

New Jersey Department of Education
Union County Office

Anticipated Facility Requests for 2022-2023 School Year

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

DUE DATE: JULY 16, 2021

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 request (dual use, change of use, etc.) at a future time.

Temporary (check one):

I **will not** have a temporary instructional space for the 2022-2023 school year.

I anticipate the need to **renew** a temporary instructional space for the 2022-2023 school year.

I anticipate the need to use a **new** temporary instructional space for the 2022-2023 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 2022-2023 school year.

No dual use of instructional space will be requested for the 2022-2023 school year.

Change of Use (check one):

I anticipate applying for a change of use for the 2022-2023 school year.

I do not anticipate applying for a change of use for the 2022-2023 school year.

Toilet Waiver (check one):

I will be requesting approval of alternate method of compliance for the 2022-2023 school year.

All Early Intervention, Pre-K and Kindergarten classrooms being used in 2022-2023 have their own toilet facility.

Township of Union BOE

District

School Business Administrator

Date

New Jersey Department of Education
Union County Office

Application for Change of Use of Educational Space
2022-2023 School Year

District: Township of Union Board of Education School/Building: Burnet Middle School
Address of School: 1000 Caldwell Avenue Union, NJ 07083
Original Use: Office of Student Services
Proposed Use: 1st Floor Multi-Use Classroom, Storage, and Electrical Room.
Included in the Long-Range Facility Plan: Yes No

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.
3. A description of any work to be done.
4. A sketch of the room(s) on an 8 1/2" X 11" sheet of paper indicating:
 - location of air supply and exhaust: HVAC System with Fresh Air, located in Storage Closet.
 - direction of door swing: double doors, 1-right door swing, and 1-left 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) 63' x 30'
 - ceiling height 10 ft.0 in. Total gross area 1,890 sq. ft.
 - type of flooring: VCT Vinyl/Composition Tile.
 - foot-candles of light: 2x4 drop ins - foot-candles 68-70.
 - description of door hardware: Panic Devices and Key-in-Knob.
 - number of occupants: students 32-40, teacher and/or aides 1 and/or 2

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 2022-2023 school year on _____ (Date)

****An Extract Must Be Included ****

Certified by: _____ (Superintendent of Schools) _____ (Date)

(School Business Administrator) _____ (Date)

