



Guidelines for when a school facilities project application is required

A school facilities project application must be submitted to the New Jersey Department of Education, Office of School Facilities, when a proposed activity meets the regulatory definition of a school facilities project under N.J.A.C. 6A:26-1.2 and is not limited to routine or required maintenance. Under the regulations, a “school facilities project” is defined as “the acquisition, demolition, construction, improvement, repair, alteration, modernization, renovation, reconstruction, or capital maintenance of all or any part of a school facility” (N.J.A.C. 6A:26-1.2).

Typical scopes of work that require a school facilities project application include capital maintenance, educational projects affecting adequacy, site work and exterior improvements, land acquisition, land or building sale, demolition, temporary facilities, changes in use, leases, and new construction, regardless of the funding source. Maintenance work intended solely to achieve the design life of a school facility (routine or required maintenance) that is funded in the district’s maintenance budget does not require a school facilities project application.

Key definitions per [NJAC 6A:26-1.2](#):

- **Capital Maintenance:** Maintenance intended to extend the useful life of a school facility, including upgrades and replacements of building systems, such as structure, enclosure, mechanical, plumbing and electrical systems, and can be considered to constitute or be part of a school facilities project.
- **Capital Project:** a school facilities project, other capital project or land acquisition project.
- **Land acquisition:** An acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site. Land acquisition is either an eligible cost of a school facilities project or another capital project not eligible for funding pursuant to the Educational Facilities Construction and Financing Act (EFCFA), P.L. 2000, c.72, as amended and as defined in N.J.S.A. 18A:7G-1 et seq.
- **Other Capital Projects:** All projects, or portions thereof, that are 100% locally funded, including (1) capital projects for the construction or rehabilitation of other facilities; (2) leased school facilities, other facilities, or temporary school facilities, unless used as temporary space for a school facilities project, (3) eligible capital projects for which a school district is not seeking State support; and (4) projects for which there are no costs eligible for State support.
- **Other Facilities:** Athletic stadiums; swimming pools; any associated structures; or related equipment tied to such facilities, including, but not limited to, grandstands and night field lights, greenhouses, garages, facilities used for non-instructional or non-educational purposes, and any structure, building, or facility used solely for school administration.
- **School Facility:** Includes any structure, building, or facility used wholly or in part for educational purposes by a school district and facilities that physically support the structures, buildings, and facilities, such as school district wastewater treatment, power generating and steam generating, but excludes other facilities as defined in this section.
- **School Facilities Project:** The acquisition, demolition, construction, improvement, repair, alteration, modernization, renovation, reconstruction, or capital maintenance of all or any part of a school facility or any other personal property necessary for, or ancillary to, any school facility.

The table below provides examples of routine or required and capital maintenance. The classification of work does not imply eligibility for EFCFA funding.

Building System	Routine or Required Maintenance (localized, in-kind, keeps systems working)	Capital Maintenance (system-wide, replacement, upgrade)
	No Project Application Required	Project Application Required
Structural / Building Envelope (foundations, structure, walls, windows, doors, roof)	Inspections, cleaning, and localized repairs or in-kind replacement of components to maintain existing conditions	System-wide repair, replacement, or upgrades affecting an entire building or wing
Interior Construction (walls, doors, stairs, ceilings, floors)	Cleaning, painting, minor repairs, and localized replacement of finishes or components	Renovation, reconfiguration, or full replacement of systems across large areas or entire building sections
Vertical Transportation (elevators, lifts)	Routine inspections, servicing, and repair or replacement of components	Full replacement or installation of new systems
Plumbing Systems (water distribution, fixtures, sanitary, storm)	Cleaning, maintenance, and localized repair or replacement of piping, fixtures, or components	System-wide replacement or installation of piping, fixtures, or infrastructure
HVAC Systems (heating, cooling, ventilation, controls)	Inspection, cleaning, and repair or replacement of individual components; routine servicing	Replacement or installation of major equipment or systems for entire building or wing
Fire Protection Systems (sprinklers, standpipes)	Inspection, testing, and localized repair or replacement of components	Installation or full replacement of systems or major upgrades to meet code
Electrical Systems (service, panels, lighting, power)	Inspection, testing, and localized repair or replacement of fixtures, wiring, or components	System-wide replacement, upgrades, or new installations across a building or wing
Communications & Security Systems	Inspection, testing, and replacement of individual devices or components	System-wide installation or full replacement of systems
Emergency Power Systems (generators, fuel systems)	Inspection, testing, and repair or replacement of components	Full replacement or installation of generators and associated systems
Site Work (parking, drainage, landscaping, signage)	Routine upkeep, minor repairs, and in-kind replacement of limited areas	Large-scale site work, regrading, drainage upgrades, or improvements beyond in-kind replacement
Athletic & Outdoor Facilities	Cleaning, minor repairs, and in-kind replacement of equipment or surface treatments	Reconstruction, resurfacing with base replacement, or new/rehabilitated facilities
Fixed Furnishings & ADA Features	Cleaning, repair, and in-kind replacement in the same location	Installation or replacement as part of renovations or building-wide upgrades
Sustainable Energy Systems (solar, wind)	Inspection, cleaning, and component replacement	New system installation or full replacement requiring structural and design review