

Floor plans must be drawn to scale and the scale must be indicated on the drawing. The Bureau reserves the right to request a different scale to make the plans readily legible. Each room must be assigned a number and the proposed use of the room must be indicated (e.g., "classroom," "shop," "computer lab," etc.)

The floor plans must show:

1. Dimensions of each room or unit of space
2. Entrances and exits, stairways, corridors, fire escapes
3. Windows
4. Student stations, fixed equipment and machines, furniture
5. Utilities - electrical outlets, sinks, etc.

Attach two copies of this application to your floor plans.

<b>School Name</b>		
<b>School Address</b> Street		<b>School Phone</b>
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Location of These Quarters</b> Street		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Floor Level (e.g., "street level," "3<sup>rd</sup> floor," etc.)</b>		

<b>Room No.</b> (from floor plan)	<b>Proposed Use of Room</b> (e.g., "classroom," "shop," "computer lab," etc.)	<b>Floor Space</b> (in Square Feet)

<b>Approval requested by:</b>	<b>Title:</b>	<b>Date:</b>
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