

New Jersey Department of Education  
Union County Office

**Anticipated Facility Requests for 2018-2019 School Year**

ALL DISTRICTS MUST COMPLETE AND RETURN THIS FORM TO THE COUNTY OFFICE  
BY JULY 12, 2018

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.

*All applications must be original and include an original extract.*

**Temporary (check one):**

I **will not** have any temporary spaces for the 2018-2019 school year.

I anticipate the need to **renew** temporary spaces for the 2018-2019 school year.

I anticipate the need to use **new** temporary spaces for the 2018-2019 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 2018-2019 school year.

No dual use of instructional space will be requested for the 2018-2019 school year.

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

I anticipate applying for a change of use for the 2018-2019 school year.

I do not anticipate applying for a change of use for the 2018-2019 school year.

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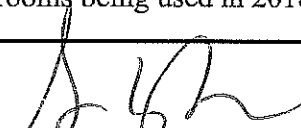
**Kindergarten Toilet (check one):**

I will be requesting approval of alternate method of compliance for the 2018-2019 school year.

All Kindergarten and Pre-K Classrooms being used in 2018-2019 have their own toilet facility.

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Twp of Union  
District

  
School Business Administrator

5/30/18  
Date

New Jersey Department of Education  
Union County Office

**Application for Change of Use of Educational Space**  
**2018-2019 School Year**

District: Twp. of Union Board of Education School/Building: BURNET  
Address of School: 1000 CALDWELL AVE  
Original Use: WOOD SHOP  
Proposed Use: SCIENCE ROOM  
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 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) 75 x 25
  - ceiling height 8 ft. 5 in. Total gross area 1875 sq. ft
  - type of flooring VCT
  - foot-candles of light —
  - description of door hardware Door Knob
  - number of occupants: students 25 teacher and/or aides 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 2018-2019 school year on 6-19-18  
(Date)

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

Certified by: \_\_\_\_\_ (Date)  
(Superintendent of Schools)  
\_\_\_\_\_  
(School Business Administrator) \_\_\_\_\_ (Date)

**For County Office Use Only**

Date of Inspection by County Office: \_\_\_\_\_ Inspected by: \_\_\_\_\_

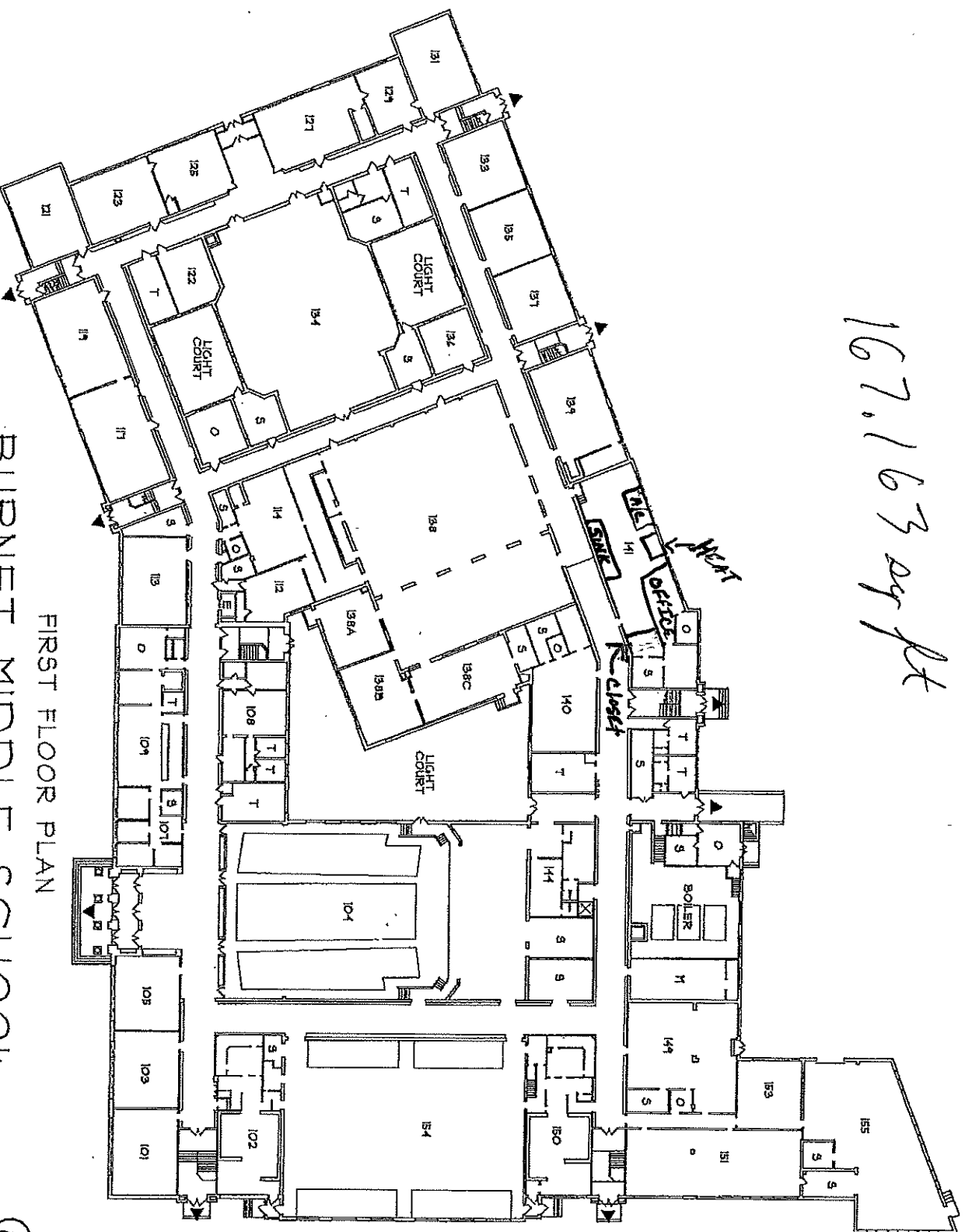
Approved as is: \_\_\_\_\_ Not approved: \_\_\_\_\_ Approved subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

