New Jersey Department of Education Union County Office

Anticipated Facility Requests for 2023-2024 School Year

ALL DISTRICTS MUST COMPLETE THIS FORM EVEN IF NO CHANGE FROM THE PRIOR SCHOOL YEAR

DUE DATE: JULY 17, 2023

EMAIL TO: CAMILLE.BUSICHIO@DOE.NJ.GOV

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 | y request form (dual use, change of use, etc.) at a | future time. | |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------|--|
| Temporary (MUST check one): | | | |
| I will not have a temporary instructional space for the 2023-2024 school year. | | | |
| I anticipate the need to <u>renew</u> a temporary instructional space for the 2023-2024 school year. | | | |
| I anticipate the need to use a <u>new</u> temporary instructional space for the 2023-2024 school year. | | | |
| Note: Off-site facilities are considered tempor | rary and require an annual application and inspection. | | |
| Dual Use (MUST check one): | | | |
| I anticipate requesting dual use | of instructional space for the 2023-2024 school ye | ear. | |
| No dual use of instructional space will be requested for the 2023-2024 school year. | | | |
| Change of Use (MUST check one): | | | |
| I anticipate applying for a chang | ge-of-use for the 2023-2024 school year. | | |
| I do not anticipate applying for | a change-of-use for the 2023-2024 school year. | | |
| Toilet Waiver (MUST check one): | | | |
| I will be requesting approval of alternate method of compliance for the 2023-2024 school year. | | | |
| All Early Intervention, Pre-K a own toilet facility. | and Kindergarten classrooms being used in 2023- | 2024 have their | |
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| District | School Business Administrator | Date | |

New Jersey Department of Education Union County Office

<u>Application for Change of Use of Educational Space</u> 2023-2024 School Year

| 2025-2024 361 | iodi ieai | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|--|
| District: Township of Union Board of Education | School/Building: Washington Elementary School | | |
| Address of School: 301 Washington Avenue Union, NJ 07083 | | | |
| Original Use: Faculty Lounge | | | |
| Proposed Use: 2nd Grade Classroom, Room 115 | | | |
| 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 chace. 2. An educational description of the new use. 3. A description of any work to be done. 4. A sketch of the room(s) on an 8 ½" 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 o 23 student desks and chairs o 1 Teacher's Desk o 1 Filing Cabinet o 1 Toy Shelf o 1 Book Case 5. Fill in details for each item: • dimensions (length x width) 31' x 7' length & 21' x 8" width • ceiling height 10 ft. 9 in. Total gross area 691 sq. ft | : | | |
| type of flooring <u>Tile</u> foot-candles of light <u>40 feet</u> description of door hardware <u>Wood - Yale Classroom Function</u> number of occupants: students <u>23</u> teacher <u>1</u> | <u>.</u> | | |
| 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 | (Date) | | |
| Certified by: (Superintendent of Schools) | (Date) | | |
| (School Business Administrator) | (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)

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