost of having kids has gone up quite a bit since the 1950s," Douglas said, adding that it's becoming more expensive to go to college.

More women are working now compared to the 1940s, and the cost of child care with daycare costs has risen. Douglas said people used to have kids in order to have someone to take care of them when they're older.

With entitlement programs like Social Security and Medicare, there's less of a need.

CDC researchers found that this generation is not at a level to replace itself. The total fertility rate, which measures how many children a woman will have in her lifetime, has been below replacement since 2007.

“It’s going to be some pretty big repercussions,” Douglas said.

Kindergarten through 12th-grade schools are going to face declining enrollment.

College enrollment rates are projected to be flat for the next decade or so, Douglas said, because of the low birth rate. There’s also going to be a reduced demand for teachers and professors.

The declining birth rate is also going to put a lot of stress on entitlement programs to take care of the older generations. The U.S. will face more economic slowdown because fewer workers will be available, which will produce less economic output and less innovation.

“The population will start to just decline,” Douglas said.

### **Population facts**

- For the entire United States, birth rates increased 1 percent.
- In 2014, the U.S. had 3,985,924 births and the rate increased from 2013 with 3,932,181 births, according to the CDC.
- This is the first increase in the birth rate since 2007, ending the decrease.
- However, Michigan isn’t following this trend. Michigan’s birth rate has steadily declined since 1960 with a birth rate of 24.9, according to the Michigan Department of Health and Human Services. The rate dipped under 15 percent in 1993 with 14.6 percent, and has hovered around 11 percent since 2009.
- The estimated population of Michigan for 2014 was 9,909,877, according to the U.S. Census Bureau. In 2013, that number was 9,898,193, for an increase of .12 percent.
- The birth rate for teenagers reached an historic low last year.
- The 2014 birth rate for teenagers was 24.2 births per 1,000 women aged 15-19, down 9 percent since 2013.
- Genesee County’s birth rate for 2013 was 12.1, a slight decrease since 2003 with 14.1 births per 1,000 people.

Sources: Centers for Disease Control and Prevention and the Michigan Department of Health and Human Services

# HS 2015/2016

Grade	Enrollment (minus WAVE, ECA, WIHI)			
9	101 (98)			
10	82 (72)			
11	95 (87)			
12	98 (94)			

	# of sections per hour	Projected sections for 2016/2017
1	12	- 5-7 (sections)
2	11	
3	13	
4	14 (Consortium Back)	
5	15	
6	13	
7	14	

# MS 2015/2016

Grade	Enrollment		Projected for 16/17	
5	93		84	
6	77		93	
7	80		77	
8	84		80	

	# of sections per hour	Projected sections for 2016/2017
1	14	13
2	14	13
3	13	13
4	6 and 6	12
5	13	13
6	13	13

# Klager 2015/2016

Grade	Enrollment	# of sections	Projected sections for 2016/2017	
K	61	3	K-3	20-20-21
1	59	3	1st-3	19-20-20
2	49	2.5	2nd-3	25-24
3	82	3.5	3rd-2	27-27-27
4	84	3	4th-3	28-28-28

# Ackerson 2015/2016

Program	# of classrooms	Projected	Rental Income
Manchester Early Childhood Center (Headstart/GSRP/ Tuition Preschool Infant/Toddler/ Daycare)	7 (9 currently, including kitchen, multipurpose room, playground, toddler playground)		
Early Childhood Special Education	2 (room for speech)	2	
Early On/PAT	3		
Technology	Media Center		
Energy Manager	Office		
Central Office	7 offices, board room		
Co-op Preschool	2 (storage in gym)	2	\$604/month, 9 months \$780/summer
Community Resource Center	2	2	\$235/month, 12 months
Youth Football	Storage in gym		

