

## Submission Form During COVID Re-Opening

	Project Type	Process
<input type="checkbox"/>	Building Additions / Building Alterations / Modular Buildings	Regular Project - indicate COVID
<input type="checkbox"/>	Leased Spaces (off-property) / Temporary Tents (on-property)	Temporary Quarters (TQ)
<input type="checkbox"/>	Temporary Restroom Facilities	Re-Opening Short Form
<input type="checkbox"/>	Sneeze Guard Installations	Re-Opening Short Form
<input type="checkbox"/>	Ventilation or Plumbing (ex: taking fixtures out of service)	Re-Opening Short Form
<input type="checkbox"/>	Other	Re-Opening Short Form
<input type="checkbox"/>	Repurpose Existing Spaces (ex: Cafeteria as a classroom)	Include in Reopening Plans

### Description of Processes:

#### Regular Project - indicate COVID

- LOI's will continue to be emailed to the LOI mailbox. They must be marked COVID 19 REOPENING.
- Project submissions may be emailed to [emscfp@nysed.gov](mailto:emscfp@nysed.gov), or mailed, marked with the project #.
- COVID 19 REOPENING projects will not be prescreened and will receive an expedited review.

#### Temporary Quarters (TQ) - indicate COVID

- All notes shown above for Regular Projects apply here.
- If there are multiple tents at the same location each tent must have an LOI.
- Review submission requirements on page 50 and 51 of the re-opening guidance document <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

#### Re-Opening Short Form

- No project number will be assigned to these brief reviews. Email this completed form and required items to [emscfp@nysed.gov](mailto:emscfp@nysed.gov), include the District's Name and COVID 19 REOPENING in subject line.
- District Name: \_\_\_\_\_.
- Building Name and Address \_\_\_\_\_.
- Project Contact - Name / phone / email \_\_\_\_\_.
- Consultant of Record - Name / phone / email \_\_\_\_\_.
- Narrative and drawings thoroughly describing proposed changes

#### Include in Reopening Plans on District's Website

- See question #3 of the FAQ on OFP website for clarification on what classifies as Repurposing.
- For buildings which utilize exclusively repurposed rooms, plans are not required to be submitted to Office of Facilities Planning (OFP). Plans of the repurposed areas must be signed and stamped by a design professional of record and be incorporated into the Reopening Plans required to be posted on district's website along with their written description of the Reopening Plans for each building.
- The plans for repurposed spaces shall include, at a minimum, the following:
  - o Narrative description of proposed changes
  - o Graphic scale
  - o Key plan for location within building
  - o Stamp / signature of design professional of record
  - o Seating and furniture layout
  - o Existing furnishings and fixtures to remain
  - o Area and occupant loads
  - o Exiting and available exit capacity / widths / compliant door hardware
  - o Exit signage (must be identifiable from within the compartmentalized spaces)
  - o Description / plans of HVAC, plumbing, electrical/lighting & fire alarm modifications