



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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Website: <http://www.p12.nysed.gov/facplan/>

Building Change Request Process

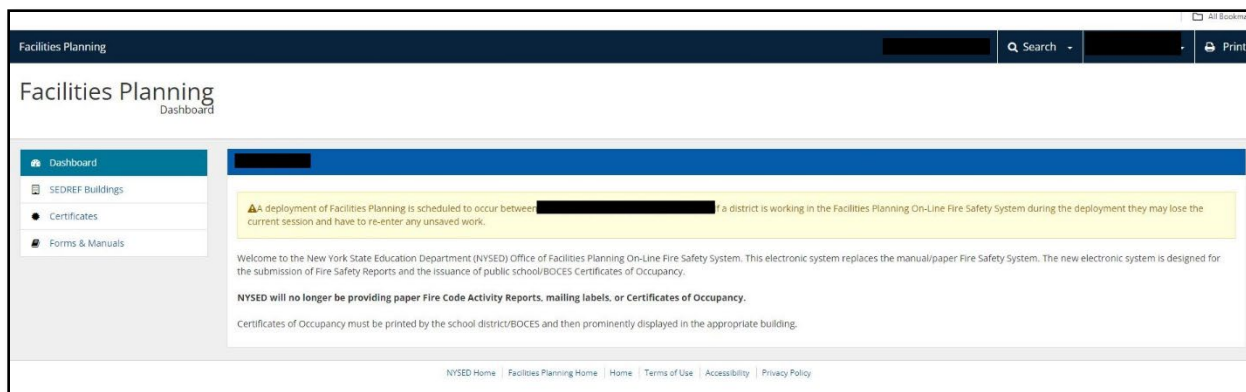
Introduction / Purpose:

- The Office of Facilities Planning (OFP) is pleased to announce the release of a new feature in the Fire Safety Application within the NYSED Application Business Portal.
- Through the Fire Safety Application, Districts will now be required to submit a Building Information Change Request for review and approval when changing any detail of a building, i.e. Building Name, Address, Use Category.
- This feature is anticipated to be available beginning October 15, 2024. Instructions on how to place a request can be found below.
- This is the first step in a modernization process of OFP's Project Management Information System, which will be integrating into the Fire Safety Application soon. These efforts will leverage and deploy new technologies to serve our customers for years in the future.
- Questions on this change may be addressed to FireSafety@nysed.gov

How to Place a Building Change Request:

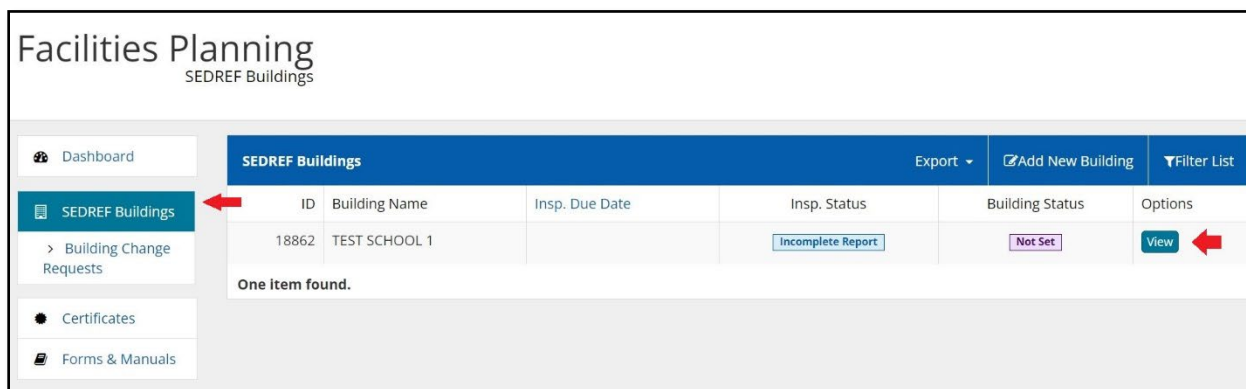
1. To enter a Building Change Request the user must first log into the 'Facilities Planning – Fire Safety' Application on NYSED's Application Business Portal. This is the same portal used to enter Annual Fire Safety Inspection Reports. The roles and responsibilities for each role remains the same. **Enter a valid Username and Password.**

2. Once successfully logged into the Facilities Planning – Fire Safety Application the Facilities Planning landing page is displayed.