## Master Schedule Manchester High School 2015-2016

			1ST HOUR 8:00 - 8:50	2ND HOUR 8:54 - 9:44	3RD HOUR 9:48 - 10:38	4TH HOUR 10:42 - 12:02 *	5TH HOUR 12:06 - 12:56	6TH HOUR 1:00 - 1:50	7TH HOUR 1:54 - 2:45	2:45 - 3:00
Room	7:30 - 8:00	Con	GEOMETRY	BIOLOGY I	BIOLOGY I	Conference	Math Lab	GEOMETRY	GEOMETRY	Conf.
ARNTSON	203	Con	INTERMEDIATE ALG	GEOMETRY	Conference	GEOMETRY	ECONOMICS	ECONOMICS	ALG II SURVEY	Conf.
BALL	100	A Con	Title III	Conference	SPANISH 2	SPANISH 1	SPANISH 2	SPANISH 1	SPANISH 3 HON SPANISH 4	Conf.
CALL	200	B Con	HON ENG 10	Conference	US HISTORY	US HISTORY	HISTORY IN THE MAKING	ENGLISH 10	ENGLISH 10	Conf.
CAMBURN	218	B Con	Conference	HON MATH ANALYSIS (PRE-CALC)	ALGEBRA 2	ALGEBRA 2	HONORS PHYSICS	AP CALCULUS	ALGEBRA 2	Conf.
COLE	102	A Con	Conference	DRAMA	AP English 11	ENGLISH 12	AP ENGLISH 11	AMER LIT	ENGLISH 12	Conf.
DUNCAN / Doering	210	A Con	STRNGTH TRAIN	AD	AD	AD	STRNGTH TRAIN	STRNGTH TRAIN	Conference	Conf.
GALL	Gym	Con	HONORS BIO II	HONORS CHEMISTRY	HONORS CHEMISTRY	CONCEPTS OF CHEMISTRY	BIOLOGY I	Conference	BIOLOGY I	Conf.
GERBE	201	A Con	MS	MS	MS till 11:07	MS Recess 11:17 - 11:27	Conference	GRAPHIC ART & PHOTO	STUDIO ART	Conf.
GRiffin / Christianse	123		English 9	ENGLISH 9	AP ENGLISH 12	English 9	Honors Eng 9	Conference	MS by 2:03	Conf.
HAWLEY	208	A Con	PE LIFETIME	PE LIFETIME	HEALTH	STRNGTH TRAIN	HEALTH	Conference	PE LIFETIME	Conf.
PINHEY	118	A Con	INTRO ART	INTRO ART	Klager by 10:00	Klager	Klager	Klager	Klager	
RESH	123	Con	MARKETING	Conference	BASIC BUS TECH	VIDEO BUS PRODUCTION	BASIC BUS TECH	PERSONAL FINANCE	ACCOUNTING	Conf.
ROLLINS	116	B Con	GUITAR	Conference	Klager by 10:00	Klager	Klager	Klager	Klager	
SCHINDRFF	120	Con	PHYSICAL SCIENCE	ZOOLOGY	Conference	BOTANY	ZOOLOGY	PHYSICAL SCIENCE	PHYSICAL SCIENCE	Conf.
SMITH	205	A Con	Conference	JAZZ BAND	CHOIR	BAND	MS by 12:05	MS	MS	Conf.
THRONEBERR	120	B Con	PRINCIPLES OF ENGINEERING	Conference	ELECT/ENGINEER	DRAFTING	ELECT/ENGINEER	MATERIAL & PROCESSES	MATERIAL & PROCESSES	Conf.
WEST	121	B Con	Conference	AP US HISTORY	WORLD HIST/GEO	WORLD HIST/GEO	AMERICAN GOVT	HON AMER GOVT	WORLD HIST/GEO	Conf.
WILKINS	216	B Con	MS till 9:09	Conference	CREATING WRITING	GERMAN 1	GERMAN 2	GERMAN 1	GERMAN 3 HON GERMAN 4	Conf.
WOODRING	206	A		Conference						Conf.

<b>ALLISON</b>	<b>108</b>	<b>Con</b>	Spec Ed Admin	Spec Ed Admin	Spec Ed Admin	Spec Ed Admin	Spec Ed Admin	Spec Ed Admin	English	TC	Special Ed Pre-Voc Skills								
<b>MROCKO</b>	<b>108</b>	<b>Con</b>	MI Reading	Acad Learning Lab	10:42 - 11:07	11:11 - 12:02	10:42 - 11:07	11:11 - 12:02	HS	HS	HS	Consumers Math	TC Ball						

\* A Lunch 4th Hour - A  
 10:42 - 11:07  
 11:11 - 12:02  
 4th Hour - B  
 B Lunch  
 10:42 - 11:33  
 11:37 - 12:02