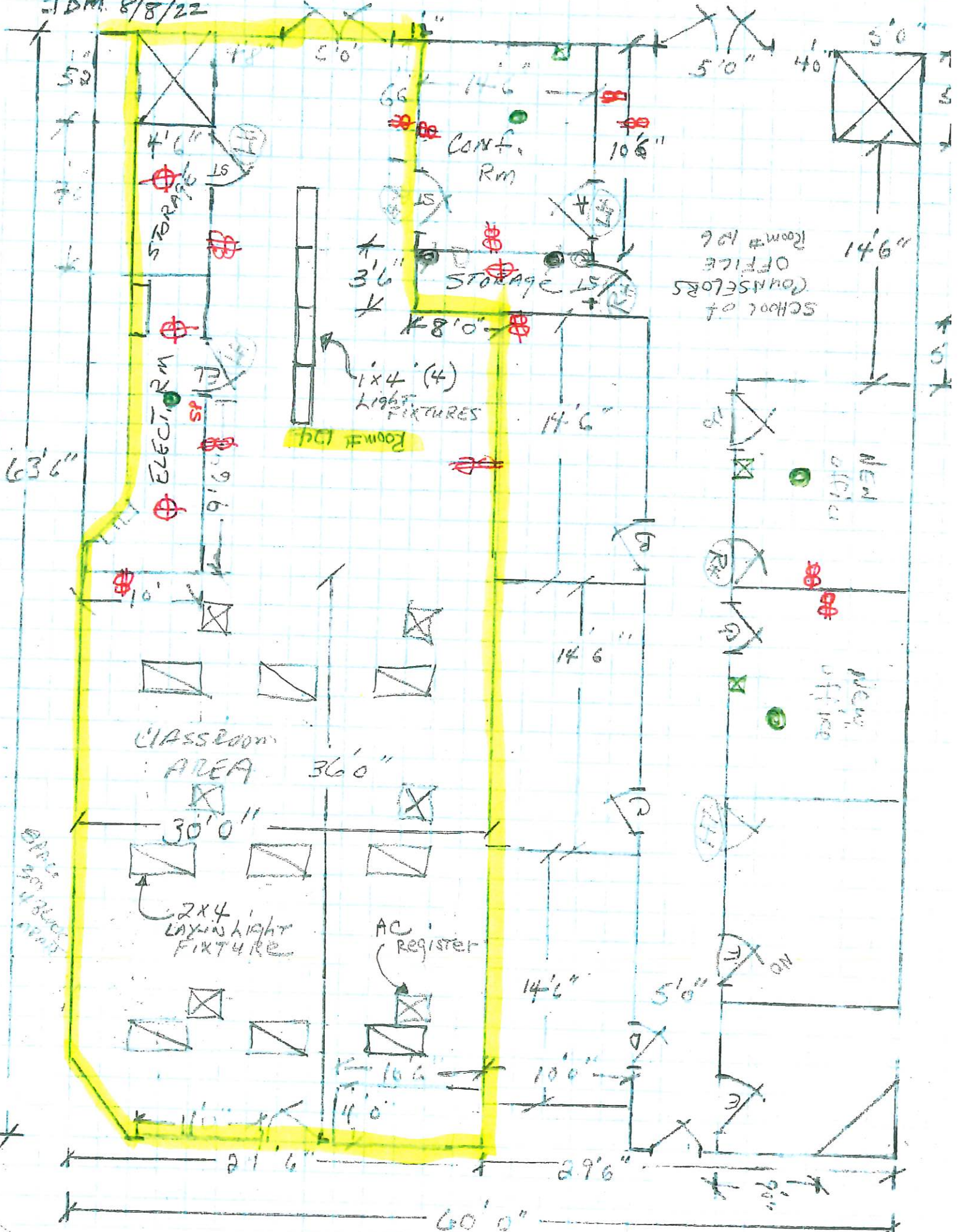
For County Office Use Only

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

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

(Executive County Superintendent) _____ (Date)

BURNET MS - CORRIDOR -
JDM 8/8/22



Application for Change of Use of Educational Space
2022-2023 School Year

District: Township of Union Board of Education School/Building: Connecticut Farms Elementary School
Address of School: 875 Stuyvesant Avenue Union, NJ 07083
Original Use: Computer Lab
Proposed Use: Preschool Disabilities Class, Room #4
Included in the Long-Range Facility Plan: Yes No

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: Preschool Disabilities Class.
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: Mechanical Ventilation
 - direction of door swing: Right door swing
 - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies: 1-Teacher Desk 30" x 60", 1-teacher chair, 2-32" Round Tables, 2-30" x 36" Rectangular Tables, 12-student chairs, 12-stackable cots, 22"W x 54 ½"L x 4 ¾"H, 2-Multi-Section Storage Units, 36"H x 48"W x 15"D, 2-Block Storage Organizers, 30"H x 48"W x 15"D.
5. Fill in details for each item:
 - dimensions (length x width): 30' 4" x 21' 4"
 - ceiling height 12 ft. 2 in. Total gross area 642.81 sq. ft.
 - type of flooring VCT - Vinyl Composition Tile
 - foot-candles of light (16) 4' - 2 bulbs 4 Rows - 64 Foot Candles
 - description of door hardware Mortise Lockset Classroom Function
 - number of occupants: students 12 teacher 1 and/or aides 4 (2 shared; 2 classroom aides)

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 2022-2023 school year on _____ (Date)

