New York State Education Department
Bureau of Proprietary School Supervision

Application for Approval of Quarters

BPSS-6 (9/99)

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.

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

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

Approval requested by:	**Title:**	**Date:**