As of 9-29-15



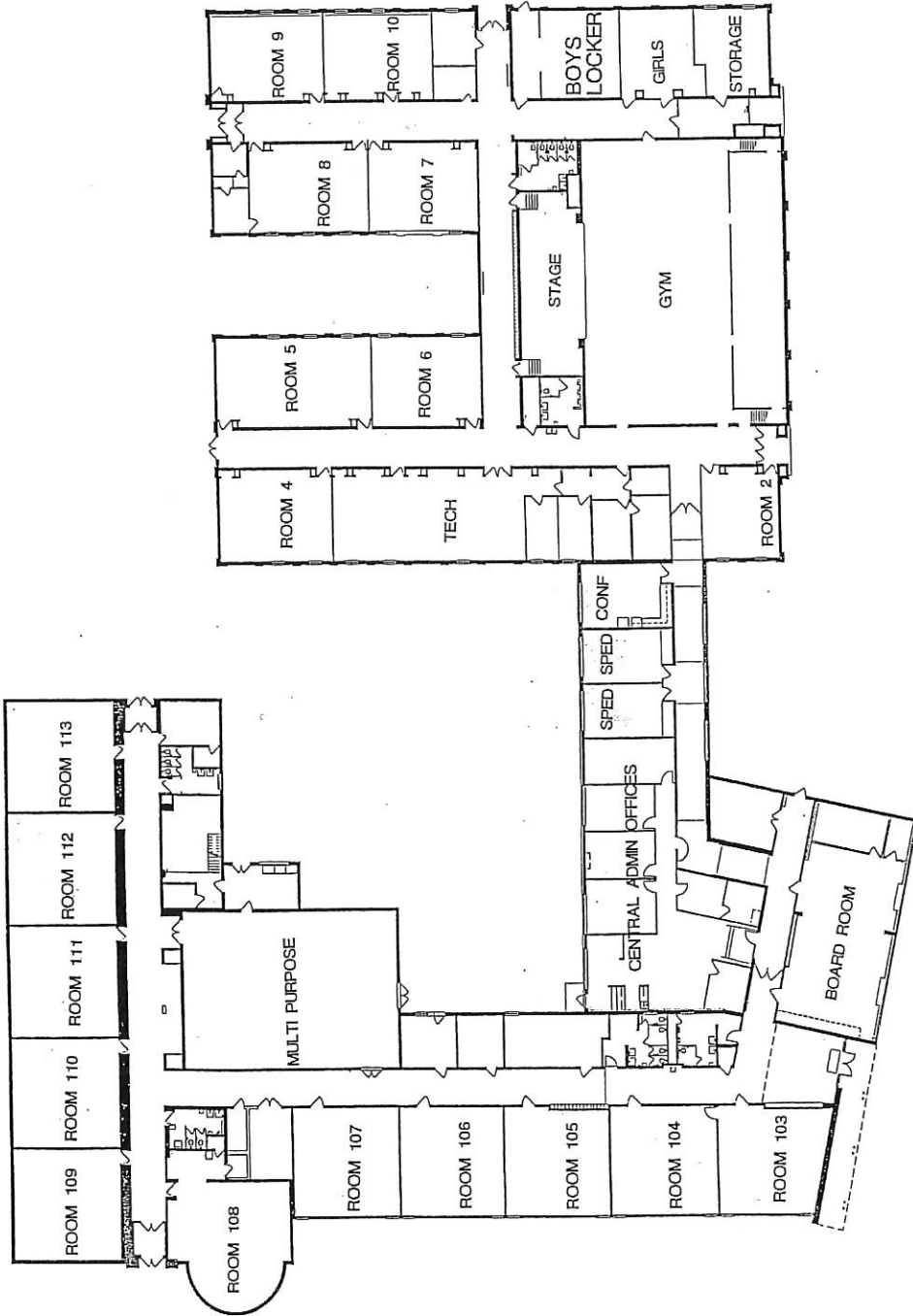
# 2015-16 Master Schedule – MMS

Room	TEACHER	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	ADV	4 <sup>th</sup> 7/8	4 <sup>th</sup> 5/6	5 <sup>th</sup>	6 <sup>th</sup>
309	Barnard, I	8:13-9:09 ELA/SS Block	9:13-10:08 ELA/SS Block	10:12-11:07 C	11:07-11:31 Recess	11:35-12:30 ELA 8, 304	12:05-1:00 Lunch B	1:04-1:59 ELA/SS Block	2:03-2:58
305	Hall, M	Math/Sci Block	Math/Sci Block	Tech 5	Recess	Lunch A or B	C	Math/Sci Block	
310	Bohl, L	ELA/SS Block	ELA/SS Block	C	Recess	Lunch A	GYM 5	ELA/SS Block	
307	Karapas, C	Math/Sci Block	Math/Sci Block	Math Mania	Recess	Lunch A or B	C	Math/Sci Block	
301	Fielder, C	Math 6	Study Skills 6	Math 6	ADV	Lunch A or B	C	PE 6	Math 6
303	Kranz, E	Science 6	Sci Dis 6, 211	Science 6	ADV	Lunch A	Science 6	Science 8	C
302	Whalen, B	ELA 6	C	SS 6	ADV	Lunch A	SS 6	Cur Evt 6	SS6
102	Thomas, B	SS 7	C	SS 7	ADV	Lunch A	ELA 6	ELA 8	ELA 6
225	Punches, T	ELA 7	ELA 8	ELA 7	ADV	ELA 7	Lunch B	C	Multi-Media 7/8* 21/213
108	Wolf, K	Science 7	Science 8	Science 8	ADV	Science 7	Lunch B	Science 7	C
110	Tindall, L	C	Equ/FUTP 7	M7	ADV	M7	Lunch B	M7	Math Lab 7/8
112	Fether, C	Tech 8	Span/FUTP 7	Algebra	ADV	Algebra	Lunch B	Algebra	C
104	Kastel, C	C	SS 8	SS 8	ADV	SS 8	Lunch B	SS7	7/8 World Events*
Gym	Krzyzaniak, J	Fit 8	Health/7, 223	Health 5, 223	OFF/LL	Lunch A	PE 5	C	7/8 PE
Gym	Barnard, B	C	Fit 6	Klager	Klager	Klager	Klager	Klager	Klager
200	Griffin, A	Art 8	Art 6	Art 5	Travel	HS	HS	HS	HS
105	Throneberry, J	HS	HS	HS	Travel	Lunch A	Band 5	Band 6	Band 7/8
223	Hawley, J	HS	HS	HS	HS	HS	HS	HS	Drama/Cadet Teacher 7/8*
223	Woodring, J	German 8	C/HS	HS	HS	HS	HS	HS	HS
229	Angel, L	MI Reading	6 Guided Study	5 Guided Study		Lunch A	5 Guided Study		
231	Fillyaw, S	8 Guided Study	7 Guided Study			Lunch B		MI Math	7 Guided Study
221	Underwood Learning Lab								
	Notes:	Geometry @HS		Advisory (End 3 <sup>rd</sup> Hour)		Lunch: 12:30-1:00	Lunch: 11:31-12:01	* 3 week rotation	*Semester vs. Year-long class

