

New Jersey Department of Education  
Union County Office

**Anticipated Facility Requests for 2019-2020 School Year**

ALL DISTRICTS MUST COMPLETE AND RETURN THIS FORM TO THE COUNTY OFFICE  
BY JULY 15, 2019

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 2019-2020 school year.

I anticipate the need to **renew** a temporary instructional space for the 2019-2020 school year.

I anticipate the need to use a **new** temporary instructional space for the 2019-2020 school year.

**Note: Off-site facilities are considered temporary and require an annual application and inspection.**

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**Dual Use (check one):**

I anticipate requesting dual use of instructional space for the 2019-2020 school year.

No dual use of instructional space will be requested for the 2019-2020 school year.

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**Change of Use (check one):**

I anticipate applying for a change of use for the 2019-2020 school year.

I do not anticipate applying for a change of use for the 2019-2020 school year.

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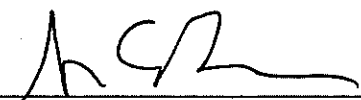
**Kindergarten Toilet Waiver (check one):**

I will be requesting approval of alternate method of compliance for the 2019-2020 school year.

All Kindergarten and Pre-K classrooms being used in 2019-2020 have their own toilet facility.

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Township of Union  
District

  
School Business Administrator

2/16/19  
Date

New Jersey Department of Education  
Union County Office

**Application for Change of Use of Educational Space**  
**2019-2020 School Year**

District: UNION School/Building: LIVINGSTON  
Address of School: 960 MIDLAND BLVD UNION  
Original Use: OFFICE  
Proposed Use: NURSE OFFICE  
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 changed.
2. An educational description of the new use. NURSE OFFICE.
3. A description of any work to be done. NONE.
4. A sketch of the room(s) on an 8 1/2" 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 of floor space each occupies.
5. Fill in details for each item:
  - dimensions (length x width) 14x14
  - ceiling height 8 ft. 3 in. Total gross area 196 sq. ft
  - type of flooring VCT
  - foot-candles of light \_\_\_\_\_
  - description of door hardware KNOB W/LOCK
  - number of occupants: students 3 teacher and/or aides 1 NURSE.

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 2019-2020 school year on 7-16-19  
(Date)

**\*\*\*\* An Original Extract Must Be Attached \*\*\*\***

Certified by: [Signature]  
(Superintendent of Schools)  
[Signature]  
(School Business Administrator)

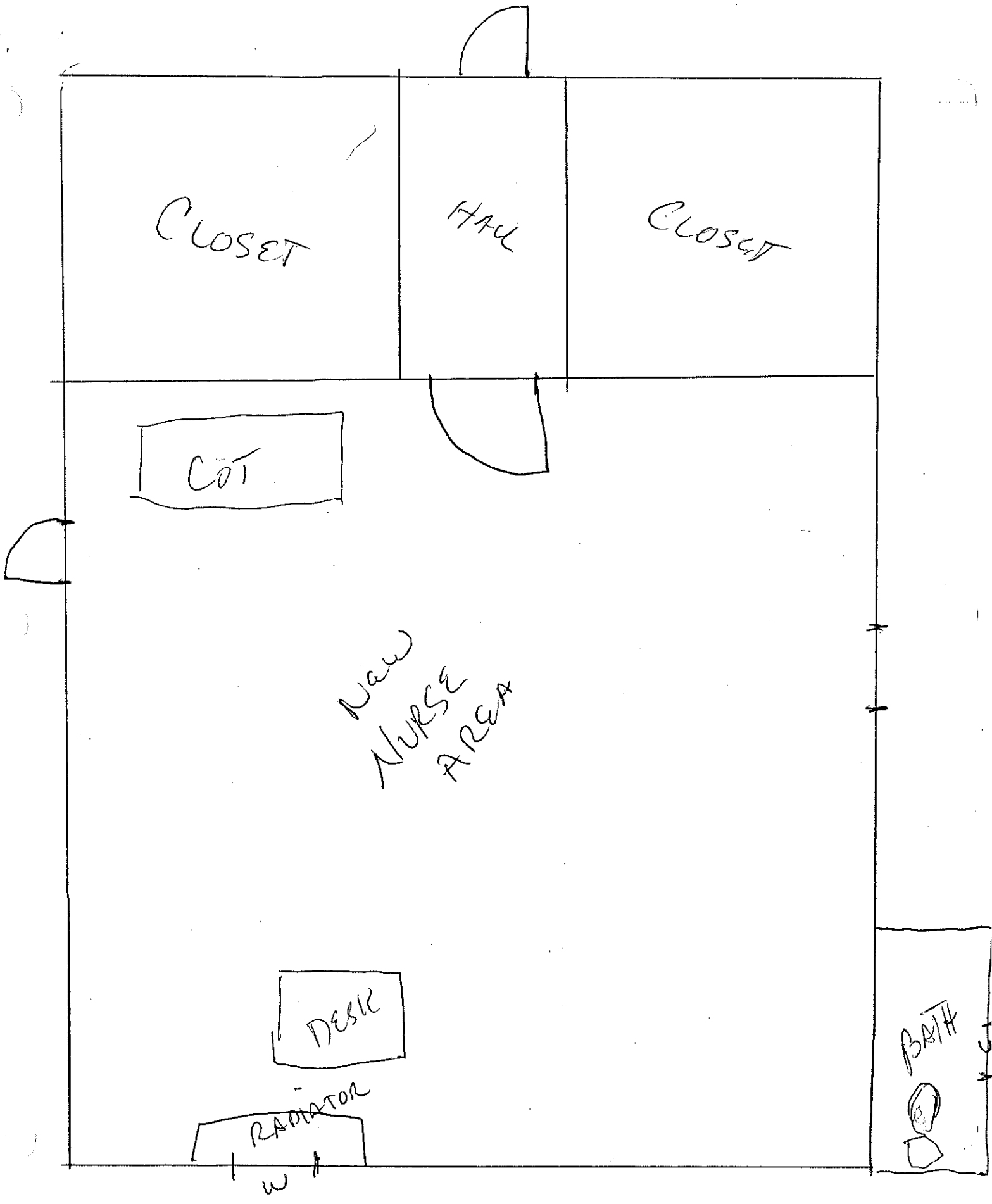
7/10/19  
(Date)  
7/10/19  
(Date)

