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New Jersey Department of Education
Union County Office

Anticipated Facility Requests for 2019-2020 School Year

ALL DISTRICTS MUST COMPLETE AND RETURN THIS FORM TO THE COUNTY OFFICE
BY JULY 15, 2019

The purpose of this form is to notify the county office of anticipated changes to facility use for the upcoming school year. Some facility changes require a site visit prior to county office approval.

A district may submit the specific facility request (dual use, change of use, etc.) at a future time.

Temporary (check one):

I **will not** have a temporary instructional space for the 2019-2020 school year.

I anticipate the need to **renew** a temporary instructional space for the 2019-2020 school year.

I anticipate the need to use a **new** temporary instructional space for the 2019-2020 school year.

Note: Off-site facilities are considered temporary and require an annual application and inspection.

Dual Use (check one):

I anticipate requesting dual use of instructional space for the 2019-2020 school year.

No dual use of instructional space will be requested for the 2019-2020 school year.

Change of Use (check one):

I anticipate applying for a change of use for the 2019-2020 school year.

I do not anticipate applying for a change of use for the 2019-2020 school year.

Kindergarten Toilet Waiver (check one):

I will be requesting approval of alternate method of compliance for the 2019-2020 school year.

All Kindergarten and Pre-K classrooms being used in 2019-2020 have their own toilet facility.

Township of Union
District


School Business Administrator

2/16/19
Date

New Jersey Department of Education
Union County Office

Application for Change of Use of Educational Space
2019-2020 School Year

District: UNION School/Building: LIVINGSTON
Address of School: 960 MIDLAND BLVD UNION
Original Use: OFFICE
Proposed Use: NURSE OFFICE
Included in the Long-Range Facility Plan: Yes _____ No X

Submit the following with this application:

1. A building floor plan showing the location of the space(s) to be changed.
2. An educational description of the new use. NURSE OFFICE.
3. A description of any work to be done. NONE
4. A sketch of the room(s) on an 8 1/2" X 11" sheet of paper indicating:
 - location of air supply and exhaust
 - direction of door swing
 - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies.
5. Fill in details for each item:
 - dimensions (length x width) 14 X 14
 - ceiling height 8 ft. 3 in. Total gross area 196 sq. ft
 - type of flooring VCT
 - foot-candles of light _____
 - description of door hardware KNOB W/LOCK
 - number of occupants: students 3 teacher and/or aides 1 NURSE.

Upon receipt of the above information, we will advise you as to whether your request can be approved by the County Office or if formal plans are to be submitted to the Office of School Facilities & Finance by a licensed architect or registered engineer.

The Board of Education approved the Change of Use application for the 2019-2020 school year on 7-16-19
(Date)

******An Original Extract Must Be Attached******

Certified by: [Signature]
(Superintendent of Schools)
[Signature]
(School Business Administrator)

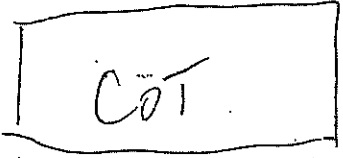
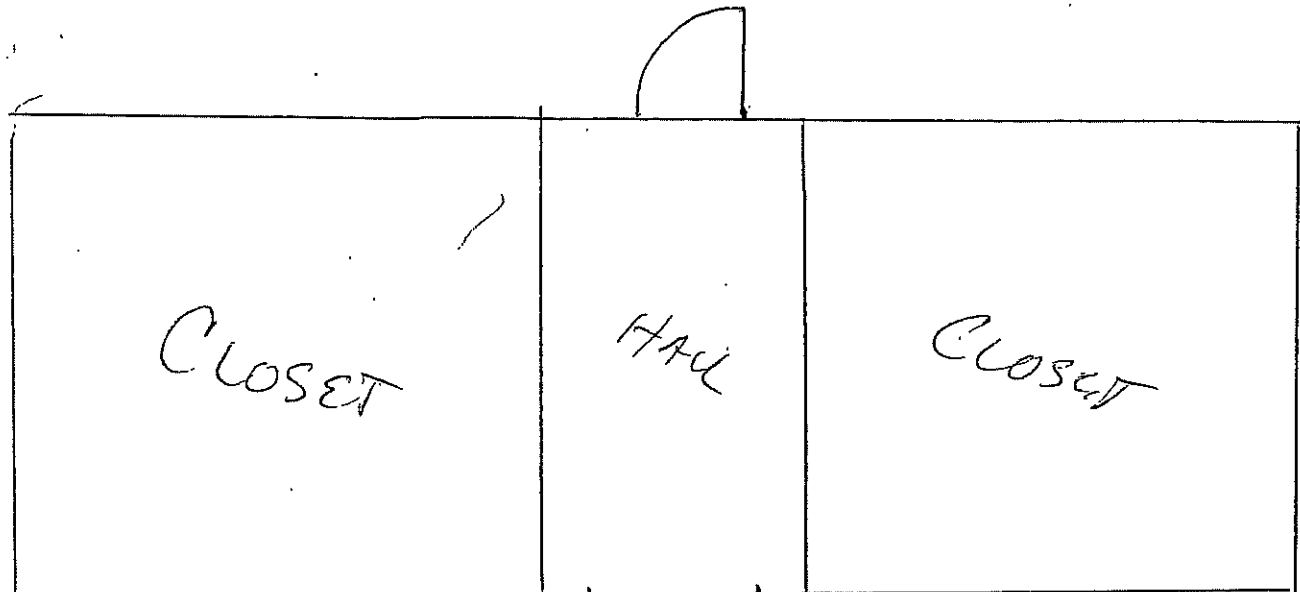
7/10/19
(Date)
7/10/19
(Date)

For County Office Use Only

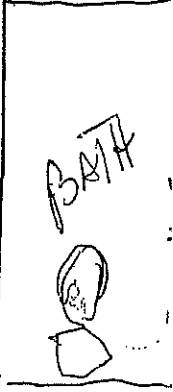
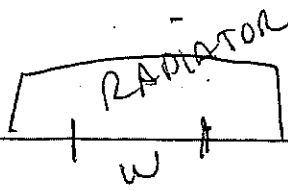
Date of Inspection by County Office: _____ Inspected by: _____

Approved as is: _____ Not approved: _____ Approved subject to the following conditions: _____

(Executive County Superintendent) (Date)



NEW
NURSE
AREA



New Jersey Department of Education
Union County Office

**Toilet Room Facilities for Early Intervention,
Pre-Kindergarten and Kindergarten Classrooms
2019-2020 School Year**

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Board of Education Township of Union School: Livingston Elementary School

Room Number/Name: #115

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The kindergarten teacher and the classroom assistant (teacher's aide) will escort the children to the Boys' and Girls' bathroom in the morning prior to the kindergarten students' daily snack period and again after the students' lunch period. At all other times, the classroom assistant will escort the kindergartners to the bathroom on an individualized or small group basis. In the event that the teacher's aide is on break or is out of the classroom with another child, the classroom assistant from the adjacent kindergarten classroom will be called upon to assist. If & when necessary, the student may use the bathroom in the adjacent kindergarten classroom.

Board of Education approved this alternate method of compliance for SY 2019-20 on 7-16-2019.
Date

****An Original Extract Must Be Attached****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 6/17/19
School Business Administrator: [Signature] Date: 5/12/19

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date