

# Procedures for Facility Licenses, Permits, and Inspections

In order to ensure the safety of Park District facilities, regular licenses, permits, and inspections are required. The following procedures are to be followed regarding these requirements.

## **Facility Licenses, Permits, and Inspections**

The Park District is responsible for ensuring that its facilities and operations are safely operated for the staff and patrons that use them. Staff are responsible for ensuring that all licenses, permits, and inspections are completed and records of these are kept on file as required by the Park District's Records Management Plan. The following list includes required licenses, permits, and inspections as of the writing of this procedure. However, as laws and other circumstances may change, it is the responsibility of the facility manager to ensure that all applicable statutes are followed.

<b>License/Permit/Inspection</b>	<b>Facilities</b>
Oak Park Health Department	Pools: Rehm Pool, Ridgeland Common Recreation Complex
Oak Park Health Department	Concessions: Rehm Pool, Ridgeland Common Recreation Complex
Illinois Department of Child and Family Services (DCSF)	Preschool Facilities: Andersen Center, Barrie Center, Carroll Center, Field Center
Liquor Licenses	Special Rental Facilities: Cheney Mansion, Pleasant Home
State Fire Marshal Inspections	Andersen Center, Barrie Center, Carroll Center, Field Center, Fox Center, Longfellow Center
Backflow Preventer Inspection	Conservatory
Boiler Inspections	Barrie Center, Cheney Mansion, Conservatory, Field Center, Fox Center, Longfellow Center, Pleasant Home, Rehm Pool, Ridgeland Common Recreation Complex, Stevenson Center
Electrical Inspections	Andersen Center, Barrie Center, Carroll Center, Field Center, Fox Center, Longfellow Center
Elevator Inspections	Administration Building, Fox Center, Gymnastics & Recreation Center, Longfellow Center, Pleasant Home
Fire Alarm Inspections	All Facilities
Fire Extinguisher Inspections	All Facilities
Oak Park Fire Department Inspections	All Facilities

<b>License/Permit/Inspection</b>	<b>Facilities</b>
Park District Monthly Facility Inspection	All Facilities
Park District AED Inspections	All Facilities

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