

New Jersey Department of Education
Union County Office

Application for Change of Use of Educational Space
2015-16 School Year

District: Union Twp School/Building: Franklin
Address of School: _____
Original Use: Conference room
Proposed Use: Classroom
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 listed below
 - dimensions (length x width) 19.50 X 15.84
 - ceiling height 9 ft. 8 in. Total gross area 308.88 sq. ft
 - type of flooring Carpet
 - foot-candles of light 30
 - description of door hardware door Knobs
 - number of occupants: students _____ teacher and/or aides _____

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 2015-16 school year on _____ (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)

15.84