## Klager schedule

8:15-School begins  
9:00-10:30-Walk to Read  
10:00-10:40-Passion Project  
10:45-11:25 Fourth Grade special  
12:10-12:50-Kindergarten special  
12:55-1:35-First grade special  
1:40-2:20-Second grade special  
2:25-3:05-Third grade special  
3:11-Dismissal

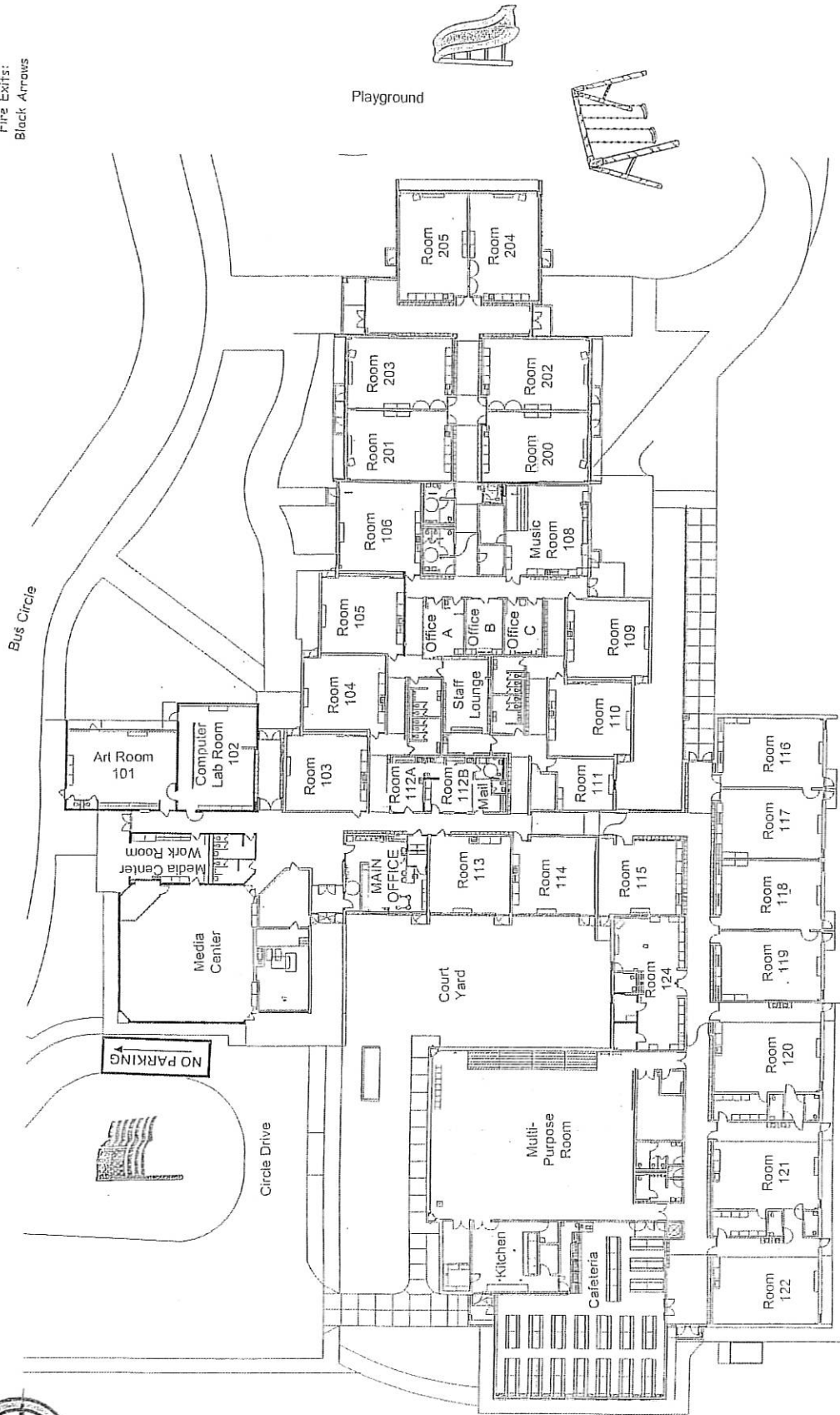
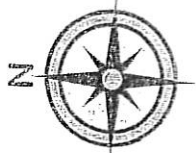
Kindergarten lunch 11:05-11:25 and recess 11:25-11:45  
First-grade Recess-11:00-11:20 Lunch-11:20-11:40  
Third grade Recess-11:05-11:25 Lunch-11:25-11:45  
Fourth grade Recess-11:30-11:50 Lunch-11:50-12:10  
Second grade Recess-11:35-11:55 Lunch-11:55-12:15



