FP-AU 10/2013

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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

SED Project #:															
	8 digit district BEDS Code				4 digit building number			r	3 digit project number						

INSTRUCTIONS

- No space shall be used by a School District, BOCES or Charter School until a valid CERTIFICATE OF OCCUPANCY (CO) is issued by the Commissioner of Education. To obtain a CO for a facility that does not have a CO pursuant to the annual fire/safety inspection, execute and submit two copies of this form, together with other required exhibits detailed on page two to the Office of Facilities Planning. Telephone: (518) 474-3906.
- Subsequent to the initial approval, annual approval of use is required in the form of a CO issued pursuant to the annual fire inspection required by Section 807-a of the Education Law.

Name of Dis	sctict/BOCES/Charter School:	SED Project Manager:		Date Subm	litted:
1. Building	J Name:	•			
2. Building	Address:				
3. Project	Contact Person:		Telephone No.:	()	
	Facility: (Check appropriate type)				
	ed space for educational use, acquired ed space for other than educational use	•			
	e Instructional Unit (MIU) – acquired pu Enter New York State Vehicle Ide vered Building, Other (Describe):		sued January 27, 1	1986.	
	Jtilization: For each room being used Correlate space designations with requ				
Room No.	Subject Taught or	Activity Gra		Number of pants	Net Floor Area (square feet)
Signature:	School Superintendent		Date		

FOR FACILITIES PLANNING OFFICE USE ONLY

Date Reviewed:

Date CO Issued:

6. EXHIBITS AND PLAN INFORMATION REQUIRED WITH EACH REQUEST FOR APPROVAL OF USE OF A FACILITY. page 2 of 2

A. EXHIBITS REQUIRED (Check box for each required exhibit that is included in the submission)

1. LEASED EDUCATIONAL SPACE, LEASED SPACE, DISCOVERED BUILDING, OTHER:

- Request for Approval of Use, Form FP-AU, two copies.
- A completed **Fire Safety Report** 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>.
- A copy of the current **Certificate of Occupancy** issued by the local code enforcement agency. If owned by a public school district, certification by a licensed architect or engineer that the whole building, as well as the space being used, complies with applicable provisions of the Codes of New York State, one copy.
- **Floor Plans and Elevations**, one copy. See B.1 below.
- Site Plan, one copy. See B.2 below.
- A completed Management Plan pursuant to AHERA, 40 CFR, Part 763.93. Submit one copy of AHERA form #5, or other substantiation.

2. MOBILE INSTRUCTIONAL UNIT (MIU):

- Request for Approval of Use, Form FP-AU, two copies.
- A completed **Fire Safety Report** 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>.
- 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.
- **Floor Plan**, one copy. See B.1 below.
- A completed Management Plan pursuant to AHERA, 40 CFR, Part 763.93. Submit one copy of AHERA form #5, or other substantiation.

B. PLAN INFORMATON REQUIRED

- 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).
- 2. 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.
- 7. DESCRIPTION OF BUILDING complete this section for all facilities, except an MIU. Mark box(s) and complete blanks where necessary.

 1. Building Height: a. No. of stories (not incl. basement): b. Is there a basement? Yes No 	5. Floor Structure: concrete steel wood other:	9. Roof Deck: concrete steel wood other:	13. Windows: casement double hung sliding other:
2. Construction Type: I A II A III A IV A V A	6. Flooring: B concrete B steel B wood	10. Roofing: metal shingle built-up single-ply other:	14. Sewer: on-site municipal other:
 Interior Partitions: masonry metal wood other: 	7. Ceilings: a. Describe: b. Height:	11. Type of Heat: hot air hot water steam other:	15. Water: well municipal other:
 4. Interior Partition Finish: masonry metal wood other: 	 8. Roof Struct. Framing: concrete steel wood other: 	12. Type of Fuel: oil gas - LP gas - Natural electric other:	 16. Electric: Yes No 17. Exit Door Hardware: panic classroom function other: