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SED Project #:

## THE STATE EDUCATION DEPARTMENT/ THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234 Tel. (518) 474-3906 Fax. (518) 486-5918 www.p12.nysed.gov/facplan/

## REQUEST FOR APPROVAL OF USE OF A FACILITY

	8 digit district BEDS Code	4 d	igit buildii	ng number	3 digit project	number		
INSTRUCTION	ONS							
is issu fire/sa	ace shall be used by a School District, ued by the Commissioner of Education. fety inspection, execute and submit two Office of Facilities Planning. Telephone	To obtain a CO for a facility copies of this form, together	that doe	s not have a	CO pursuant	to the annual		
	equent to the initial approval, annua al fire inspection required by Section			form of a C	O issued pur	suant to the		
Name of Dis	sctict/BOCES/Charter School:	SED Project Manager:			Date Subn	nitted:		
1. Building	Name:							
2. Building	Address:							
3. Project (	3. Project Contact Person:				Telephone No.: ( )			
etc.)  Mobile  Discov	e Instructional Unit (MIU) – acquired pur Enter New York State Vehicle Iden vered Building, Other (Describe):  Utilization: For each room being used,	suant to Department guideling tification No.:	es issue	d January 27,	1986.	separate sheets as		
	Correlate space designations with requi		Grade		n Number of	Net Floor Area		
Room No.	Subject Taught or	Activity	loused	Occ	upants	(square feet)		
Signature:				<u>.</u>				
	School Superintendent			Date				
FOR FACILI Date Revi	TIES PLANNING OFFICE USE ONLY iewed: Authorized Signa	ture:		Date	e CO Issued:			

		,						
	SCOVERED BUILDING, O	THER:						
Request for Approval of Use Form ED-All two copies		LEASED EDUCATIONAL SPACE, LEASED SPACE, DISCOVERED BUILDING, OTHER:						
in request for Approval of Use, Forth Fr-Au, two copies.	Request for Approval of Use, Form FP-AU, two copies.							
	A completed <b>Fire Safety Report</b> of the fire safety inspection of the facility, one copy. Download the Fire Safety Report form from Facilities Planning website and conduct the inspection prior to submitting the form FP-AU. <u>Correct all nonconformances prior to submission of form FP-AU</u> .							
school district, certification by a licensed architect or engused, complies with applicable provisions of the Codes of I  Floor Plans and Elevations, one copy. See B.1 below.  Site Plan, one copy. See B.2 below.	<ul> <li>☐ Site Plan, one copy. See B.2 below.</li> <li>☐ A completed Management Plan pursuant to AHERA, 40 CFR, Part 763.93. Submit one copy of AHERA form #5, or</li> </ul>							
2. MOBILE INSTRUCTIONAL UNIT (MIU):	OBILE INSTRUCTIONAL UNIT (MIU):							
Request for Approval of Use, Form FP-AU, two copies.	Request for Approval of Use, Form FP-AU, two copies.							
	A completed <b>Fire Safety Report</b> of the fire safety inspection of the facility, one copy. Download the Fire Safety Report form from Facilities Planning website and conduct the inspection prior to submitting the form FP-AU. <u>Correct all nonconformances prior to submission of form FP-AU</u> .							
<ul> <li>Certification by the manufacturer of the MIU, or in the case of a converted existing vehicle, by the Superintendent of Schools <u>and</u> a licensed architect or engineer, that the vehicle conforms to the Department's January 27, 1986 Guidelines for the Acquisition and Use of Mobile Instructional Units.</li> <li>Floor Plan, one copy. See B.1 below.</li> <li>A completed Management Plan pursuant to AHERA, 40 CFR, Part 763.93. Submit one copy of AHERA form #5, or other substantiation.</li> </ul>								
B. PLAN INFORMATON REQUIRED								
<ol> <li>FLOOR PLAN(S) and ELEVATIONS – Architectural-quality, scaled drawing(s) (1/8 in = 1 ft. minimum) which indicates corridors, stairs, walls, door openings and swings, windows and room uses. Include each floor of the entire building and designate the spaces being used. The designation shall be exactly as indicated at Part 5 of this form. For MIUs, indicate furniture, including pupil stations, and ceiling height(s). Floor plan(s) must indicate any renovations or alterations which will take place for the proposed use of the area(s).</li> <li>SITE PLAN – Architectural-quality, scaled drawing(s) (11" x 17" minimum sheet size) of the total property which indicates the relative location of buildings, streets, roads, parking areas and walks. NOTE: typical minimum building separation is 15', except 30' where classroom windows are involved.</li> </ol>								
7. DESCRIPTION OF BUILDING – complete this section for all facilities, except an MIU. Mark box(s) and complete blanks where necessary.								
	9. Roof Deck:	13. Windows:						
a. No. of stories (not incl.	concrete	casement						
basement):	steel	double hung						
b. Is there a basement? wood  Yes No other:		☐ sliding ☐ other:						
2. Construction Type:	10. Roofing:  metal shingle built-up single-ply other:	14. Sewer:  on-site municipal other:						
3. Interior Partitions: 7. Ceilings:	11. Type of Heat:	15. Water:						
☐ masonry       a. Describe:         ☐ metal       b. Height:         ☐ other:	hot air hot water steam other:	well municipal other:						
4. Interior Partition Finish:  masonry  metal  8. Roof Struct. Framing:  concrete  steel	12. Type of Fuel:  ightharpoonup oil ightharpoonup gas - LP	16. Electric:  Yes No						
wood wood other:	gas - Natural electric other:	17. Exit Door Hardware:  panic classroom function other:						