

	Time	Task	Completed	Target Starting Date	Target Completion Date	Person, Department, Office Responsible	Notes and Comments
1.		Superintendent of Schools, Deputy Superintendent for Legal Services, Ex. Director Physical Properties meet with Brian Steglitz, Director of City Water Treatment				Ex. Director of Physical Properties	The professional team accepts concept and approval to initiate an action plan is received.
2.		Action plan created for recommended steps: <ul style="list-style-type: none"> • Complete inventory of all piping and metal composition in each building • Write Standard Operating Procedures to flush pipe service in each building after extended vacation periods • Sample water as required by DEQ and continue scheduled sampling 				Ex. Director of Physical Properties	Action plan is written by Executive Director
3.		Superintendent approval of recommended steps and resources				Ex. Director of Physical Properties	Ex. Director signs off on the pending resources to address
4.		Review pipe inventory results with Superintendent, Deputy Superintendent and Director Brian Steglitz, City of Ann Arbor Water Treatment.				Ex. Director of Physical Properties	
5.		Implement any recommended infrastructure improvements				Ex. Director of Physical Properties	
6.		Board approval when necessary				Ex. Director of Physical Properties	Submit to BOE agenda and gain approval for purchases over

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							allowable limit.
7.		Purchase order created				Ex. Director of Physical Properties	
8.		District communication				Ex. Director of Physical Properties	Craft language to identified staff to explain the purpose of the protocols
9.		Training for Facilities Staff as necessary				Ex. Director of Physical Properties	All affected staff are trained
10.		Evaluate improvements via continued water sampling				Ex. Director of Physical Properties	