MANCHESTER COMMUNITY SCHOOLS  
 NELLIE ACKERSON SCHOOL  
 SCALE - NOT TO SCALE



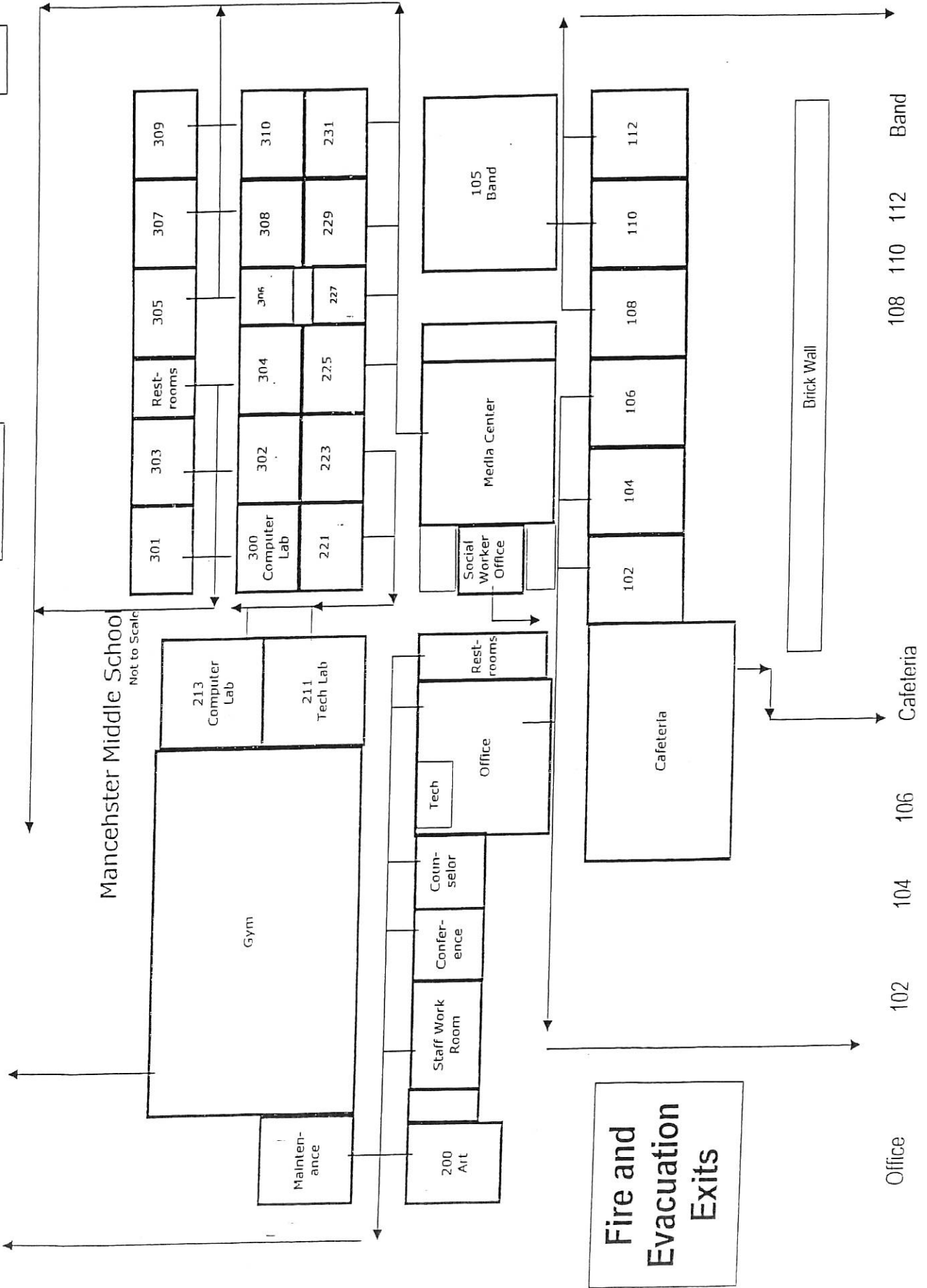
Fire Exits:  
Black Arrows



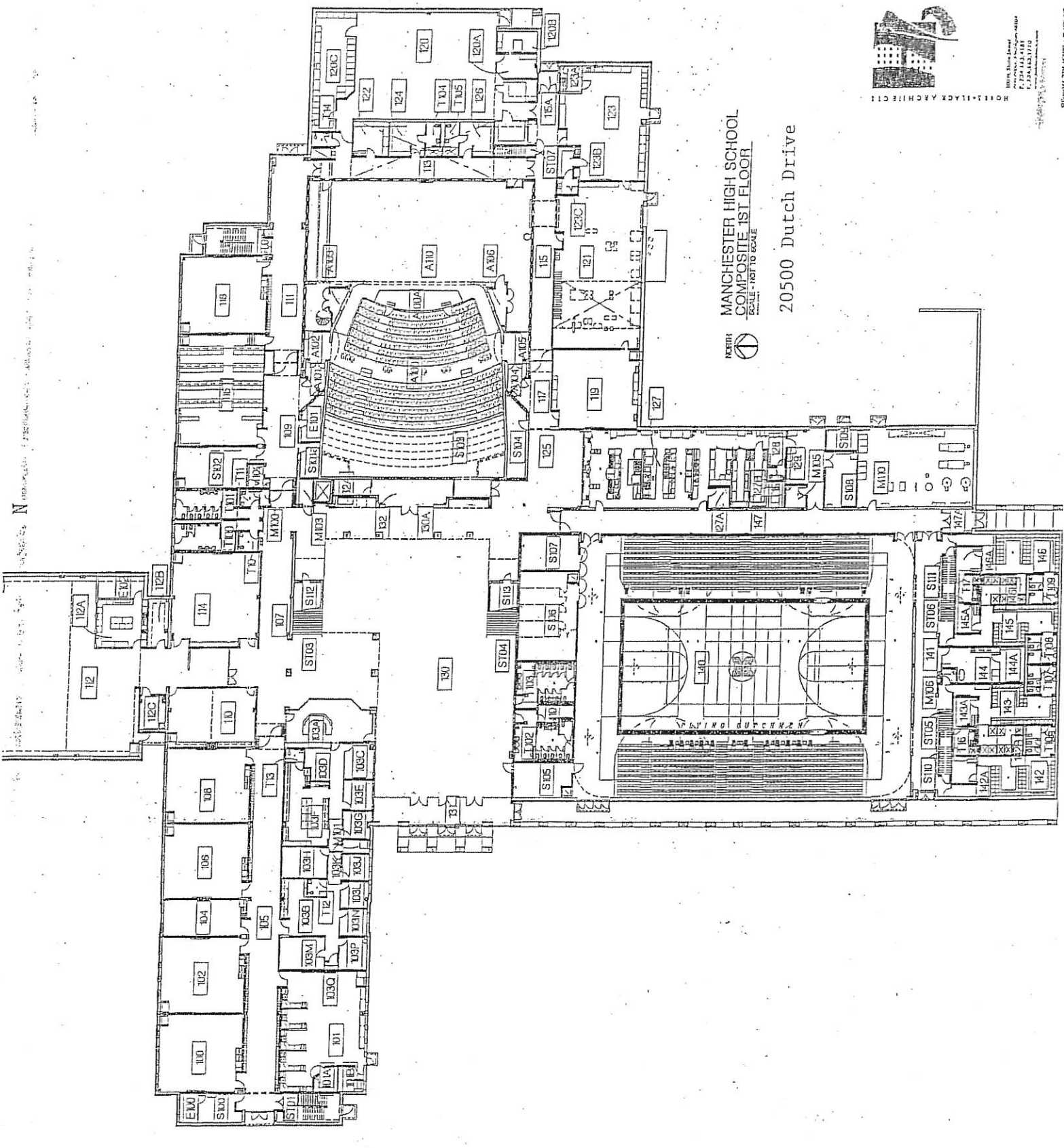
Art 211  
 Gym 213  
 221  
 223  
 300  
 301  
 302  
 303  
 304  
 305  
 306  
 307  
 308  
 309  
 310  
 Media 225  
 227  
 229  
 231

Manchester Middle School  
 Not to Scale

Fitness  
 [ ]  
 [ ]



