

New Jersey Department of Education
Union County Office

Anticipated Facility Requests for 2023-2024 School Year

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

DUE DATE: JULY 17, 2023

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

Temporary (MUST check one):

I **will not** have a temporary instructional space for the 2023-2024 school year.

I anticipate the need to **renew** a temporary instructional space for the 2023-2024 school year.

I anticipate the need to use a **new** temporary instructional space for the 2023-2024 school year.

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

Dual Use (MUST check one):

I anticipate requesting dual use of instructional space for the 2023-2024 school year.

No dual use of instructional space will be requested for the 2023-2024 school year.

Change of Use (MUST check one):

I anticipate applying for a change-of-use for the 2023-2024 school year.

I **do not** anticipate applying for a change-of-use for the 2023-2024 school year.

Toilet Waiver (MUST check one):

I will be requesting approval of alternate method of compliance for the 2023-2024 school year.

All Early Intervention, Pre-K and Kindergarten classrooms being used in 2023-2024 **have their own** toilet facility.

District

School Business Administrator

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
for
Early Intervention, Pre-Kindergarten and Kindergarten Classrooms
School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Connecticut Farms Elementary School

Room Number/Name: Room #4, Pre-Kindergarten Disabled

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____.
Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
for
Early Intervention, Pre-Kindergarten and Kindergarten Classrooms
School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Franklin Elementary School

Room Number/Name: Room #7, Pre-Kindergarten

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____.
Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
for
Early Intervention, Pre-Kindergarten and Kindergarten Classrooms
School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Franklin Elementary School

Room Number/Name: Room #11, Kindergarten

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____ Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
for
Early Intervention, Pre-Kindergarten and Kindergarten Classrooms
School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Hannah Caldwell Elementary School

Room Number/Name: Room #184, Self Contained Emotional Regulation Impairment Program, Grades K, 1, and 2.

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____.
Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
for
Early Intervention, Pre-Kindergarten and Kindergarten Classrooms
School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Livingston Elementary School

Room Number/Name: Room #113, Kindergarten

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____.
Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
for
Early Intervention, Pre-Kindergarten and Kindergarten Classrooms
School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Livingston Elementary School

Room Number/Name: Room #115, Kindergarten

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____.

Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

New Jersey Department of Education
Union County Office

Toilet Room Facilities Waiver
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School Year 2023-24

**** A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING ****

District: Township of Union

School: Livingston Elementary School

Room Number/Name: Room #216, Kindergarten

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2022-2023 on _____.
Date

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

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: _____ Date: _____

School Business Administrator: _____ Date: _____

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Application for Change of Use of Educational Space
2023-2024 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: Pre-Kindergarten Disabilities Class, Room #6

Proposed Use: Computer Lab

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.
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
 - 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) 58' x 33'
 - ceiling height 10 ft, 0 in. Total gross area 18,000 sq. ft
 - type of flooring VCT - Vinyl Composition Tile
 - foot-candles of light (16) 2' x 4' drop in fixtures, 17 Rows - 75' Candles
 - description of door hardware Lockset Classroom Function on the outside of the door, and a Panic Bar on the inside of the door.
 - number of occupants: students 25 teacher 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 2023-2024 school year on _____ (Date)

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

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

_____ (School Business Administrator) _____ (Date)

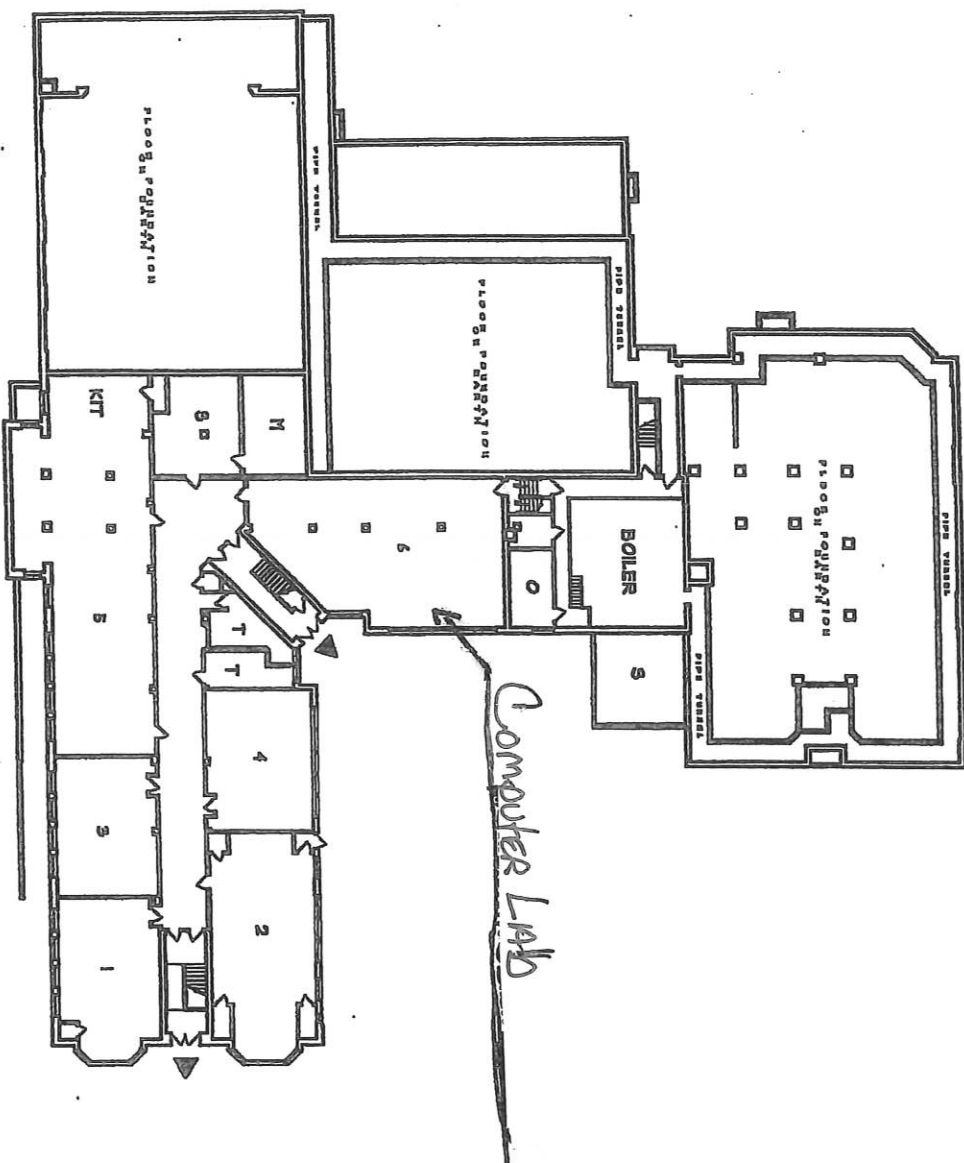
For County Office Use Only

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

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

(Executive County Superintendent)

(Date)



GROUND FLOOR PLAN

GROUND FLOOR SPACES

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

CONNECTICUT FARMS ELEMENTARY SCHOOL