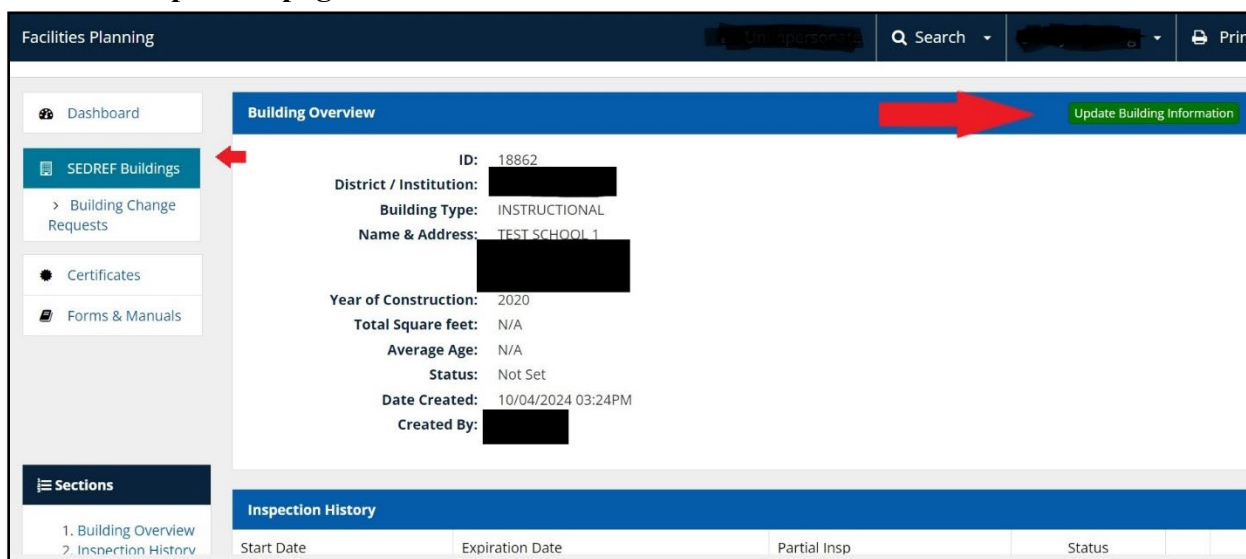


3. Next click the **SEDREF Building link in the left-hand navigation menu**. A list of all the District's SEDREF Buildings will be displayed. In this example only the building used to demonstrate how a Building Change Request is displayed on this screen.

4. Next click on the **View link**.



5. Next click on **Update Building Information from the Building Information banner across the top of the page**.



6. Clicking the Update Building Information link will trigger the application to display a screen with two dropdown options for Building Type and Building Status.
To change one of these fields, make a selection from the list of available options.

Facilities Planning

Dashboard

SEDEF Buildings

Building Change Requests

Certificates

Forms & Manuals

Name & Address

Building Type

Building Status

Building Name *

Street Address *

Street Address Line 2

City *

can be easily identified. Avoid names like 'MAIN BUILDING' or 'STORAGE SHED'.

Type here to search

3:36 PM 10/4/2024

Dashboard

SEDEF Buildings

Building Change Requests

Certificates

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Name & Address

Building Type

Building Status

Building Name *

Street Address *

Street Address Line 2

City *

can be easily identified. Avoid names like 'MAIN BUILDING' or 'STORAGE SHED'.