**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)



CLOSET

HALL

CLOSET

COT

New  
NURSE  
AREA

DESK

RADIATOR

W

BATH

New Jersey Department of Education  
Union County Office  
**Application for Change of Use of Educational Space**  
**2019-2020 School Year**

District: UNION School/Building: WASHINGTON  
Address of School: 301 WASHINGTON AVE UNION  
Original Use: NURSES OFFICE  
Proposed Use: OFFICE (CST)  
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 changed.
2. An educational description of the new use. OFFICE
3. A description of any work to be done. NONE
4. A sketch of the room(s) on an 8 1/2" 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 of floor space each occupies.
5. Fill in details for each item:
  - dimensions (length x width) 24X21
  - ceiling height 8 ft. 3 in. Total gross area 584 sq. ft
  - type of flooring VCT
  - foot-candles of light \_\_\_\_\_
  - description of door hardware DOOR KNOB W/ LOCK
  - number of occupants: students 4 teacher and/or aides 1

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 2019-2020 school year on 7-16-19.  
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(Superintendent of Schools)  
[Signature]  
(School Business Administrator)

7/10/19  
(Date)  
7/10/19  
(Date)

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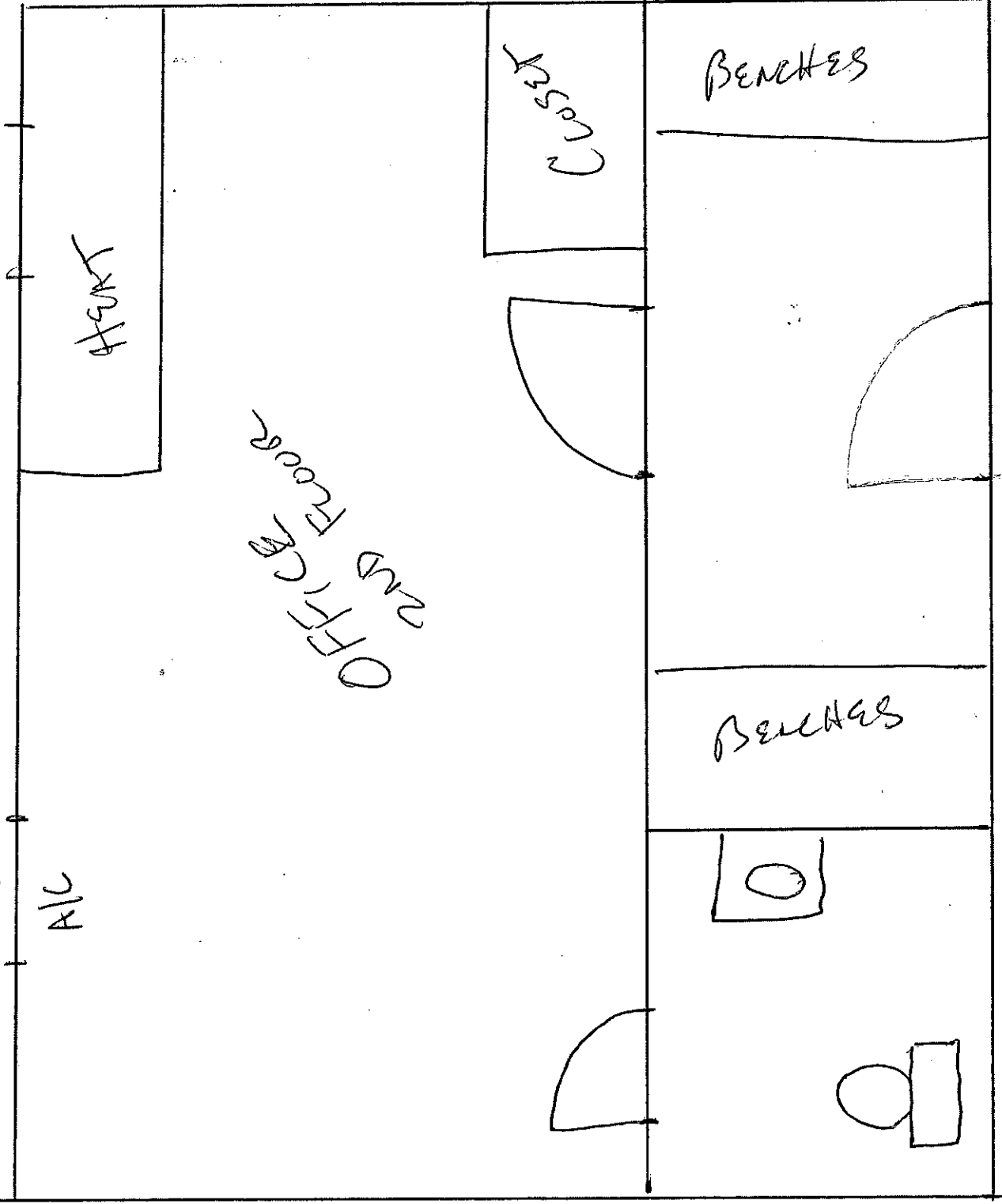
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\_\_\_\_\_

(Executive County Superintendent)

(Date)

