



BOH Forms: #11 BOH Agent Master Calendar

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This Calendar lists re-occurring items that should be done annually. Update every year. Person completing a section should initial.
 The Log is designed to be used in tandem with the **BOH SOP and Appendices**. BOXES CAN BE CHECKED WITH THE CURSOR.

Month	Day	Item	Person	Details/Follow Up Needed	Initials
Ongoing		Monthly BOH Meetings and Reports		<input type="checkbox"/>	
		Filing; Databases;		<input type="checkbox"/>	
		Respond to Complaints/Nuisances		<input type="checkbox"/>	
		Oversee Animal Insp. Quarantines		<input type="checkbox"/>	
		Participate in local/regional planning		<input type="checkbox"/>	
		Ensure collection of fees		<input type="checkbox"/>	
		Attend Quarterly. Coalition Meetings		<input type="checkbox"/>	
		Ongoing List of Special Projects:		<input type="checkbox"/>	
		Follow up on Disease Reports		<input type="checkbox"/>	
January		Get organized. Update Trainings	Person	Details/Follow Up Needed	
	2	Start a New Permit Numbering Log		<input type="checkbox"/>	
		Board of Health Meeting		<input type="checkbox"/> Approve Annual BOH Town Meeting Report	
		Attend BOH budget meetings		<input type="checkbox"/>	
		Inspect all indoor pools/spas		<input type="checkbox"/>	
		Finalize all Annual Permits		<input type="checkbox"/> Update database; note closed permits	
		Update BOH Emergency Plans		<input type="checkbox"/> COOP <input type="checkbox"/> CEMP <input type="checkbox"/> EDS <input type="checkbox"/> ERP <input type="checkbox"/>	
		Begin Annual Lodging Inspections		<input type="checkbox"/>	
		Begin Bi-Annual Food Inspection		<input type="checkbox"/>	
		Special Project:		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
February		Good month for Special Projects.	Person	Details/Follow Up Needed	
		Board of Health Meeting		<input type="checkbox"/>	
		Finish Annual Pool Inspections		<input type="checkbox"/>	
		Finish Annual Lodging Inspections		<input type="checkbox"/>	
		Continue Bi-Annual Food Inspections		<input type="checkbox"/>	
		Update BOH Emergency Plans		<input type="checkbox"/>	
		Continue work on BOH Budget		<input type="checkbox"/>	
		Schedule Rabies Clinics		<input type="checkbox"/>	
		Special Project:		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
March		Time to get ready for summer.	Person	Details/Follow Up Needed	
		Board of Health Meeting		<input type="checkbox"/>	
	15	Remind Child Rec. Camps to Renew		<input type="checkbox"/>	
	30	Send out Seasonal Renewal Packages		<input type="checkbox"/> Camps <input type="checkbox"/> Pools <input type="checkbox"/> Markets <input type="checkbox"/> Temp Events	
		Finish Annual Food Inspections		<input type="checkbox"/>	
		Review BOH Policies/Regulations		<input type="checkbox"/> Fee Schedule <input type="checkbox"/> BOH Regulations	
		Special Project:		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