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 _____ (Superintendent of Schools) _____
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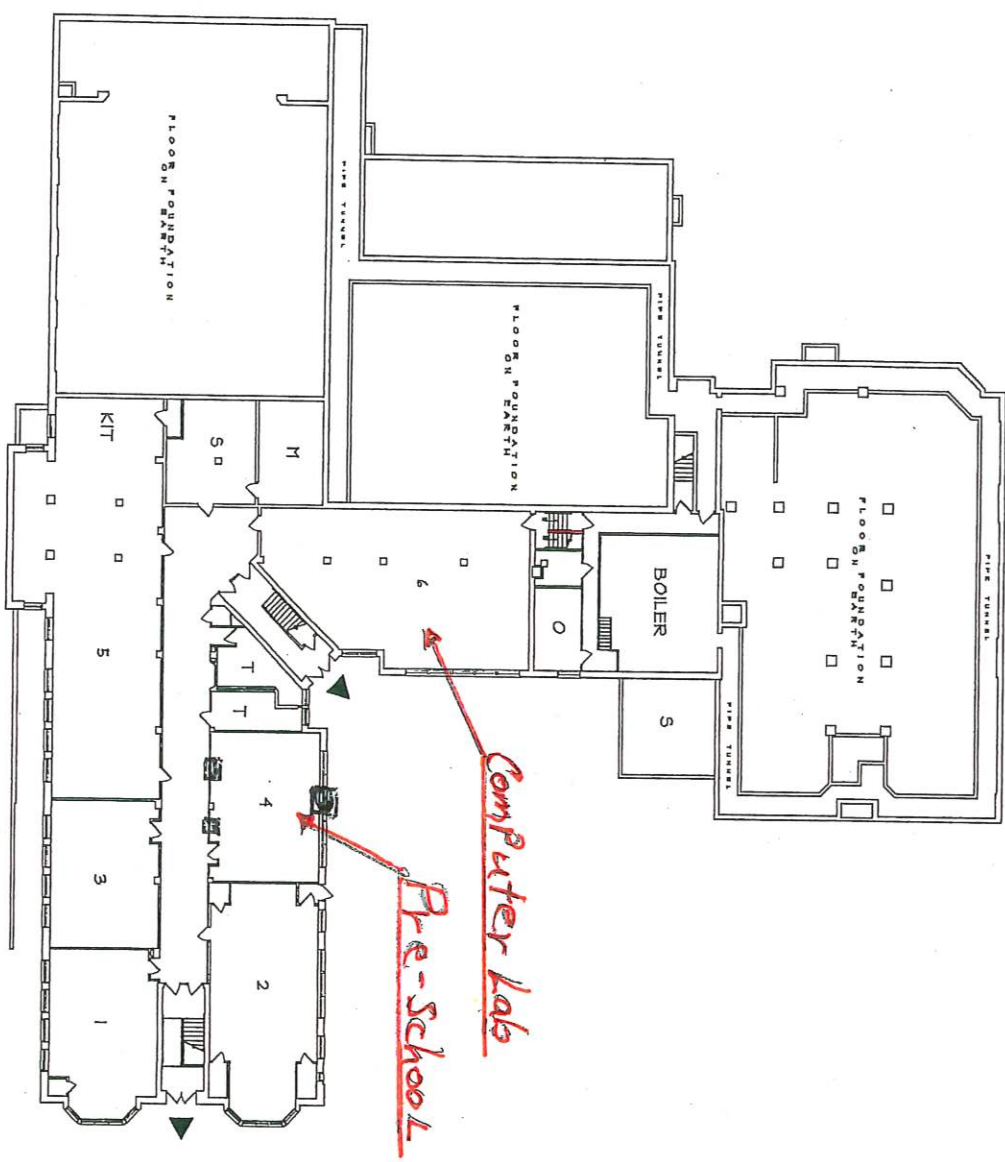
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change of use



GROUND FLOOR SPACES

No.	FUNCTION
1	PRE-K
2	KINDERGARTEN
3	GENERAL CLASSROOM
4	GENERAL CLASSROOM
5	LUNCH ROOM
6	COMPUTER LAB/ESL

☒ - Air conditioners

GROUND FLOOR PLAN

CONNECTICUT FARMS ELEMENTARY SCHOOL