Office 102  
 104  
 106  
 Cafeteria  
 Brick Wall  
 108  
 110  
 112  
 Band



MANCHESTER HIGH SCHOOL  
 COMPOSITE 1ST FLOOR  
 SCALE - 1/8" TO SCALE  
 20500 Dutch Drive



N-52  
 ↑ N ↓ W

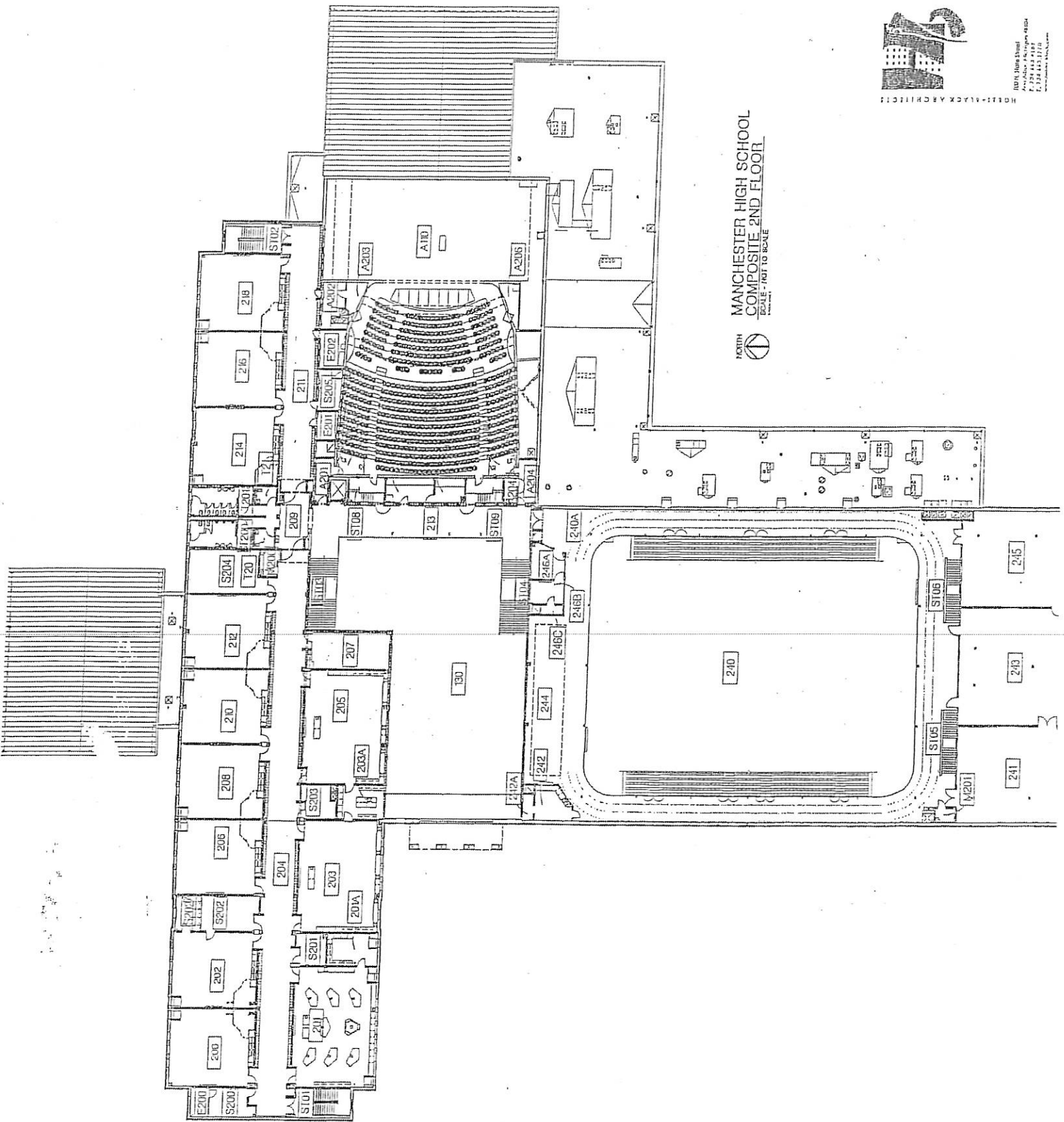


HOLT ALKX ARCHITECTS  
100 N. Main Street  
Ann Arbor, Michigan 48104  
734.444.1187  
734.444.1178  
www.holtalkx.com

MANCHESTER HIGH SCHOOL  
COMPOSITE 2ND FLOOR



SCALE - 1/8" = 1'-0" (AS SHOWN)



Manchester Community Schools  
 School Cost Comparison

<b>Ackerson</b>	2012-13	2013-14	2014-15
Gas	\$ 21,895	\$ 28,363	\$ 25,129
Electricity	\$ 18,858	\$ 20,364	\$ 19,610
Water/Sewer	\$ 3,133	\$ 3,247	\$ 1,853
Trash Removal	\$ 1,544	\$ 1,826	\$ 1,654
<b>Total</b>	<b>\$ 45,430</b>	<b>\$ 53,800</b>	<b>\$ 48,246</b>
Cost Per SQ Ft.	\$ 0.71	\$ 0.85	\$ 0.76
Square Ft.	63650		

<b>Klager</b>	2012-13	2013-14	2014-15
Gas	\$ 15,909	\$ 21,904	\$ 18,906
Electricity	\$ 39,707	\$ 42,916	\$ 41,312
Water/Sewer	\$ 3,545	\$ 3,651	\$ 3,547
Trash Removal	\$ 2,670	\$ 2,670	\$ 2,455
<b>Total</b>	<b>\$ 61,831</b>	<b>\$ 71,141</b>	<b>\$ 66,220</b>
Cost Per SQ Ft.	\$ 1.11	\$ 1.27	\$ 1.19
Cost Per Pupil	\$ 138.63	\$ 178.30	\$ 172.90
Enrollment	446	399	383
Square Ft:	55858		
Sq. Ft. per Pupil	125.24	139.99	145.84

<b>Middle School</b>	2012-13	2013-14	2014-15
Gas	\$ 23,299	\$ 29,157	\$ 26,228
Electricity	\$ 38,848	\$ 45,793	\$ 42,320
Water/Sewer	\$ 3,217	\$ 3,303	\$ 2,924
Trash Removal	\$ 2,580	\$ 2,774	\$ 2,552
<b>Total</b>	<b>\$ 67,944</b>	<b>\$ 81,027</b>	<b>\$ 74,024</b>
Cost Per SQ Ft.	\$ 0.99	\$ 1.18	\$ 1.08
Cost Per Pupil	\$ 188.73	\$ 225.08	\$ 210.30
Enrollment	360	360	352
Square Ft:	68685		
Sq. Ft. per Pupil	190.79	190.79	195.13

