



ROOM CHANGE REQUEST FORM

This form should be filled out and submitted to your custodian engineer **in advance of any moves/relocations of existing sections or opening of additional sections** of LYFE, 3-K, Pre-K, K, 1st grade, or D75 classrooms with students under six years old in your school.

Please keep a copy of this form on record in the school building, submit the original document to the Deputy Director of Facilities, and email a scanned copy to PaintTesting@schools.nyc.gov. **Students may only be relocated or placed in newly proposed room(s) AFTER receiving clearance from DSF's Lead Compliance Unit.**

School Building ID: _____ DBN: _____ School Name: _____

Grade Level:	Total # of Sections:
<input type="checkbox"/> 3-K	
<input type="checkbox"/> Pre-K	
<input type="checkbox"/> Kindergarten	
<input type="checkbox"/> 1st grade	
<input type="checkbox"/> D75 with students under 6 years old	
<input type="checkbox"/> LYFE	

Reason for move:

NEW SECTION(s) (Please list room(s) to be inspected for new section(s), along with floor classroom is on)

Floor	Room #

ROOM RELOCATION(s)

Current Location:

Floor	Room #

Proposed new location:

Floor	Room #

Principal Signature: _____ Date: _____

*I certify that I visually inspected the proposed new room(s) listed and submitted the required **Paint Film Condition Visual Inspection Form(s)**.*

Custodian Engineer Signature: _____ Date: _____

_____ TO BE COMPLETED BY DSF LEAD COMPLIANCE UNIT _____

I certify that the proposed new room(s) listed above can be used for children under the age of six.

Print Name: _____ Signature: _____ Date: _____