



## Office of Facilities Planning Newsletter #19 – September 2001

### **Get to Know us Better:**

Introducing Dave Clapp our Fire Safety Coordinator. Dave's major responsibilities include issuing Certificates of Occupancy for public schools, handling fire code/regulation questions, and making sense of the new International Fire Code.

Dave has been with SED for 24 years and has served as head of the Fire Safety Unit for the past 2 years. Recently he has been involved with the data collection for the Building Condition Survey and with Project SAVE. He has also been involved with the Governor's Task Force for Curriculum Development relative to fire and arson prevention. He is a member of NFPA's Statewide Coalition for the new injury prevention program called "Risk Watch" and has been a member of the Department's Emergency Management Team for 12 years. Dave is a Certified Code Enforcement Officer and just an all around nice guy!

His educational degrees include a B.S. from S.U.C. Plattsburgh and a M.S. in Public Administration from Russell Sage.

Dave has been married to his lovely wife, Judy, for 22 years and has two children, a son (Kevin, 14) and a daughter (Erin, 17). His hobbies and interests include spending time with his family, skiing, rollerblading, hiking/backpacking, canoeing, running, and enjoying life outdoors!

### **Vaults for storing Examination Materials:**

Access to storage vaults used to store state wide examination materials should be from areas that are under constant supervision and must not be in areas that are accessible by the public.

Examination booklets are shipped in one of 3 container sizes. Boxes containing up to 600 booklets may be either 20" x 27" x 10-1/2" or 20" x 10" x 13-12". Chests for over 1200 booklets up to 2200 booklets are 28" x 14-3/4" x 23-1/2". The containers may be stored in any orientation. Vaults must be sized to accommodate either size box or chest as required by the school's examination order size.

Vault construction must meet the following requirements:

1. Floors: poured concrete.
2. Walls: reinforced concrete or reinforced concrete block sealed to the poured concrete floor and also to the structural floor or roof above.
3. Door: metal door and metal frame.
4. Windows or access panels are not allowed in the vault.
5. 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.
6. Hardware for storage vaults: used to store Regents Examinations must at minimum be: medium duty, consisting of hinges inside the vault or welded pin hinges, and classroom function lock set with dead locking latch bolt.

## **State Environmental Quality Review (SEQR) Changes:**

As you know, Commissioner's Regulation 155.9, entitled "Environmental Quality Review," was amended effective November 15, 2000. The change removed language requiring the Education Department to automatically act as lead agency for all public school construction projects. School districts will now assume the role of lead agency for the environmental review of their projects.

Effective September 1, 2001, the State Education Department will no longer automatically act as the lead agency for public school construction projects. Districts are encouraged to review the following information and be prepared to assume the lead agency role.

The following hyperlinks provide a guideline for district implementation of SEQR and associated changes in the Facility Planning review process. They are: the new Guidelines for School District Implementation of SEQR with Associated Changes in the SED Building Permit Process, an updated Facilities Planning Preliminary Approval Guideline, the New Project Scope form (formerly Project Description form), and a new form from the State Historic Preservation Office appropriate for initiating contact with that office.

[https://www.p12.nysed.gov/facplan/SEQRA/SEQRA\\_NewGuidelines\\_081601.PDF](https://www.p12.nysed.gov/facplan/SEQRA/SEQRA_NewGuidelines_081601.PDF)

[https://www.p12.nysed.gov/facplan/SEQRA/ApprovIPrelimPlans\\_081601.html](https://www.p12.nysed.gov/facplan/SEQRA/ApprovIPrelimPlans_081601.html)

[https://www.p12.nysed.gov/facplan/SEQRA/ProjScopeForm\\_081601.PDF](https://www.p12.nysed.gov/facplan/SEQRA/ProjScopeForm_081601.PDF)

[https://www.p12.nysed.gov/facplan/SEQRA/SEQRA\\_NYSOPRHP\\_forms.PDF](https://www.p12.nysed.gov/facplan/SEQRA/SEQRA_NYSOPRHP_forms.PDF)

On August 17, 2001 our office sent out a complete package to the school districts that contained this information along with the current Department of Environmental Conservation (DEC) SEQR Regulations (Section 6NYCRR 617) and a DEC publication entitled "The SEQR Cookbook". Staff in Facilities Planning are available to answer questions and training is available from DEC and the Department of State on the SERQ process.

If you would like to have this Update sent directly to you by e-mail, please send your e-mail address to Joe Levy at [jlevy@mail.nysed.gov](mailto:jlevy@mail.nysed.gov)

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.