<b>High School</b>	2012-13	2013-14	2014-15
Gas	\$ 29,322	\$ 39,556	\$ 34,439
Electricity	\$ 86,164	\$ 95,202	\$ 90,683
Water/Sewer	\$ 2,825	\$ 3,181	\$ 2,820
Trash Removal	\$ 4,756	\$ 4,923	\$ 4,522
<b>Total</b>	<b>\$ 123,067</b>	<b>\$ 142,862</b>	<b>\$ 132,464</b>
Cost Per SQ Ft.	\$ 0.92	\$ 1.07	\$ 0.99
Cost Per Pupil	\$ 307.67	\$ 361.68	\$ 364.91
Enrollment	400	395	363
Square Ft:	134000		
Sq. Ft. per Pupil	335.00	339.24	369.15





## Bureau of Fire Services Procedures

03/20/2015

05-03

### Subject: School Safety Inspection Requests for Existing K-12 Schools

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#### BACKGROUND

Public Act (PA) 628 of 2002 amended PA 306 of 1937, the School Building Act by requiring the inspection of all school building construction as well as the review of any required construction documents under PA 230 of 1972, the Stille-DeRossett-Hale Single State Construction Code Act and PA 207 of 1941, the Fire Prevention Code as amended.

#### PROCEDURE

When a previously used but currently dormant school building requests to reopen or when a currently operating school requests the issuance of a new school building code or entity code from the Michigan Department of Education (MDE), it is the procedure of the Bureau of Fire Services (BFS), that a fire safety inspection must be performed prior to granting occupancy approval.

Only K-12 school buildings as defined in the New and Existing School, College and University Fire Safety Rules, which have been recognized by MDE for school use, qualify for a school safety inspection. Any building previously occupied as a K-12 school that has changed use from a K-12 school to any other use and now wishes to go back to a K-12 use will not qualify for a school safety inspection. Instead, the building must be reviewed and inspected as a new K-12 school in accordance with PA 628 of 2002 and PA 207 of 1941. A school building which has undergone any unapproved construction or remodeling may not qualify for a school safety inspection.

Note: If the school building is or was previously recognized by MDE, the building will have a five-digit entity code number assigned to it. To determine if a school has received an entity code, click on the Entity Quick Search link. You may search by the school name, county or city in which the school is located, or by the school's zip code. The entity code shall be provided on the Application for School Safety Inspection.

## **PROCESS**

The following steps outline the school safety inspection process:

1. The Application for School Safety Inspection (BFS-980 form) shall be filled out in its entirety and submitted to the Plan Review Division Manager for review. Applications may be sent by regular mail, fax or to the BFSInspectionRequest@michigan.gov e-mail address.
2. If the building qualifies for a school safety inspection, the Plan Review Division Manager will forward the approved application to the appropriate regional supervisor and secretary. If the building does not qualify for a school safety inspection, the Plan Review Division Manager will contact the applicant to discuss their options.
3. The regional secretary will assign a BFS project number for inspection. The project number shall also be noted in the space provided on the approved application. Refer to Attachment A for instructions on assigning a project number.
4. The regional secretary will also send an e-mail confirmation to the applicant confirming that their application was approved. The e-mail confirmation shall include the assigned project number and an invoice for a non-refundable deposit of \$150.00. The deposit must be paid prior to inspection. Refer to Attachment A for invoicing instructions.
5. The regional secretary will notify the inspector once the deposit has been received. The inspector will then contact the school's designated representative to schedule the inspection.
6. Once the inspection has been completed, the inspector will generate an inspection report (BFS-40 form) documenting his/her findings. Any additions, remodeling or construction, as defined in the New and Existing School, College and University Fire Safety Rules, shall have plans and specifications submitted in accordance with R29.1904, Rule 4 of those rules.
7. It will be the responsibility of the school and or its designee to contact the Bureau of Construction Codes (BCC) for their respective inspections and/or approvals. The BFS inspection may or may not be conducted in conjunction with the BCC inspection.
8. Upon completion of all work, the school or its designee shall contact BFS to request a re-inspection. All deficiencies cited in the inspection report shall be corrected prior to issuing a fire safety approval. All approvals granted by BFS shall be indicated in the inspection report.

## FEES

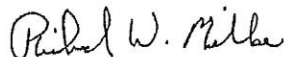
Fees for school safety inspections are based upon an hourly rate of \$50.00 per hour. The hourly rate will include all necessary time for travel, consultations, inspections and research required for the inspection. Factors such as the size and condition of the existing school building may affect the amount of time needed for the inspection and generation of the report. A deposit of \$150.00 will be applied toward the total inspection fees.

## INVOICE

The regional secretary will issue all invoices for payment and track the receipt of payment as outlined in Attachment A for invoicing instructions.

Acceptable payment options include:

- a) Online payments: Online payments are accepted if paying with a valid MasterCard, Visa or Discover credit card. Debit card payments are also accepted as long as there is a MasterCard, Visa or Discover logo on the card. Online payments can be made at the following link: <https://www.thepayplace.com/mi/deleg/planreview>
- b) Check or money order payments: Check or money order payments are also accepted and should be made payable to the "State of Michigan". Payment may be sent to the address indicated on the invoice.



\_\_\_\_\_  
State Fire Marshal/Director Signature

3/20/15

\_\_\_\_\_  
Date