

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. Correct all nonconformances prior to submission of form FP-AU.
- 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. Correct all nonconformances prior to submission of form FP-AU.
- Certification** by the manufacturer of the MIU, or in the case of a converted existing vehicle, by the Superintendent of Schools **and** 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 INFORMATION REQUIRED

- 1. 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.

<p>1. Building Height:</p> <p>a. No. of stories (not incl. basement): _____</p> <p>b. Is there a basement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>5. Floor Structure:</p> <p><input type="checkbox"/> concrete <input type="checkbox"/> steel <input type="checkbox"/> wood <input type="checkbox"/> other: _____</p>	<p>9. Roof Deck:</p> <p><input type="checkbox"/> concrete <input type="checkbox"/> steel <input type="checkbox"/> wood <input type="checkbox"/> other: _____</p>	<p>13. Windows:</p> <p><input type="checkbox"/> casement <input type="checkbox"/> double hung <input type="checkbox"/> sliding <input type="checkbox"/> other: _____</p>
<p>2. Construction Type:</p> <p><input type="checkbox"/> I _____ A _____ B <input type="checkbox"/> II _____ A _____ B <input type="checkbox"/> III _____ A _____ B <input type="checkbox"/> IV _____ A _____ B <input type="checkbox"/> V _____ A _____ B</p>	<p>6. Flooring:</p> <p><input type="checkbox"/> concrete <input type="checkbox"/> steel <input type="checkbox"/> wood <input type="checkbox"/> other: _____</p>	<p>10. Roofing:</p> <p><input type="checkbox"/> metal <input type="checkbox"/> shingle <input type="checkbox"/> built-up <input type="checkbox"/> single-ply <input type="checkbox"/> other: _____</p>	<p>14. Sewer:</p> <p><input type="checkbox"/> on-site <input type="checkbox"/> municipal <input type="checkbox"/> other: _____</p>
<p>3. Interior Partitions:</p> <p><input type="checkbox"/> masonry <input type="checkbox"/> metal <input type="checkbox"/> wood <input type="checkbox"/> other: _____</p>	<p>7. Ceilings:</p> <p>a. Describe: _____</p> <p>b. Height: _____</p>	<p>11. Type of Heat:</p> <p><input type="checkbox"/> hot air <input type="checkbox"/> hot water <input type="checkbox"/> steam <input type="checkbox"/> other: _____</p>	<p>15. Water:</p> <p><input type="checkbox"/> well <input type="checkbox"/> municipal <input type="checkbox"/> other: _____</p>
<p>4. Interior Partition Finish:</p> <p><input type="checkbox"/> masonry <input type="checkbox"/> metal <input type="checkbox"/> wood <input type="checkbox"/> other: _____</p>	<p>8. Roof Struct. Framing:</p> <p><input type="checkbox"/> concrete <input type="checkbox"/> steel <input type="checkbox"/> wood <input type="checkbox"/> other: _____</p>	<p>12. Type of Fuel:</p> <p><input type="checkbox"/> oil <input type="checkbox"/> gas - LP <input type="checkbox"/> gas - Natural <input type="checkbox"/> electric <input type="checkbox"/> other: _____</p>	<p>16. Electric:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
			<p>17. Exit Door Hardware:</p> <p><input type="checkbox"/> panic <input type="checkbox"/> classroom function <input type="checkbox"/> other: _____</p>