Type here to search

3:37 PM 10/4/2024

7. **Building Name, Street Address, City, State, and Zip Code are all required. They will automatically be infilled, but can be changed here as part of the request.**
The Year of Construction is an optional field.
8. **Change Reason is the next required field.** Information entered here will be displayed as Comments on the Building Change Request Summary screen shown later in these instructions.
9. **Contact Phone and Contact Email are also required fields. Then Click Save.**

Facilities Planning

SECRET Buildings

> Building Change Requests

Certificates

Forms & Manuals

Building Type: INSTRUCTIONAL

Building Status: CLOSED

Building Name: TEST SCHOOL 1
Please ensure the building name is descriptive enough that it can be easily identified. Avoid names like 'MAIN BUILDING' or 'STORAGE SHED'.

Street Address: [Redacted]
Please enter a complete street address, including a number.

Street Address Line 2: [Redacted]

City: [Redacted]

Zip Code: [Redacted]

Year of Construction: 2020

Facilities Planning

Zip Code: [Redacted]

Year of Construction: 2020
Please enter the four digit year of building construction here. Must be 4 digits.

Change Reason: [Redacted]

Contact Phone: [Redacted]

Contact Email: [Redacted]

Cancel Save

[NYSED Home](#) |
 [Facilities Planning Home](#) |
 [Home](#) |
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 [Accessibility](#) |
 [Privacy Policy](#)

10. The application will review the screen to make sure information was entered into all required fields. When a required field is left blank it will be highlighted in red. All required fields must be completed before a successful submission.
11. **When complete click Save.**

Facilities Planning

Search

Print

Year of Construction
Please enter the four digit year of building construction here. Must be 4 digits.

Change Reason *
may not be empty

Contact Phone *
This field is required.

Contact Email *
This field is required.

Cancel Save

12. An “Are You Sure” Confirmation screen will be displayed. **Click Confirm to submit a complete Building Information Change Request.**

Zip Code *

Year of Construction

Change Reason *

Contact Phone *

Contact Email *

Are you sure?
This will create a update request that NYSED staff will review before the change can be finalized.

Cancel Confirm

Cancel Save

13. The application will display a banner indicated that a Building Information Change Request has been successfully submitted and must be reviewed by NYSED staff before any change is finalized.

Facilities Planning

Viewing Building - TEST SCHOOL 1

Search Print

Dashboard

SEDREF Buildings

> Building Change Requests

Certificates

Forms & Manuals

Sections

A building update request has been successfully created, your request must be reviewed by NYSED staff before the change can be finalized.

Building Overview [Update Building Information](#)

ID: 18862

District / Institution: [REDACTED]

Building Type: INSTRUCTIONAL

Name & Address: TEST SCHOOL 1 [REDACTED]