April		Septic Season gets going.	Person	Details/Follow Up Needed
	1	Send out Seasonal Permit Applications		<input type="checkbox"/> Camps <input type="checkbox"/> Pools <input type="checkbox"/> Markets <input type="checkbox"/> Events
		Update Temp Food/Seasonal Packages		<input type="checkbox"/>
		Mail out Season Permit Renewals		<input type="checkbox"/> Farmer's Market <input type="checkbox"/> Pools <input type="checkbox"/>
	30	Seasonal Applications should be arriving		<input type="checkbox"/>
		Special Project:		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
May		2 nd Busiest Month of BOH Year.	Person	Details/Follow Up Needed
		Annual BOH Organizational Meeting		<input type="checkbox"/> Elect Chair, Vice Chair
	15	Camp and Pool Applications Due		<input type="checkbox"/>
		Inspect Farmer's Markets		<input type="checkbox"/>
		Septic Season in full swing		<input type="checkbox"/>
		Begin Outdoor Pool Inspections		<input type="checkbox"/> Multiple inspections likely
		Beach monitoring week before Mem.D		<input type="checkbox"/>
		County Club insp. Before opening		<input type="checkbox"/>
		Attend Annual Town Meeting		<input type="checkbox"/>
		Finish Seasonal Lodging Inspections		<input type="checkbox"/>
		Special Project:		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
June		Busiest Month of BOH Year.	Person	Details/Follow Up Needed
		Board of Health Meeting		<input type="checkbox"/>
		Block out a few days for Title 5 work		<input type="checkbox"/>
		Inspect all Camps and issue Permits		<input type="checkbox"/>
	15	Collect outstanding fees before June 30		<input type="checkbox"/>
		Finish Outdoor Pool Beach Inspections		<input type="checkbox"/>
		Inspect Seasonal Events		<input type="checkbox"/> Little League <input type="checkbox"/> F. Markets <input type="checkbox"/> Fairs
		Continue Beach monitoring/testing		<input type="checkbox"/>
	30	Close out Fiscal Year Budget		<input type="checkbox"/> Pay Bills <input type="checkbox"/> Collect Fees <input type="checkbox"/> Order Supplies
				<input type="checkbox"/>
				<input type="checkbox"/>
July/Aug		Special Events most active.	Person	Details/Follow Up Needed
		Temporary Events Permit/Inspect		<input type="checkbox"/>
		Complaints		<input type="checkbox"/>
		Beach Monitoring & Review Reports		<input type="checkbox"/>
		Post/close contaminated beaches		<input type="checkbox"/>
		Follow up on Rec Camp Inj. Reports		<input type="checkbox"/>
				<input type="checkbox"/>
Sept		Septic work still strong.	Person	Details/Follow Up Needed
		Beach monitoring ends Labor Day		<input type="checkbox"/>
	15	Complaints about lack of heat common		<input type="checkbox"/> Heat season 9/15 to 5/31 or 9/30 – 5/15
		Schedule Flu Clinics		<input type="checkbox"/>
		Inspect School Kitchens		<input type="checkbox"/>
		Special Project:		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Oct		Pace starts to slow.	Person	Details/Follow Up Needed
		Housing complaints about heat		<input type="checkbox"/> BOH may adjust based on local conditions
		Prep Annual Renewals Packages including Applications & Information		<input type="checkbox"/> Food <input type="checkbox"/> Installer/Hauler <input type="checkbox"/> Lodging <input type="checkbox"/> Indoor Pools <input type="checkbox"/> Tobacco <input type="checkbox"/>
		Conduct final Seasonal Inspections		<input type="checkbox"/>
		Bi-Annual Food Inspections		<input type="checkbox"/>
		Submit Annual Reports to MDPH		<input type="checkbox"/> Food <input type="checkbox"/> Camps <input type="checkbox"/> Beaches <input type="checkbox"/> PWS
		Special Project:		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Nov		Good month to catch up.	Person	Details/Follow Up Needed
		Annual BOH Assessment Meeting		<input type="checkbox"/> Annual Assessment/State of the BOH
	1	Send out Annual Permit Renewals		<input type="checkbox"/>
	15	Draft BOH FY Budget		<input type="checkbox"/>
	30	Permit renewals due back to BOH		<input type="checkbox"/>
		Special Project:		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Dec		Month to issue Annual Permits.	Person	Details/Follow Up Needed
		Board of Health Budget Meeting		<input type="checkbox"/> Approve Budget for next fiscal year
		Inspect ski resorts before opening		<input type="checkbox"/>
		Wrap up Septic Season		<input type="checkbox"/>
	15	Mail out Annual Permits for next year		<input type="checkbox"/>
		Update all Databases and Files		<input type="checkbox"/>
	30	Provide Annual BOH Activity Report		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
		Major BOH Duties	Person	Details
		Record Keeping; Hearings; Variances		<input type="checkbox"/> Local Regulations allowed
		Food; Non-Alcohol Beverage Bottling		<input type="checkbox"/> Retail Foods; Embargos
		Housing/Lodging/Farm Labor Camps		<input type="checkbox"/> Condemnation
		Septic Systems (Title 5)		<input type="checkbox"/> Inspections, Permits, Upgrades
		Wells & Water Quality Tests		<input type="checkbox"/> Local Regulation; Permits; Testing
		Pools/Spas/Beaches		<input type="checkbox"/> Permits, Inspections
		Rec Camps for Children		<input type="checkbox"/> Permits, Inspections
		Family Campgrounds		<input type="checkbox"/> Permits, Inspections
		Complaints/Nuisances		<input type="checkbox"/> Follow-up;
		Disease Reports; TB Management; Vacc.		<input type="checkbox"/> Public Health Nurse
		Rabies, Beavers, Animal Inspectors		<input type="checkbox"/> Follow-up; Permits, Recommendations
		Emergency Response		<input type="checkbox"/> Planning, Response, Recovery
		Solid Wastes/ Waste Site Assignment		<input type="checkbox"/> Permits, Inspections
		Medical Wastes		<input type="checkbox"/> Permits
		Liquid Wastes/Septage		<input type="checkbox"/> Permits, Inspections
		Body Art; Tanning; Bathhouses		<input type="checkbox"/> Permits, Inspections
		Indoor Ice Rinks		<input type="checkbox"/> Permits, Inspections
		Burial Permits, Cemetery, Funeral Dir.		<input type="checkbox"/> Often assigned to Town Clerk;
		Subdivision Review: Runoff, water, sewer		<input type="checkbox"/> Reviews