



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234
 State Office of Religious and Independent Schools (SORIS)
 Room 1078, Education Building Annex
 Tel: (518)474-3879 or (518)474-6541
 Fax: (518)474-474-4674

Basic Educational Data System (BEDS) Change of Address Form - Nonpublic Schools

Name of Nonpublic School: _____

Current BEDS Code: _____

Current Address (location listed in BEDS):

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

New Nonpublic School Address:

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Type of Incorporation:

- ____ Education Corporation (Provisional or Absolute Charter)
- ____ For-Profit Incorporation under the NYS Department of State (LLC, BCL, Inc., etc.)
- ____ Religious Incorporation under the County Clerk (affiliation with Place of Worship)
- ____ Other? Please define _____

Nonpublic Administrator Contact Information

Name: _____ Phone number: _____

Email: _____

Please submit the completed form and required documents listed below to the State Office of Religious and Independent Schools via email (soris@nysed.gov) or fax at 518-474-4674

- Current **Certificate of Occupancy** for new address
- **Initial Fire Inspection Report** for new address issued within the past 12 months. Note: Inspection must be done by government official. (complete pp 2-6)
- **Lease Agreement**-required if name on Certificate of Occupancy and/or Fire Inspection does not match name on Change of Address form

NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

REQUIRED FOR ALL INITIAL BEDS APPLICATIONS AND ADDRESS CHANGE APPLICATIONS

(PLEASE PRINT)

School Name: _____

Facility/Building Name: _____

Street Address **(NO PO Box Numbers)**: _____

City/Town/Village: _____ Zip Code: _____

Name of Municipality Responsible for Local Code Enforcement: _____

Nonpublic School BEDS Code: _____

INSTRUCTIONS

- This form is required to be submitted with initial BEDS application and/or any address change application.
- This form is to be used for the **initial year only**. Subsequent years require the [Annual Fire Safety](#) report to be filed as per NYS Educ Law Section 807-a.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section for initial BEDS application or address change application.
- **Part II-B Regulations of the Commissioner 155.25:** This section must be completed for schools with electrically operated partitions (Question 8, Non-Conformance Report Sheet) pursuant to the Fire Code and Property Maintenance Code of New York State.
- The Non-Conformance Report Sheet must be completed for all schools.
- **Part III Certifications.** To be completed by individuals as indicated, including the signature of the Local Municipal Code Enforcement Official.
- This form should be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** This supplemental form includes a total of five pages. After the inspection, sign the Certifications page (Part III, p.5), staple the pages together, and submit with either the **Initial BEDS application** or the **Change of Address application**.

Part I: General Information and Fire/Life Safety History

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction		b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
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2. Is there a fire sprinkler system in this facility? Yes_____ No_____

If yes, is the sprinkler alarm connected with the building alarm? Yes_____ No_____

3. Is there a fire hydrant system for facility protection? Yes_____ No_____

If yes, indicate ownership of the system.

Public Owned_____ School Owned_____ Other_____ (specify)

4. Indicate the ownership of this facility.

Leased_____ Owned_____ Other_____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

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6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 and F408 of the New York State Fire Code. Yes_____ No_____

b) Average time to evacuate this facility:

Minutes			Seconds	

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session. Yes_____ No_____

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the New York State Fire Code. Yes_____ No_____

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified? Yes_____ No_____

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____ No _____

If yes, indicate:

a) Number of fires

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b) Total number of injuries

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c) Total cost of property damage

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Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name _____ Building Name _____

Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected		Item #	Non-Conformance	Date Corrected		Item #	Non-Conformance	Date Corrected	
08A-2				12O-2				19E-1			
08B-2				13A-2				19F-1			
08C-2				13B-2				19G-1			
08D-2				14A-2				19H-2			
08E-2				14B-2				20A-1			
09A-2				14C-2				20B-1			
09B-2				14D-1				20C-1			
09C-1				14E-1				21A-3			
09D-1				15A-2				22A-3			
09F-2				15B-1				22B-3			
09G-2				15C-2				22C-3			
10A-2				15D-2				23A-1			
10B-2				16A-2				23B-1			
				16B-2							
10C-1				16 C-2				23C-1			
10D-1				17A-3				23D-2			
11A-2				17B-2				24A-3			
11B-1				17C-2				25A-3			
11C-2				17D-2							
11D-2				17E-1							
11E-1				17F-3							
12A-1				17G-1							
12B-3				17H-2							
12C-2				17I-2							
12D-2				17J-1							
12E-1				17K-1							
12F-1				17L-1							
12G-1				18A-2							
12H-1				18B-2							
12I-1				18C-2							
12J-1				18D-2							
12K-1				19A-3							
12L-1				19B-2							
12M-1				19C-1							
12N-1				19D-1							

