



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	Agent Responsible	Follow Up Needed	Initials
Ongoing		Monthly BOH Meetings and Reports		<input type="checkbox"/>	
		Filing; Databases;		<input type="checkbox"/>	
		Responding to Complaints/Nuisances		<input type="checkbox"/>	
		Overseeing Animal Insp. Quarantines		<input type="checkbox"/>	
		Participating in local/regional planning		<input type="checkbox"/>	
		Ensuring collection of fees		<input type="checkbox"/>	
				<input type="checkbox"/>	
January		Good month to get organized.			
	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"/> EID <input type="checkbox"/>	
		Begin Annual Lodging Inspections		<input type="checkbox"/>	
		Begin Bi-Annual Food Inspection		<input type="checkbox"/>	
		Work on Special Projects		<input type="checkbox"/>	
				<input type="checkbox"/>	
February		Good month for Special Projects.			
		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"/>	
		Finish BOH Emergency Plans		<input type="checkbox"/>	
		Continue work on BOH Budget		<input type="checkbox"/>	
		Schedule Rabies Clinics		<input type="checkbox"/>	
		Work on Special Projects		<input type="checkbox"/>	
				<input type="checkbox"/>	
March		Time to get ready for summer.			
		Board of Health Meeting		<input type="checkbox"/>	
		Update Seasonal Renewal Packages		<input type="checkbox"/> Camps <input type="checkbox"/> Pools <input type="checkbox"/> Markets <input type="checkbox"/> TempEvents	
		Ready Camp and Pool Reminders		<input type="checkbox"/> Send out by April 1	
		Finish Annual Food Inspections		<input type="checkbox"/>	
		Review BOH Policies/Regulations		<input type="checkbox"/> Fee Schedule <input type="checkbox"/> BOH Regulations	
				<input type="checkbox"/>	
April		Septic Season gets going.			
	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"/>	

May		2 nd Busiest Month of BOH Year.		
		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 MemD		<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"/>
				<input type="checkbox"/>
June		Busiest Month of BOH Year.		
		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 all Title 5 work 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
July/Aug		Special Events most active.		
		Temporary Events Permit/Inspect		<input type="checkbox"/>
		Complaints		<input type="checkbox"/>
		Beach Monitoring		<input type="checkbox"/>
				<input type="checkbox"/>
Sept		Septic work still strong.		
		Beach monitoring ends Labor Day		<input type="checkbox"/>
	15	Complaints about lack of heat common		<input type="checkbox"/> Heat season 9/15 to 6/15
		Schedule Flu Clinics		<input type="checkbox"/>
Oct		Pace starting to slow.		
		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 Begin		<input type="checkbox"/>
		Submit Annual Reports to MDPH		<input type="checkbox"/> Food <input type="checkbox"/> Camps <input type="checkbox"/> Beaches <input type="checkbox"/> PWS
Nov		Good month to catch up.		
		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"/>
				<input type="checkbox"/>
Dec		Month to issue Annual Permits.		
		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"/>
				<input type="checkbox"/>