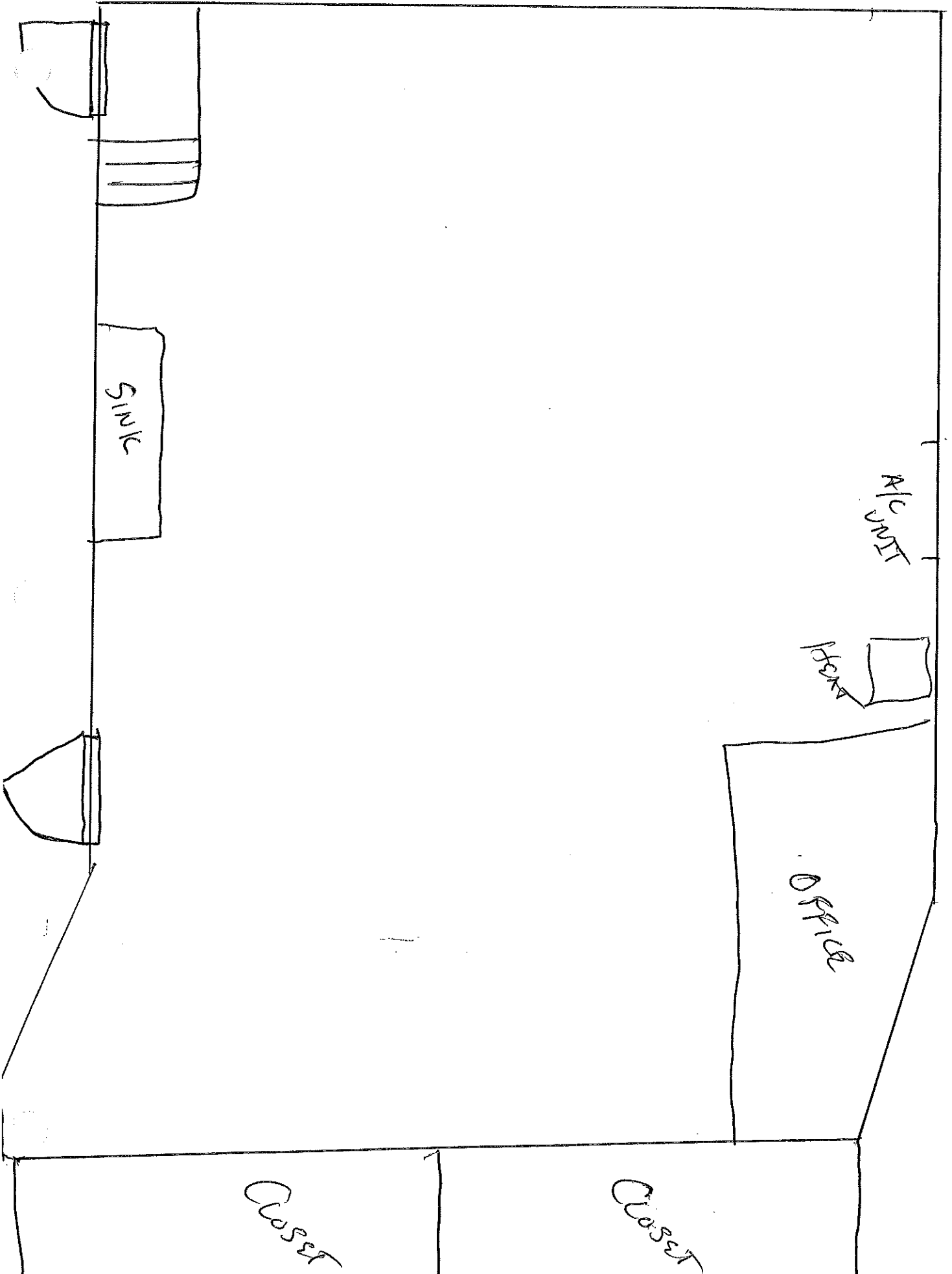
(Executive County Superintendent)

(Date)

167.163 sq ft



FIRST FLOOR PLAN  
BURNET MIDDLE SCHOOL



SINK

A/C UNIT

CHAIR

OFFICE

CLOSET

CLOSET