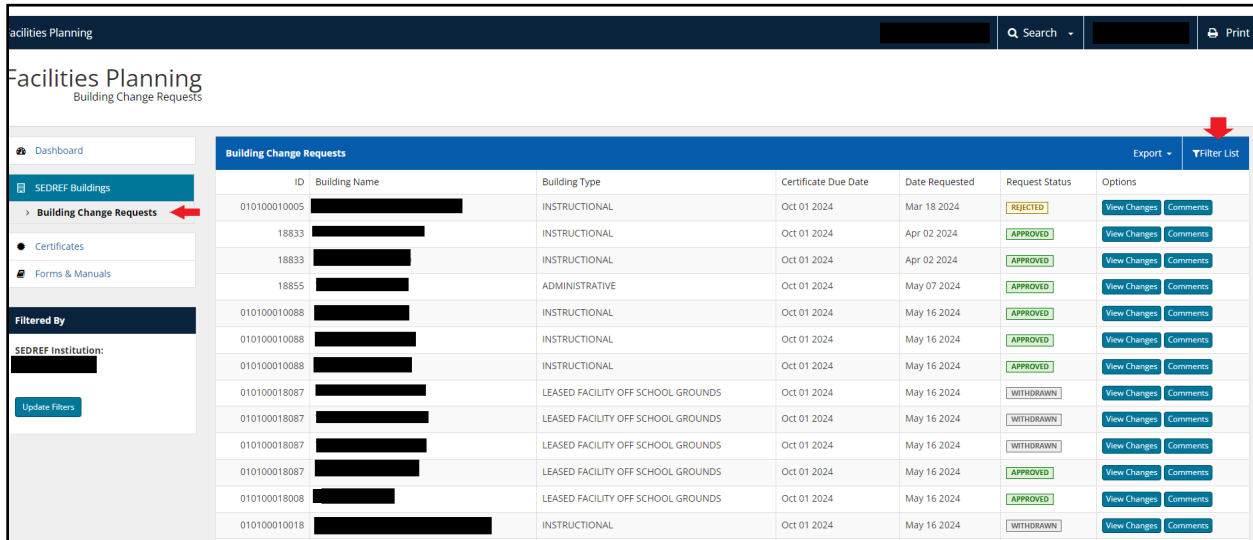
Year of Construction: 2020

Total Square feet: N/A

That completes the instructions for submitting a Building Change Request to NYSED for review. See below for how to monitor the status of any Building Change Request, or to Withdraw a Building Change Request before it has been approved

How to monitor the status of any Building Change Request, or to Withdraw a Building Change Request before it has been approved:

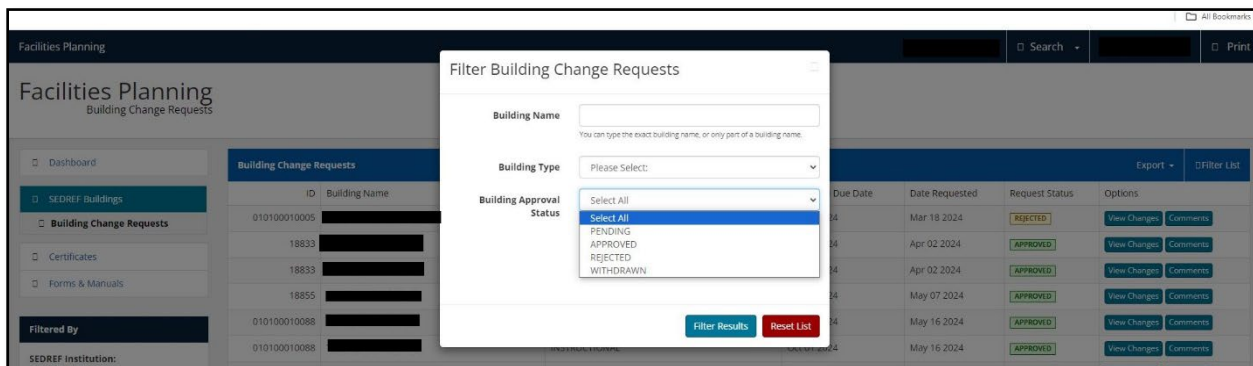
1. Next click on the **Building Change Request Log** button in the left-hand navigation menu to view the status of any Building Change Request submitted by the district.
2. Next click **Filter List** to display Building Change Requests by Status.



The screenshot shows the 'Facilities Planning' interface with a table of 'Building Change Requests'. A red arrow points to the 'Filter List' button in the top right corner of the table header.

ID	Building Name	Building Type	Certificate Due Date	Date Requested	Request Status	Options
010100010005	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	Mar 18 2024	REJECTED	View Changes Comments
18833	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	Apr 02 2024	APPROVED	View Changes Comments
18833	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	Apr 02 2024	APPROVED	View Changes Comments
18855	[REDACTED]	ADMINISTRATIVE	Oct 01 2024	May 07 2024	APPROVED	View Changes Comments
010100010088	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	May 16 2024	APPROVED	View Changes Comments
010100010088	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	May 16 2024	APPROVED	View Changes Comments
010100010088	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	May 16 2024	APPROVED	View Changes Comments
010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	WITHDRAWN	View Changes Comments
010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	WITHDRAWN	View Changes Comments
010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	WITHDRAWN	View Changes Comments
010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	APPROVED	View Changes Comments
010100018008	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	APPROVED	View Changes Comments
010100010018	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	May 16 2024	WITHDRAWN	View Changes Comments