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

All schools complete **Section 8** only if the building has electrically-operated folding partitions.

Fire Inspection Performed by:

Local Municipal Code Enforcement Official Signature: _____

Name (Please Print): _____

Title: _____ Date _____ Registry # _____

Part III: Nonpublic School Certifications

Section III-A. Local Municipal Code Enforcement Official

The individual noted below inspected this building on _____(date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 434.5(a)(2).

Name of Inspector: _____ Title: _____

Signature of Inspector: _____ Telephone #: (____) _____

Registry # _____
(as designated by the NYS Fire Administrator)

Name of Municipal Code Enforcement Official: _____

Signature of Municipal Code Enforcement Official: _____

City/Town/Village: _____

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected as indicated in Section III-A above.

Name: _____ Title: _____

Telephone #: (____) _____

Section III-C. School Administrator, Director, or Headmaster

I hereby submit this fire inspection report on behalf of the Board of Trustees and certify that:

1. Public notice of report availability has been published;
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated; and
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, at the meeting held pursuant to Section 807-a of New York State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public inspection.

Name: _____ Title: _____

Signature: _____ Telephone #: (____) _____

Appendix A - Fire Safety Inspection Code Reference Checklist

Section II

Commissioner of Education Regulations (8 NYCRR 155.25)

8. Electrically Operated Partitions (if N/A or electrically disconnected – go to next section)

Section	Description
A-2	Partitions are operated by two key operated, tamperproof, constant pressure, switches wired in series, remotely located at opposite ends and opposite sides of, and in view of, the partition.
B-2	The partition is capable of being reversed at any point in the extend or stack travel cycle.
C-2	Device(s) are provided for all partitions that will stop the forward or backward motion of the partition and stop the stacking motion of the partition when a body or object passes between the leading panel of such partition and a wall or other termination point, or when a body or object is in the stacking area of such partition.
D-2	Appropriate and conspicuous notice regarding the safe and proper operation of the electrically operated partition, required training, and supervision of students is posted in all partition operator locations.
E-2	Records of inspection, testing, and maintenance of electrically operated partitions are available for review. Records verify that maintenance was performed in accordance with the manufacturer's instructions and recommended service interval.

Fire Code of New York State (19 NYCRR Part 1225)

9. General Fire and Safety Provisions

Section	Description	Code Section
A-2	Combustible waste and vegetation shall not create a hazard.	F304
B-2	Open flames are prohibited except supervised science and technology labs.	F308
C-1	Storage in buildings is orderly.	F315
D-1	Storage ceiling clearance of 24 inches is maintained in non-sprinklered areas of buildings or 18 inches below sprinkler head deflectors in sprinklered areas of the building.	F315
F-2	Combustibles are not stored in boiler rooms, mechanical rooms, or electrical equipment rooms.	F313
G-2	Fueled equipment shall not be stored, operated, or repaired within a building.	F313

10. Emergency Planning and Preparedness

Section	Description	Code Section
A-2	Fire safety and evacuation plans are prepared, maintained, and available for review.	F404
B-2	Safety Data Sheets (SDS) are complete and available on premises.	F407
C-1	Hazardous material containers and rooms are properly identified.	F407

D-1	Records of hazardous material inventory statements are provided.	F407
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11. Fire Service Features

	Description	Code Section
A-2	Fire apparatus access roads are maintained and unobstructed. (NOTE: Gates are permitted)	F503
B-1	Flat roofs, less than 30 degrees (6/12 pitch), are free from obstruction.	F316
C-2	Private fire service hydrants, mains, and tanks are properly maintained and tested.	F507
D-2	Fire hydrants are maintained free from obstruction.	F507
E-1	Fire protection equipment and locations are identified and maintained.	F509

