



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 25, 2024
To: Chief School Administrators, Administrators of Approved Private Schools for the Disabled
Route To: School Business Administrators
From: Ambrose F. Duckett III, Assistant Commissioner
Division of Field Services Coordination

Health and Safety Evaluation of School Buildings Checklist and Guidance

The New Jersey Department of Education 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 Department's [New Jersey Quality Single Accountability Continuum \(NJQSAC\) website](#).

- The evaluation checklist must be completed annually, by December 30, by appropriate district personnel and kept on file for inspection.
- Annually, by January 30, the superintendent of every school district must submit to the county office of education an assurance that the checklists have been completed for every school building.
- Districts 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 appropriate [County Office of Education](#) or email gsac@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