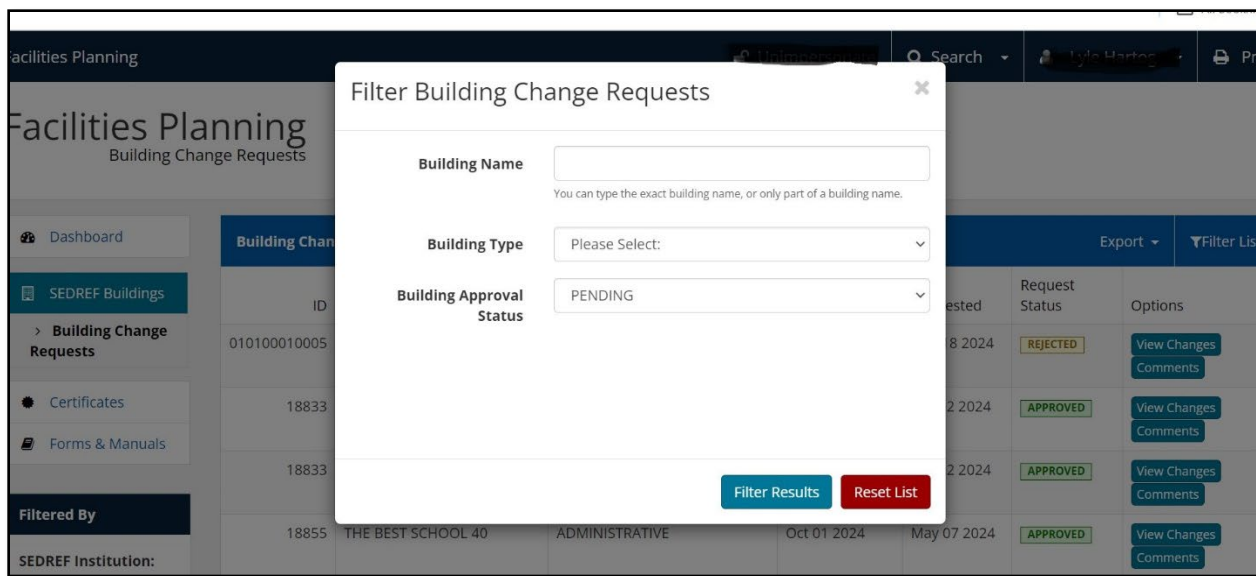
3. The available statuses are Select All (default), Approved, Rejected Pending or Withdrawn.



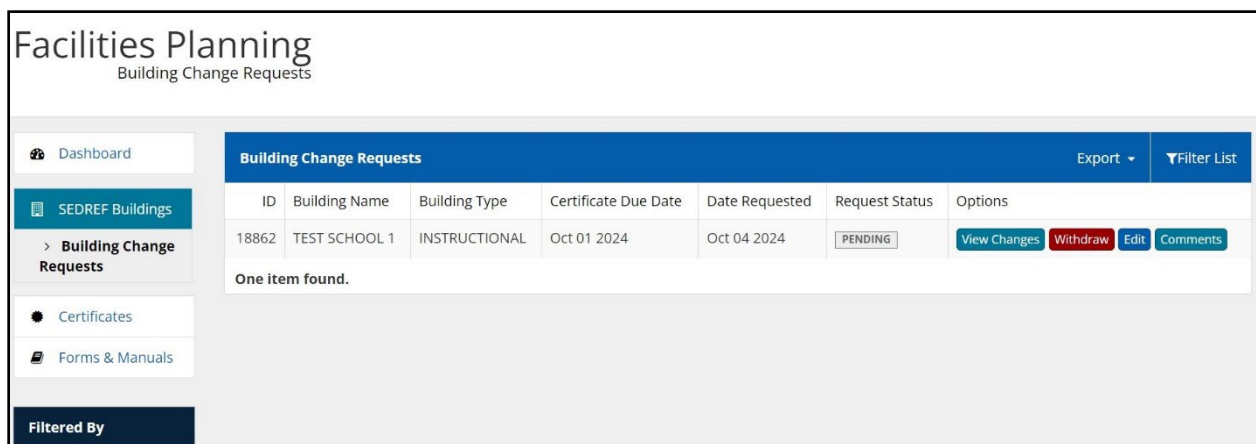
The screenshot shows the 'Facilities Planning' interface with the 'Filter Building Change Requests' dialog box open. The 'Building Approval Status' dropdown menu is expanded, showing the following options: Select All, PENDING, APPROVED, REJECTED, and WITHDRAWN. A red arrow points to the 'PENDING' option.

