

List of Important Dates - School Year 2024-2025

MONTH	DUE DATE	MONTH	DUE DATE
July - 2024		January - 2025	
Publish April-June Pesticide Applications (summer newsletter)	7	Publish Sept-Dec Pesticide Applications	7
Fire Extinguishers, Boilers, Stage Curtains, etc. Certif. sched.		Third-Party Qualified Elevator Insp. (QEI)	2X/Year *
Conduct Annual Playground Inspections	*	Remaining Fire/Lockdown Drills (4 before end of school)	
Conduct Summer Maintenance Checklist/Fire PM Items	*	Begin AHERA Triennials 1/1/2025	
Third-Party Qualified Elevator Insp. (QEI)	2X/Year *		
Previous Certificates of Occupancy (C of O) Expire	1	February - 2025	
August - 2024		Post SH-900 Injury/Illness Summary Form	1
Inspect Kitchen Ansul Suppression System	2X/Year *	NYS DEC Annual Pesticide Report (Applicators)	1
New Employees Orientation Training Program	*	Conduct BBP training for Spring Coaches	*
Publish Annual Pesticide & Asbestos Notices	see notes	Inspect Kitchen Ansul Suppression System	2X/Year *
Update Building & District-wide SAVE Plans	1		
Conduct RTK/safety Training (Trans/Food Svc./etc)	*	March - 2025	
Conduct BBP training for Fall Coaches	*	SARA Tier II Reporting (if applicable)	1
		1 copy to NYS DHSES, County LEPC and;	
September - 2024		Conduct Playground Safety Check (ASAP @ snowmelt)	*
NEW: School Safety & Viol. Prev, Mental Health Trn - All Staff	15	Complete 2024 Fire Inspections Begin on 3/17/2025	
Playground Safety Checks (before opening & periodic)	*	April - 2025	
Begin Fire/Lockdown Drills (8 before Dec. 31)		Publish Jan-Spring Break Pesticide Applications	15
Send copy of Floor Plans to Fire Dept.'s - Annually	*	Take down SH-900 Summary	30
		Conduct Playground Safety Checks (periodic @ snowmelt)	*
October - 2024		Conduct Asbestos 6-month Periodic Surveillance	2X/Year *
Submit copy of Building SAVE Plans to SED Online	1	2024 Fire Inspections Due 4/30/2025	
Provide copies to County and/or local Police			
Playground Safety Checks (periodic until end of play season)			
Annual RTK/BBP staff training (M&O/Food Svc/Trans)	*	May - 2025	
Conduct Asbestos 6-month Periodic Surveillance	2X/Year *	Playground Safety Checks (periodic until end of school)	*
November - 2024		June - 2025	
Conduct BBP training for winter coaches	*	Complete 12 fire and/or lockdown drills by 24th	
Conduct snowplow/snow blower training	*	Conduct RTK/safety Training for M&O Summer Help	*
For new employees or new equipment		Prepare/Publish Pesticide notification Summer School	see notes
Conduct AED/CPR training as needed	*		
December - 2024			
Complete 8 drills (fire/lockdown) at each school building	31		

* = No specific legal date or time of year is specified

Pesticide Notification Requirements:

Within 2 days from end of Christmas break & April break & within 10 days of the end of the school year
Annual general notification must be made prior to start of each school year & each summer school session

Asbestos Notification Requirements:

AHERA requires annual public notice of availability of Asbestos Mgmt Plans – no time of year specified; Six-mos Surveillance required for documentation of status of asbestos in buildings; AHERA Triennial Inspections begin January 2025, to be completed by July 1st, 2025.

Yearly Considerations:

Publish Initial Notification of Pesticide Applications to Parents, Guardians and Staff – summerschool and regular year
Inspect Powered Partitions (per MFG specs), Fire Alarm System, Emerg. Lights/Generator Load Test, Fume Hood Flow Tests
Annual drop-test for rated roll-down doors, Ansul Kitchen Suppression System (2X/year), District owned hydrants- annual flush
Update SAVE Plans and submit Building-level Plans to Law Enforcement, **Ensure Fire Evac. Maps are posted**
General Municipal Law; Haz. Mat. Rpt. Form 209-u (traditionally on liability insurance anniversary date)
As applicable: Annual Asbestos Contractor License Renew, Asbestos Training & Certification Cards NYS DOL

Infrequent/Periodic:

District Lead water testing to be completed by the end of 2025 (3-yrs increments)

New Hire/Refresher/Recert. Training as Applicable: 2-hr Asb. Awareness, Forklift, Scissors/Platform Lifts, Gym Partition, Scaffold & etc.

Boiler Inspections (external & internal as applicable), Stage Curtain Treatment

Additional deadlines: NYS DEC 5 Yr Petroleum Bulk Stor. Reg., Pesticide Agency Reg. (3 Yr), Pesticide Applicator Cert.'s