12. Building Services and Systems

	Description	Code Section
A-1	Equipment access is maintained.	F603
B-3	Portable unvented heaters are prohibited	F603
C-2	Above-ground gas meters are protected from damage.	F603
D-2	Records of inspection, testing, and maintenance of emergency and standby power systems are maintained on premises and are available for inspection.	F 604
E-1	No electrical system hazards observed or reported.	F605
F-1	Service equipment areas are adequately illuminated.	F605
G-1	Electrical service and branch equipment working space is unobstructed.	F605
H-1	Electrical room doors and all disconnects are identified.	F605
I-1	Unapproved multi-plug adapters are not used.	F605
J-1	Extension cords are properly used and are not a substitute for permanent wiring.	F605
K-1	Outlet, switch, junction boxes, and wire splices are covered.	F605
L-1	Refrigeration systems are accessible, properly labeled, and records of periodic testing are available on premises.	F606
M-1	Approved elevate emergency signs are provided.	F607
N-1	Emergency elevator keys are properly located in an approved location for immediate use by the fire department.	F607
O-2	Heating equipment, chimneys, and vents are maintained and are in proper working order.	F603

13. Commercial Kitchen Hoods

	Description	Code Section
A-2	Kitchen hood is provided and maintained at commercially used equipment capable of producing grease vapors or smoke.	F609
B-2	Hood fire extinguishing system, where provided, is maintained and serviced in accordance with Section F904 of the 2015 International Fire Code.	F609

14. Fire Resistance Rated Construction

	Description	Code Section
A-2	Fire resistance rating of rated construction is maintained.	F703
B-2	Opening protectives are properly maintained and are not blocked or made inoperable.	F703
C-2	Doors requiring closers are not rendered inoperable by removal of the closer or the installation of any non-automatic hold open device.	F703
D-1	Records of annual inspections of sliding and rolling fire doors are available.	F703
E-1	Swinging fire and smoke doors close and latch automatically from any position.	F703

15. Decorative Material and Furnishing

	Description	Code Section
A-2	Furnishings do not obstruct or obscure exits.	F807
B-1	Storage of clothing and personal belongings in corridors and lobbies is compliant	F807
C-2	Artwork and teaching materials are limited to not more than 20% of the corridor wall area.	F807
D-2	Curtains, drapes, hangings, and other decorative materials suspended from walls or ceiling shall comply with Section 807.4 and shall not exceed 10% of the specific wall or ceiling to which they are attached	F807
E-1	Artwork and teaching materials in classrooms limited to not more than 50% of the specific wall area to which they are attached	F807

16. Fire Protection Systems

	Description	Code Section
A-2	Fire detection, alarm, and extinguishing systems are operative and inspection, testing, and maintenance records are maintained and available for review on premises.	F901
B-2	Portable fire extinguishers are located in a conspicuous location, are readily accessible, are not obstructed or obscured, and are maintained in accordance with this section and NFPA.	F906

C-2	Fire pumps are inspected, tested, and maintained in accordance with this section and NFPA 25 and records are available on premises for review.	F913
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17. Means of Egress

	Description	Code Section
A-3	The required capacity of means of egress is free of obstructions.	F1031
B-2	Exterior exits are free from obstruction, including ice and snow.	F1031
C-2	Curtains, drapes, and decorations shall not be placed to obstruct exits or visibility thereof.	F1031
D-2	Exit signs are provided in rooms or areas which require two or more exits.	F1013
E-1	Exit sign placement shall be such that no point in an exit access corridor is more than 100 feet from the nearest visible exit sign.	F1013
F-3	Doors shall be readily operable from the egress side without use of a key or special knowledge or effort. <u>Electromagnetic locking devices are not allowed.</u>	F1010
G-1	Occupant load is conspicuously posted in all assembly spaces where occupant load exceeds 49 persons.	F1004
H-2	Means of egress are provided with emergency lighting.	F1008
I-2	Tactile signs stating "EXIT" and complying with ICC/ANSI, A117.1 are provided adjacent to each door to an egress stairway.	F1013
J-1	Aisles are provided in all occupied spaces containing seats, tables, furnishings, displays, and similar fixtures of equipment and are unobstructed at all times.	F1018
K-1	Stairways that travel below the level of exit discharge are clearly defined.	F1023
L-1	Required exit signs are provided with emergency illumination.	F1013

