

School Plan Review Questionnaire

1. Name of school: _____
2. Physical address: _____
3. Telephone number of school: _____
4. Mailing address (if different from physical 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:
Name: _____ Phone #: (_____) _____
Cell phone #: (_____) _____ Email address: _____
*Used for inspection reporting, boil water advisories, and other pertinent information.
8. Owner of the real property (land and building):
Name: _____ Phone #: (_____) _____
9. 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
10. Hours of operation: _____
11. Age range of students attending school: _____

12. Grades range: _____

13. Is the school connected to a public water system?

- ☐ Yes, name of public water system: _____
☐ No; must submit water well plans.

14. Is the school connected to a public sewer system?

- ☐ Yes, name of system: _____
☐ No; must submit sewage system plans.

15. 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.”)

16. 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.)

17. 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)

18. 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.”)

19. 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.”)

20. Is the site of the school well drained, such that no water will collect? ☐ **Yes** ☐ **No**

(Part XVII. Chapter 1. §109. C.)

21. 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.”)

22. 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...")

23. 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)

24. 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.)

25. Will food be stored, prepared, and/or served at the school in either the lunch room or concession stand? ☐ **Yes** ☐ **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.)

26. 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.)

27. 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.)

28. 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.)

29. 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.)

30. A floor plan is required (hand-drawn or professionally drafted). Label all equipment and fixtures. Please provide the finish schedule for walls, ceilings, and floors.

Signature of person preparing this questionnaire

Date of signature:

Printed name and title of person preparing this questionnaire

Contacts and important information:

State Sanitarian located in the Parish you wish to operate:

<https://ldh.la.gov/page/3745>

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 at

<http://www.doa.la.gov/Pages/osr/lac/books.aspx>

(Effective January 1, 2016, due to Legislative Act 836 of 2014, the Louisiana Department of Health no longer has authority over sizing of grease traps or interceptors, or restroom fixture counts. This responsibility now lies with the local Certified Building Official, CBO, for your geographical location. Contact your local town, city, or parish office for plumbing information, review, and permitting. Information for the CBO is available at 225-922-0817 or at this site:

<https://lasfm.louisiana.gov/searchLSUCCC.aspx>

PLEASE BE AWARE THAT OTHER AGENCIES WILL NEED TO BE CONTACTED. THESE AGENCIES INCLUDE, BUT ARE NOT LIMITED TO, THE LOUISIANA STATE FIRE MARSHAL, LDH HEALTH STANDARDS SECTION/DEPT. OF CHILDREN AND FAMILY SERVICES, AND THE LOCAL CERTIFIED BUILDING OFFICIAL (CBO).