



State of New Jersey  
DEPARTMENT OF EDUCATION  
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August 4, 2011

TO: District Superintendents  
School Business Administrators  
School Facilities Directors

FROM: Pam Castellanos *PJC*

SUBJECT: Annual Health and Safety Facilities Reviews  
Applications Related to Facilities Usage

**Annual Facilities Reviews:**

School districts are required to conduct an annual health and safety inspection of all academic school buildings, using the "Annual Facilities Checklist – Health and Safety Evaluation of School Buildings." (Facilities Checklist). The Facilities Checklist has been revised (dated 7/28/2011) and is attached for your use. **Please use this version of the Checklist**, as it replaces all previous versions. To assist you in understanding and completing the revised Facilities Checklist, refer to the attached revised "Facilities Checklist Instructions and Guidance" document.

The Facilities Checklist was reorganized in order to streamline your review process, resulting in a reduction of the number of indicators from 79 to 56. In addition, the calculation of a school's 80% pass/fail score was simplified. Also, Appendix D which provides a list of common fire code violations, has been added to the Checklist. The Instructions and Guidance document was expanded to update statutory and code references and appendices.

The Facilities Checklist is part of the QSAC evaluation process and will be used for monitoring purposes during the year in which the district undergoes a QSAC review.

Districts that will undergo a QSAC review in SY 2011-12: **submit a completed copy of the Facilities Checklist for every school building to your County Office of Education.**

Districts not scheduled for a QSAC review in SY 2011-12: maintain a completed copy of the Facilities Checklist for every school building in your district. You do not need to submit checklists to your county office.

**Applications Related to Facilities Usage:**

The applications related to facilities usage listed below are also provided along with this memo. Please follow the instructions for each application/form and submit them to your County Office:

- Annual Temporary Facility Approvals for 2011-2012 School Year
- Initial Application for Temporary Instructional Space
- Renewal Application for Temporary Instructional Space
- Application for Dual Use of Educational Space
- Application for Change of Use of Educational Space
- Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

PJC: facilities reviews memo

c: Executive County Superintendent

Executive County School Business Administrator