



## New School Construction Checklist

### Project Information

Project Type	<input type="checkbox"/> New School <input type="checkbox"/> Remodeled School <input type="checkbox"/> Modular Classroom <input type="checkbox"/> Other
Grade Level	<input type="checkbox"/> Primary School <input type="checkbox"/> Secondary School <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative <input type="checkbox"/> STEM
Site Information	School Name:
	School Address:
	School District:
Septic / Sewer System	Type of waste system: <input type="checkbox"/> Septic <input type="checkbox"/> Sewer
Water System	Type of water system: <input type="checkbox"/> Public <input type="checkbox"/> Private well <input type="checkbox"/> Other
	Name of water purveyor:
Architect Contact Information	Architect:
	Architectural Company:
	Company Address:
	Office Phone:
	Email:
School Contact Information	School Project Manager
	Address:
	Office Phone:
	Email:
Billing Information	Person to receive billing / invoices:
	Mailing address:
	Office phone:
	Email:

### Project Deadlines

Project going through OSPI funding process (D process) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	D-5 Deadline:
	D-7 Deadline:
Bid Dates:	
Phased Project: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Expected Occupancy:	
Phase 2 – Date of Expected Occupancy:	
Phase 3 – Date of Expected Occupancy:	
Phase 4 – Date of Expected Occupancy:	

DATE PLANS RECEIVED BY JCPH \_\_\_\_\_  
 INITIALS OF PERSON WHO RECEIVED PLANS \_\_\_\_\_

## Project Submittal Requirements

<p><b>Site Review</b> Submittal must include a site sound level survey unless waived by Jefferson County Public Health</p>										
<p><b>General Review</b> Submittal must include a letter from the architect or relocatable / portable classroom manufacturer stating: <i>The drawings and specifications for this project are designed in accordance with the following sections of the State Board of Health Primary and Secondary School Regulations, Chapter 246-366 WAC:</i></p> <table> <tr> <td>WAC 246-366-080</td> <td>Ventilation</td> </tr> <tr> <td>WAC 346-366-090</td> <td>Heating</td> </tr> <tr> <td>WAC 246-366-100</td> <td>Temperature Control</td> </tr> <tr> <td>WAC 246-366-110</td> <td>Sound Control</td> </tr> <tr> <td>WAC 246-366-120</td> <td>Lighting</td> </tr> </table> <p>Submittal must also include a letter from the architect or engineer stating that the building ventilation system is designed in compliance with the International Mechanical Code and ASHRAE Standard 62.1 unless waived by Jefferson County Public Health (does not apply to portable classrooms). Sample verbiage: <i>The drawings and specifications for this project are designed in accordance with the most current versions of the International Mechanical Code (IMC) and ASHRAE Standard 62.1 Ventilation for Acceptable Indoor Air Quality.</i></p>	WAC 246-366-080	Ventilation	WAC 346-366-090	Heating	WAC 246-366-100	Temperature Control	WAC 246-366-110	Sound Control	WAC 246-366-120	Lighting
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WAC 246-366-110	Sound Control									
WAC 246-366-120	Lighting									

### Project Includes / Impacts: (check all that apply)

<b>Septic / Sewer System</b> – Impacts must be shown in submittal
<b>Water System</b> – Impacts must be shown in submittal
<b>Food Service</b> (e.g. cafeteria, concession stands, espresso, DECA, etc changes or additions) Submittal must include Food Establishment Plan Review from Jefferson County Public Health <a href="http://jeffersoncountypublichealth.org/pdf/2016FullServiceEstablishmentGuidelines.pdf">http://jeffersoncountypublichealth.org/pdf/2016FullServiceEstablishmentGuidelines.pdf</a>
<b>Science</b> – Emergency equipment changes or additions must be shown in the plans submitted for review. Submittal must include proposed chemical inventory and equipment specifications.
<b>Art and Shop</b> – Equipment changes or additions must be shown in the plans submitted for review. Submittal must include proposed chemical inventory and equipment specifications.
<b>Playgrounds</b> (includes new and/or relocated equipment). Submittal must include a completed Playground Plan Review Information Form. Copies can be obtained from Jefferson County Public Health
<p><b>Other</b></p> <p><input type="checkbox"/> General Classroom   <input type="checkbox"/> Gymnasium / Locker rooms   <input type="checkbox"/> Restrooms   <input type="checkbox"/> Modular / Portable</p> <p><input type="checkbox"/> Lighting upgrades   <input type="checkbox"/> Ventilation upgrades   <input type="checkbox"/> Other: (please specify)</p>

### **Submittal Process and Fees**

After preliminary review of the submittal, the School Health & Safety program will contact you to schedule a plan review meeting (or notify you it is not necessary). We will also notify you if additional submittal materials are necessary. ***Final Health Department approval is required before construction begins on the project.***

***It is your responsibility to contact our office at least five working days prior to completion of the project to schedule a pre-occupancy inspection.*** The building department does not automatically forward requests for pre-occupancy inspections.

Plan review and pre-occupancy inspection fees are charged at Jefferson County Public Health's standard hourly rate (\$86 / hr.) If construction begins prior to Health Department approval, fees will be calculated at the rate of 1.5 times the usual fee, or \$129 / hr.

I have reviewed and understand the above information.

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Signature

Date