



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 4, 2023
To: Local Educational Agency Leads, Administrators of Approved Private Schools for the Disabled
Route to: School Business Administrators
From: Christopher Irving, Ed.D., Assistant Commissioner
Division of Field Support and Services

Health and Safety Evaluation of School Buildings Checklist and Guidance

The New Jersey Department of Education (NJDOE) has revised the annual Health and Safety Evaluation of School Buildings Checklist and Guidance.

The [Health and Safety Evaluation of School Buildings Checklist and Guidance](#) can be found on the NJDOE's [New Jersey Quality Single Accountability Continuum \(NJQSAC\) website](#).

- The evaluation checklist must be completed annually, by December 30, by appropriate local educational agencies (LEAs) personnel and kept on file for inspection.
- Annually, by January 30, the chief school administrator of every LEA must submit to the county office of education an assurance that the checklists have been completed for every school building.
- LEAs undergoing a full NJQSAC review must submit the Health and Safety Evaluation of School Buildings Facilities Checklist to the county office no later than November 15 this year.

Please contact the respective NJDOE [County Office](#) or the NJQSAC Office at qsac@doe.nj.gov for further assistance.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group