Building Name	Building Type	Building Approval Status
010100010005	[REDACTED]	[REDACTED]
18833	[REDACTED]	[REDACTED]
18833	[REDACTED]	[REDACTED]
18855	[REDACTED]	[REDACTED]
010100010088	[REDACTED]	[REDACTED]
010100010088	[REDACTED]	[REDACTED]

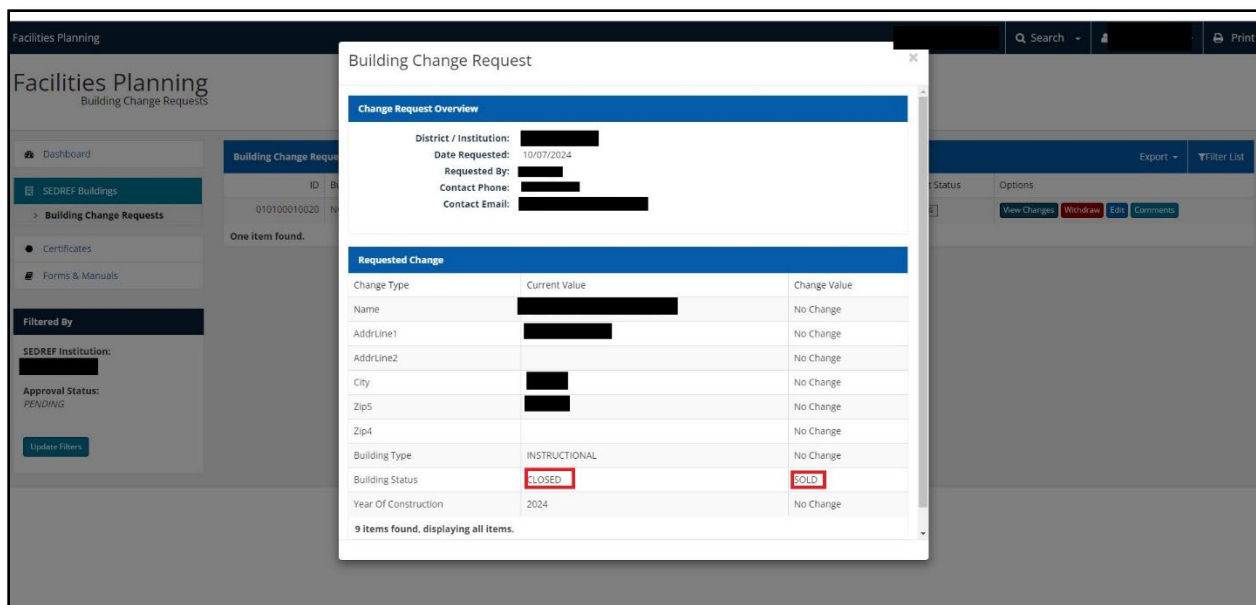
4. Next select **Pending Status**.
All Building Change Request that has not been Approved or Rejected by NYSED or Withdrawn by a District are in Pending Status.



