

School Plans Review Questionnaire

1. Name of school: _____
2. Physical address: _____
3. Telephone number of school: _____
4. Mailing address:

5. Owner of school: _____
(If corporation, partnership, LLC, or LLP; provide copy of the page of articles of organization or incorporation naming agent with agent's contact information)
6. If partnership, list partner name (s):

7. Contact person for school:

8. Telephone number for contact person: _____
9. Email address of contact person: _____
10. Owner of the real property (land and building): _____
11. Address and telephone number for owner of the real property: _____

12. Check all that apply and complete blank as necessary:
 - New construction
 - Existing building; year constructed _____
 - Existing building-occupancy classification will remain the same
 - Change of existing business ownership only
 - Change of real property ownership
 - Renovation/remodel of existing facility
 - Addition to existing facility
13. Hours of operation: _____
14. Age range of students attending school: _____
Grades range: _____

15. Is the school connected to a public water system?
 Yes, name of public water system: _____
 No; must submit water well plans.
16. Is the school connected to a public sewer system?
 Yes, name of system: _____
 No; must submit sewage system plans.
17. Is the building adequately lighted, heated, and ventilated? Yes No
(Part XVII. Chapter 1. §103. A. " Every public and governmental building in this state,... shall be adequately lighted, heated, and ventilated,..." C. "The combustion chambers of all heaters, heating systems, and other fired equipment shall be vented to the atmosphere. Other parts of the heating, cooling, and ventilating systems shall be so designed, built, and maintained as to ensure that the pressure in the space from which combustion air is drawn does not become negative with respect to the atmosphere.")
18. Will a minimum of 10 foot-candles of illumination measured at a level 3 feet above the floor be provided in every indoor area traversed by people? Yes No
(Part XVII. Chapter 1. §103. B.)
19. Are provisions in place to make drinking water available to all occupants (in accordance with Part XII and Part XXIII) and for providing water fountains (in accordance with Part XIV and Part XVII)?
 Yes No # of fountains _____
(Part XVII. Chapter 1. §107. Drinking Water Provisions)
20. Are toilet rooms provided in all public buildings for use by the general public? Yes No
(Part XVII. Chapter 1. §109. A. "All public buildings shall be provided with sewage disposal facilities and plumbing in compliance with provisions of parts XII and XIV of this Code.")
21. Which of the following will be provided for hand drying: mechanical hand-drying device or disposable paper towels? _____
(Part XVII. Chapter 1. §109. B. "...Facilities for hand-washing and cleaning purposes shall be located in these places and shall be provided with soap, mechanical hand-drying devices or disposable paper towels, and toilet paper.")
22. Is the site of the school well drained, such that no water will collect? Yes No
(Part XVII. Chapter 1. §109. C.)
23. Specify the types of floor coverings in the school specifying assembly halls, dining rooms, halls, stairways. (example: linoleum in hall)
- _____
- _____

(Part XVII. Chapter 1. §111. B. "No absorbent floor coverings shall be used in assembly halls, dining rooms, halls and stairways. Any carpeting installed in such areas shall be made of non-absorbent fibers.")

24. Method of garbage disposal:

- Dumpster
- Garbage cans

Name of garbage service: _____

(Part XVII. Chapter 1. §111. C. "Garbage and trash shall not be allowed to accumulate anywhere on the premises except in containers designed and maintained in accordance with Part XXVII of this Code...")

25. Is a curbed cleaning pad with running water provided for the washing of garbage cans?

- Yes
- No

Does the water from the can washing area drain to the approved sewage system? Yes No

(Please refer to Part XVII. Chapter 1. §111. D. for details on requirements of the can washing area)

26. Are separate toilet rooms provided for boys and girls? Yes No

Are the doors to the toilet rooms no further than 200 feet from any classroom door in primary schools and other special types of institutions with classrooms for children through 12 years of age? Yes No

Are the doors to the toilet rooms no further than 400 feet from any classroom door in secondary schools and other special types of institutions with classrooms for persons of secondary school age? Yes No

Are there separate toilet rooms provided for boys and girls on each floor of multi-storied buildings? Yes No

(Part XVII. Chapter 3. §301.)

27. Will food be stored, prepared, and/or served at the school in either the lunch room or concession stand? Yes No

Will food be provided by a catering business? Yes No

Name of caterer and La. Dept. of Health Permit No.

NOTE: Please provide details in the Retail Food Plans Review Questionnaire.

(Food preparation, storage and handling shall meet all the requirements of Part XXIII of Title 51.)

28. Are hand-washing facilities with hot and cold running water delivered via a mixing faucet or a mixing valve at a temperature not to exceed 120°F readily available in a common area no further than 50 feet from the lunch room, dining area or cafeteria for use by students and staff?

- Yes
- No

Are soap, and disposable paper towels or a mechanical hand-drying device provided at this hand-washing area? Yes No

(Part XVII. Chapter 3. §303. C.)

29. Is a minimum of 20 square feet of floor space provided in every classroom for every student?

- Yes
- No

(Part XVII. Chapter 3. §305. A.)

30. Has an architect or engineer certified that the artificial lighting in all classrooms and other rooms will be provided with the minimum level of illumination listed in Part XVII. Chapter 3, §305. B. Table 305.B-School/Classroom Lighting? Yes No
(A letter must be provided by the applicant with the seal of the architect or engineer attesting to compliance with Part XVII. Chapter 3, §305. B. Table 305.B-School/Classroom Lighting.)
31. Will all pieces of playground equipment for elementary schools and other schools with children under 12 years of age with play surfaces 4 feet or higher from the ground have appropriate energy absorptive surfaces ? Yes No
 (“...all pieces of playground equipment with play surfaces four feet or higher from the ground shall have an appropriate energy absorptive surface such as wood chips at a depth of 8-10 inches or rubber mats, manufactured for such use meeting A.S.T.M. Standard F355-10a, under the all zone of the equipment. A swing with the seat four feet above the ground when at a 90 degree arc shall meet this requirement.”) (Chapter 3, §307. A.)

_____ Date of signature: _____
Signature of person preparing this questionnaire

Printed name and title of person preparing this questionnaire

Contacts and important information:

State Sanitarian located in the Parish you wish to operate:

<http://new.dhh.louisiana.gov/index.cfm/page/394>

It is recommended that you obtain a copy of **Louisiana Administrative Code, Title 51, Public Health-Sanitary Code**, Part XVII. Public Buildings, Schools, and Other Institutions.