



# New York State Education Department

Elementary, Secondary, and Continuing Education  
School Operations and Management Services  
Facilities Planning

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## Office of Facilities Planning Newsletter #91– September 2007

### Heating Season Already:

Heating Season starts this month. In the past we have always worked with your architect and engineer to help you attain the approval of heating projects so the work can be completed before the season begins. Please let us know if there is a project in Facilities Planning that needs attention for your heating needs.

Remember, there is a **Minimum Temperature for Schools** that is required to be maintained. The minimum temperature in occupied buildings is **65 degrees** and it must be maintained from **September 15<sup>th</sup> through May 31<sup>st</sup>**. This is a requirement of the Property Maintenance Code of New York State, Section 602.4. Buildings with ongoing construction projects must also meet this requirement for occupied portions of their buildings where there are students and/or staff.

### Cleaning Kitchen Exhaust Hoods:

During the past cycle of annual fire inspections, it has come to our attention that many schools are unaware of the requirement for the periodic cleaning of Type I exhaust hoods and components. The Fire Code of NYS, has an operational provision under section **F904.11.6.3 Cleaning** requiring that “Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises”. Please ensure that all Type I (grease) hoods are properly cleaned, and maintain documentation from the entity doing the cleaning. When the updated **Fire Code of New York State** is implemented, tentatively Jan 1, 2008, the code section will be **F610.4** and will reference **NFPA 96**.

### Vaults for Regents Examination Storage:

Regents Examinations are “secure examination materials”. They must be stored in locked Regents boxes, which must in turn be stored in a SED-approved safe or walk-in vault that meets **all** of the specifications listed below. Storage of other State standardized tests are not required to be in a safe or vault.

Newly constructed vaults, existing vaults that have been modified, or newly purchased safes must be inspected by a Department representative and approved by the Department before secure materials may be stored in any such facility. Approval of such a storage facility is contingent upon its having met **all** of the criteria outlined below. If a school’s safe or vault has not been approved (that is, with a secure status code by SED other than “1” indicated on their School Data

Sheet), but the district believes it meets the criteria outlined below, please contact the Office of State Assessment by fax (518-474-1989) to arrange for an inspection.

The location is very important. Access to any safe or vault where locked Regents boxes are stored must be from areas that are under constant supervision and must not be in areas that are accessible by the public so as to prohibit entry by students and other unauthorized persons.

**Walk-in Vaults** must have all of the following:

1. Poured concrete floor,
2. No windows or access panels,
3. Walls of reinforced concrete block or reinforced concrete, sealed to a poured concrete floor below and structural floor or roof deck above,
4. Metal door in a metal frame with interior or welded-pin hinges,
5. Hardware must be medium or heavy duty, consisting of hinges inside the vault or welded pin hinges, and classroom function lock set with dead locking latch bolt,
6. Duct work penetrations in the walls for ventilation may be approved on an individual basis depending upon location relative to the door, exterior accessibility, and normally not to exceed 36 square inches.

**Safes** must meet or exceed Underwriters Laboratories (UL) TRLT-30 performance standards for burglary resistance, and must have:

1. Steel door at least 1½" thick,
2. Steel walls at least 1" thick,
3. 750 lbs. minimum weight,
4. Built-in combination lock,
5. Sufficient capacity to store the Regents boxes for the school's typical examination request (minimum acceptable unobstructed inside dimensions: 11"×20"×27").

The principal of a school building that does not have a Department-approved safe or vault must arrange to store Regents boxes containing secure examination materials in an approved safe or vault in another school, school district building, or BOCES building. Principals experiencing difficulty making arrangements for secure storage of examination materials should notify the Office of State Assessment at 518-474-8220.

Please note: In January 2007 the NY State Comptroller's office conducted surveys of various districts throughout the state during the Regents exams. Various types of violations of exam storage procedures had been discovered. To view the entire "Procedure for Requesting and Storing the June 2007 Regents Examinations" go to this link on our web page: [http://www.emsc.nysed.gov/facplan/articles/StoringRegentsExams\\_0207.htm](http://www.emsc.nysed.gov/facplan/articles/StoringRegentsExams_0207.htm). These procedures are provided to the Principal of every school every time Regents examination materials are delivered to a school (two times a year).

An Index of our Newsletters is available on our web site at <http://www.emsc.nysed.gov/facplan/NewsLetters.htm>.

If you would like to have this Newsletter sent directly to you by e-mail, please send your e-mail address to

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Please continue to send in your comments and requests. If you have a subject you would like addressed, feedback on the material you read, input or general comments we are happy to hear from you.