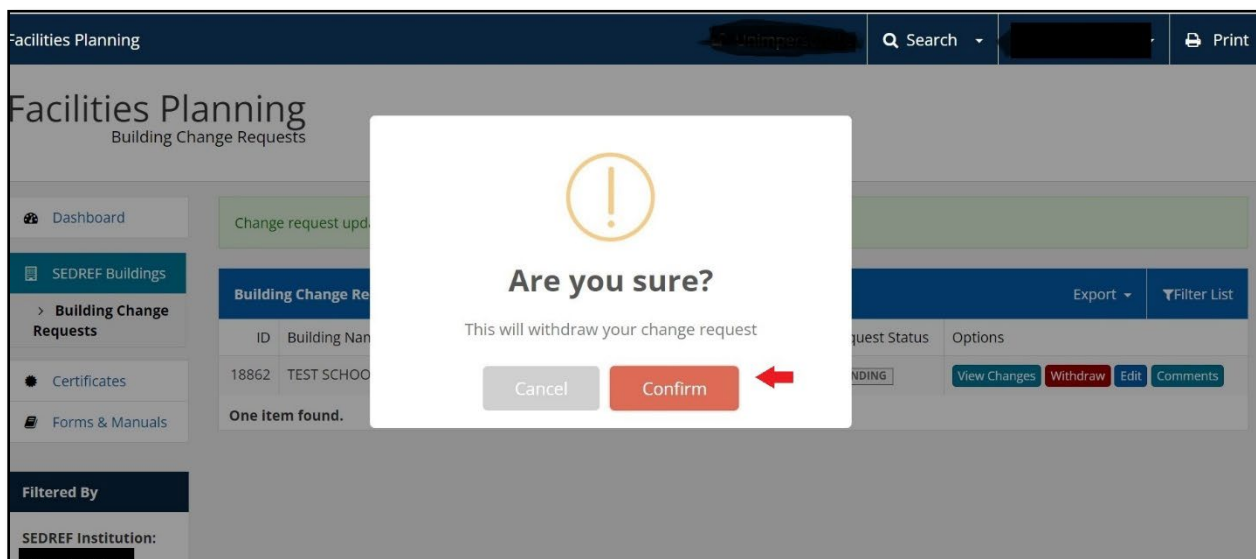
5. All Pending Building Change Requests would be displayed. This example is limited to our test.



6. Selecting the View Changes button displays a Summary of the previous building status in the left-hand column and the Pending Building Change Request information in the right-hand column.



7. **Selecting Edit returns the user to the Change Request Screen as described in Steps 7-14 for submitting a Building Change Request above.**
 8. **Selecting Withdraw displays a “Are You Sure” Confirmation dialog box. Clicking Withdraw changes the status of the Building Change Request from Pending to Withdraw.**
 9. A Building Change Request that has been Approved or Rejected cannot be Withdrawn.
- A new Building Change Request must be submitted to Facilities Planning.



10. **After clicking Confirm the Request Status is updated to Withdrawn**

Facilities Planning							
Dashboard SEDREF Buildings > Building Change Requests Certificates Forms & Manuals Filtered By SEDREF Institution: [REDACTED] Approval Status: WITHDRAWN		Building Change Requests					
		ID	Building Name	Building Type	Certificate Due Date	Date Requested	Request Status
		010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	WITHDRAWN
		010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	WITHDRAWN
		010100018087	[REDACTED]	LEASED FACILITY OFF SCHOOL GROUNDS	Oct 01 2024	May 16 2024	WITHDRAWN
		010100010018	[REDACTED]	INSTRUCTIONAL	Oct 01 2024	May 16 2024	WITHDRAWN
		18862	TEST SCHOOL 1	INSTRUCTIONAL	Oct 01 2024	Oct 04 2024	WITHDRAWN
5 items found, displaying all items.							

11. Selecting “Comment” displays the information entered for the Reason for Change dialog box on the Building Change Request or Edit Screen.

Facilities Planning							
Dashboard SEDREF Buildings > Building Change Requests Certificates Forms & Manuals Filtered By SEDREF Institution: [REDACTED] Approval Status: WITHDRAWN		Building Change Requests					
		ID	Building Name	Building Type	Certificate Due Date	Date Requested	Request Status
		18862	TEST SCHOOL 1	INSTRUCTIONAL	Oct 01 2024	Oct 04 2024	PENDING
One item found.							

Building Change Comments

Request Comment:
Changed to SOLD.

End.