18. Flammable Finishes

	Description	Code Section
A-2	Electrical wiring and equipment in spray areas shall be explosion proof.	F2403
B-2	"No Welding" signs shall be posted in the vicinity of the paint spraying areas and paint storage areas.	F2403
C-2	Portable fire extinguishers rated for high hazard shall be provided in paint spraying areas.	F2404
D-2	Spraying areas, exhaust fan blades, and exhaust ducts shall be kept free from the accumulation of deposits of combustible residues.	F2403

19. Motor Fuel-Dispensing Facilities & Repair Garages

	Description	Code Section
A-3	An approved, clearly identified and readily accessible emergency disconnect switch shall be provided for fuel	F2303

	dispensers and distinctly labeled “Emergency Fuel Shutoff.”	
B-2	Approved fire extinguishers, with a minimum rating of 2-A: 20-B:C, shall be located within 75 feet of pumps, dispensers, and storage tanks.	F2305
C-1	Approved warning signs shall be posted in the fuel dispensing area.	F2305
D-1	Daily inventory records are maintained for underground fuel storage tanks.	F2306
E-1	Above-ground tanks are protected from impact by motor vehicles.	F2306
F-1	Sources of ignition shall not be located within 18 inches of the floor in repair garages.	F2311
G-1	Appropriately rated fire extinguishers are provided in repair garages.	F2311
H-2	A non-coin operated telephone or other means to notify the fire department is provided on-site.	F2304

20. Welding and Other Hot Work

	Description	Code Section
A-1	Hot work is conducted in areas designed or authorized for that work.	F3501
B-1	Combustible materials are protected to prevent ignition.	F3504
C-1	Fire extinguishers with a minimum 2-A:20-B:C ratings are located within 30 feet of hot work area.	F3504

21. Hazardous Materials

	Description	Code Section
A-3	The storage, use, and handling of all hazardous materials are in accordance with Fire Code Section 2703.	F5003

22. Compressed Gases

	Description	Code Section
A-3	Compressed gas containers are marked in accordance with CGA C-7.	F5303
B-3	Compressed gas containers are secured and protected.	F5303
C-3	Protective caps, plugs, or devices are in place.	F5303

23. Property Maintenance Code of New York State (19 NYCRR Part 1226)

	Description	Code Section
A-1	Required equipment systems, devices, and safeguards are maintained in good working order.	NYS 2016 Uniform Code Supplement 101.2.7.2
B-1	Non-required equipment, devices, and systems are maintained in good working order or removed.	NYS 2016 Uniform Code Supplement 101.2.7.3

C-1	All exterior property and premises shall be maintained in a clean, safe, and sanitary condition.	PM302
D-2	Certificate of elevator inspection is available for review.	PM606

24. Unsafe Structures and Equipment

Description

Code Section

An **unsafe structure** is one that is found to be dangerous to life, health, property, or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property, or safety of the public or occupants of the premises or structure.

A-3	If the inspector determines that the building or equipment is unsafe as described above and requires condemnation, he/she shall check this item on the nonconformance sheet, provide a written explanation of the hazard, and contact the local building authority immediately.	PM109
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25. Other Requirements

A-3	Document violations of any provisions of the 2015 International Fire Code not specifically addressed elsewhere in this form. List the section number of each code requirement detailing the specifics of the violation.
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Certifications – Part III – Nonpublic Schools

Description

A-4	<u>Section III-A:</u>
B-4	<ul style="list-style-type: none"> Name, Title and Telephone Number of Local Municipal Code Enforcement Official Fire Inspector's Registry Number (designated by the NYS Fire Administrator) Name of the City, Town, or Village Local Municipal Code Enforcement Official
C-4	<u>Section III-B:</u> <ul style="list-style-type: none"> Building Administrator Name Building Administrator's Title Telephone Number
D-4	<u>Section III-C:</u> <ul style="list-style-type: none"> Name of the School Director or Headmaster School Director or Headmaster's Signature Telephone Number