

Quarters Documents Checklist

Using the BPSS system, each quarters document must be uploaded into “Manage Documents” under the Quarters menu with a description specified as follows:

School Application For Approval Of Quarters

- [Link to Quarters Application](#)
- [Link to Quarters instructions](#)

Floor Plan

- Hand drawn or computer drafted document representing the school’s floor plan, including classroom numbers.
- Skills labs and/or clinic space must indicate placement of equipment and location of independent handwashing sink. (Note: handwashing sink cannot be in a lavatory. Handwashing sink cannot be portable.)

Certificate of Occupancy

- Certificate of Occupancy* issued from the local municipality
- (*if required*) Letter of No Objection or other written verification from the local municipality the school may occupy the facility for the purpose of adult trade instruction.

**Note: if the school’s proposed location is within the five boroughs of New York City, BPSS will request a fire inspection on behalf of the school at the time the Certificate of Occupancy is uploaded.*

Fire Inspection

- Fire Safety Inspection Report issued from local municipality (cannot be a third party.)
- OR -**
- FDNY Inspection Report issued directly to BPSS. (New York City)

Health Department

- Verification from the local health department the instructional space meets local health department requirements. (If applicable.)