



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: November 27, 2018  
To: Chief School Administrators  
Route to: School Business Administrators and Facilities Managers  
From: Robert L. Bumpus, Assistant Commissioner  
Division of Field Services  
Deadline: January 30, 2019

### **Health and Safety Evaluation of School Buildings Checklist Statement of Assurance**

In order to assist school districts in complying with the requirements outlined in the [Broadcast memo](#) on August 28, 2018, the New Jersey Department of Education (NJDOE) is issuing a Health and Safety Evaluation of School Buildings Checklist [Statement of Assurance](#), which is due to the County Office of Education by January 30, 2019.

As a reminder:

- Annually, by December 30, the Health and Safety Evaluation of School Buildings [Checklist](#) must be completed for every school building, by appropriate district personnel, and kept on file for inspection or other legal issues.
- Annually, by January 30, the superintendent of every school district must submit to the NJDOE 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 of Education no later than November 15 of that year.

The Checklist and Guidance documents are available on the NJDOE's [NJQSAC webpage](#).

Please contact your [County Office of Education](#) or the NJQSAC Office at [qsac@doe.nj.gov](mailto:qsac@doe.nj.gov) for further assistance.

c: Members, State Board of Education  
Lamont O. Repollet, Ed.D., Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group