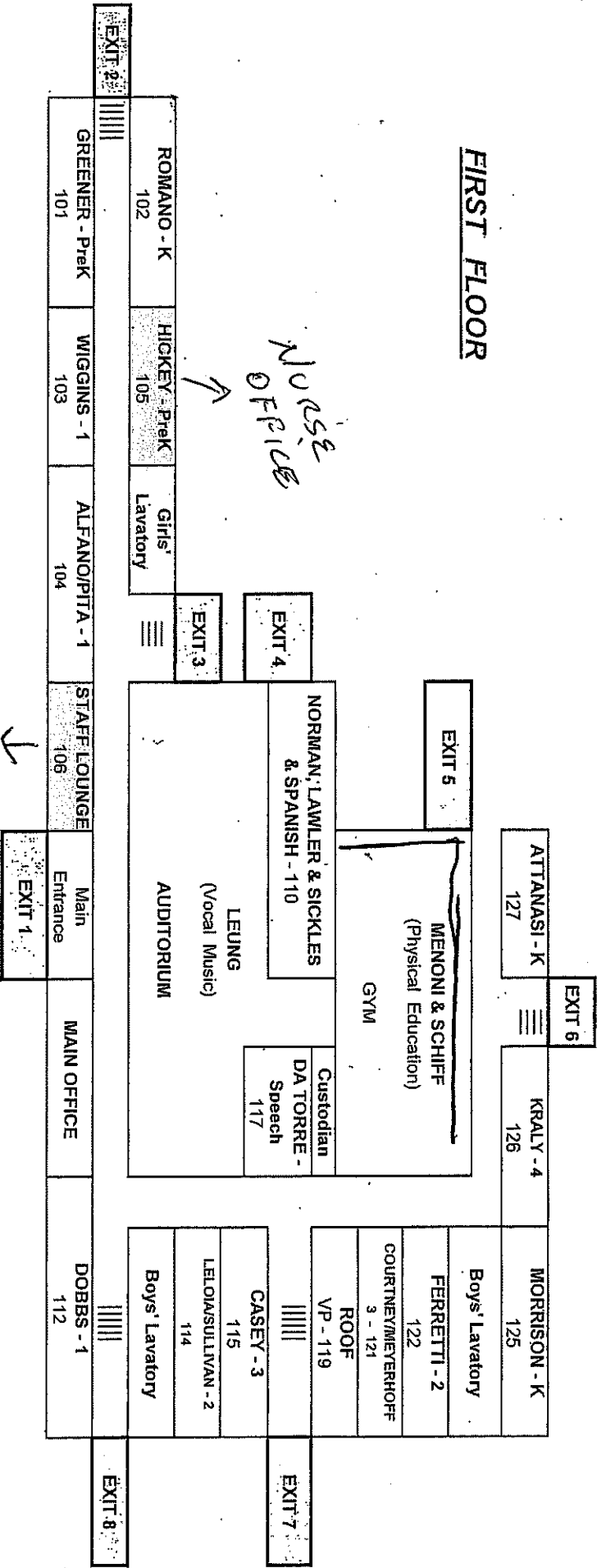
windward

windward



# WASHINGTON ELEMENTARY SCHOOL

## FIRST FLOOR

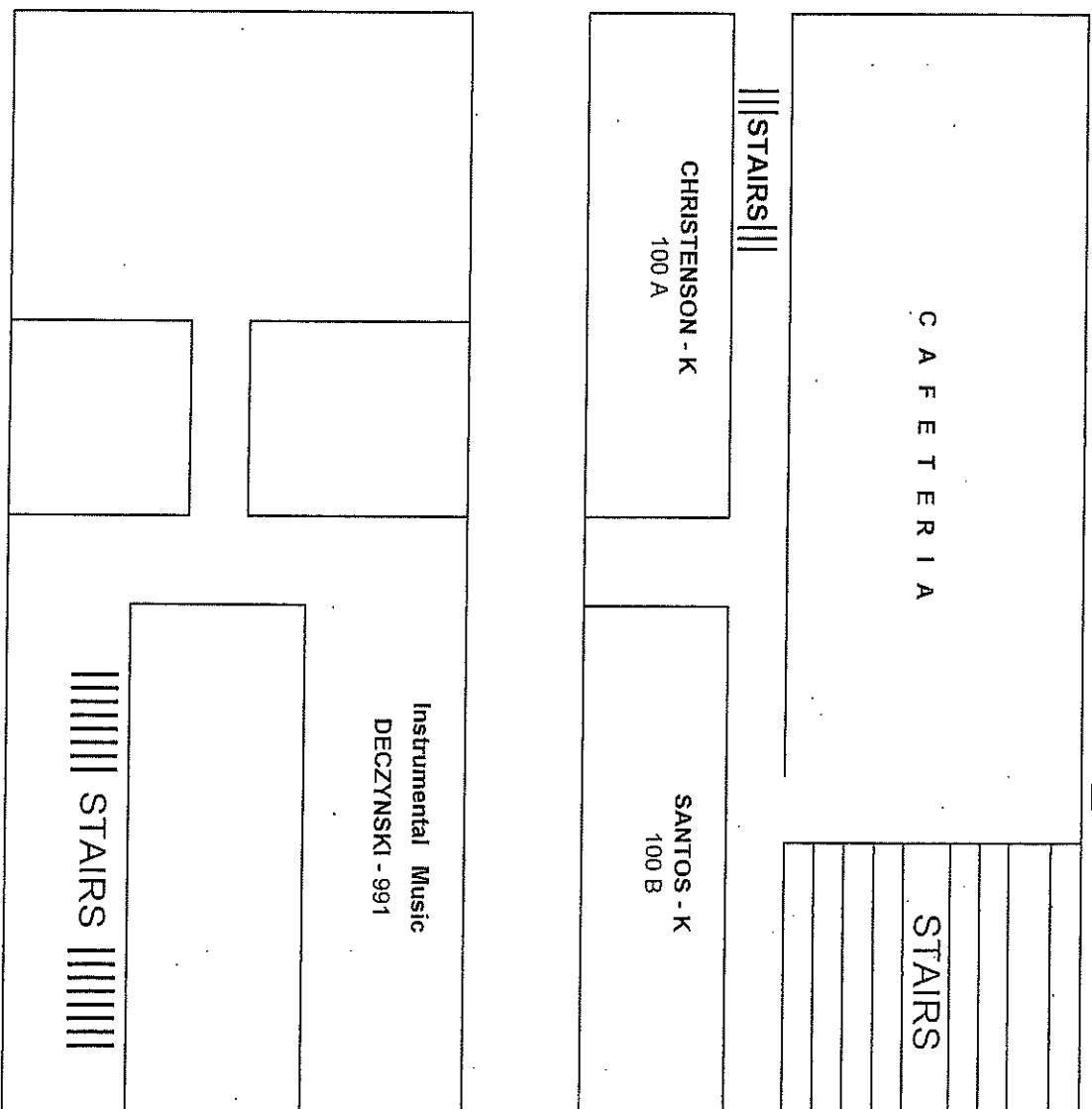




# WASHINGTON ELEMENTARY SCHOOL

NEW WINDOWS

## LOWER LEVEL



## BASEMENT



CLOSETS

COX

DESK

RADIATORS

WINDOWS

NURS OFFICE

UNIDENT

W  
W

