



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

September 5, 2007

Carolyn Finch
Director Office of School Choice
Polk County Public Schools
P.O. Box 391
Bartow, FL 33831-0391

Dear Ms. Finch:

Please find enclosed information for new schools wishing to obtain Polk County Health Department approval. The Department will review plans of the school to ensure compliance with Chapter 64E-13 of the Florida Administrative Code (copy attached). After the plans have been reviewed, an Environmental Specialist will conduct an inspection of the proposed facility.

Please be advised that this process is expedited per Florida Statutes 1002 and 553 and generally takes between 3 to 7 days to complete, depending on a variety of things. Organizations wishing to obtain Health Department approval for a new school are greatly encouraged to contact us as early in their planning as possible so as to avoid any unnecessary delays or problems.

A separate plan review, inspection, and permit may be required from the Health Department for new schools wishing to prepare food.

Buildings utilizing onsite sewage treatment and disposal systems (septic tanks) must have that system evaluated by a registered septic tank contractor before applying to the department to ensure adequate treatment capacity for the proposed use.

Fire safety, zoning approval, electrical, plumbing, and building inspections should also be completed prior to opening a new school.

Please feel free to contact me or Environmental Supervisor, Tim Mitchell at (863) 519-8330 ext. 1100, should you require any additional information.

Sincerely,

Timothy G. Mayer, R.S., M.P.H.
Environmental Administrator

TGM:dlb

cc: Timothy G. Mitchell, R.S.

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Office of Magnet, Choice & Charter Schools

Daniel O. Haight, M.D.
Director

POLK COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
2090 East Clower Street • Bartow, FL 33830-6741
Phone (863) 519-8330 Fax (863) 534-0819

Lynne M. Saddler, M.D., M.P.H.
Assistant Director



POLK COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH DIVISION

2090 East Clower Street
Bartow, FL 33830-6741
Phone No. (863) 519-8330

School (Public & Private) – Plan Review Requirements

1. Four (4) sets of plans shall be submitted to the Bartow office.
2. The plans must be neat and accurate and drawn to scale.
3. The plans must show the name and address of the establishment, the scale used (example 1"=2'), and a north arrow for orientation.
4. Plans must be on 24" x 36" paper.
5. **Plans that do not meet the requirements 1 through 4 will be returned.**
6. The Environmental Health Division of the Polk County Health Department must review the plans. A minimum time period of ten (10) business days from the time of submission is required for technical review (additional time may be necessary). **Please allow ten (10) business days before calling to check on the status of plans.**
7. Two (2) sets of plans with noted provisos will be returned with information on scheduling an inspection.
8. The fee for the review of plans is \$100.00 and must be paid at submittal.
9. A separate kitchen plan review and sanitation certificate will be required if the facility will be preparing or serving food.
10. Fire safety inspection, zoning approval and building department approval should be obtained.
11. Potable water must be obtained from an approved water supply source. If water is supplied by utility, provide a copy of the most recent bill.
12. Sewage disposal must be provided by an approved sewage disposal system. If sewage disposal is provided by utility, provide a copy of the most recent bill.
13. Chapter 64E-13, Florida Administrative Code requires separate restroom facilities for faculty/staff from the student's restrooms. In addition, for kindergarten through third grades, restrooms are required to be within or adjoining the classroom. For grades fourth and up, separate restrooms for each sex are required.
14. **ALL CONSTRUCTION AND INSTALLATION OF EQUIPMENT, FIXTURES, ETC. MUST BE COMPLETED BEFORE FINAL APPROVAL CAN BE GRANTED BY THIS DEPARTMENT FOR THE OPENING OF THE ESTABLISHMENT.**

The following equipment must be indicated and labeled on the plans:

- o Restrooms including urinals, toilets, and sinks.
- o Drinking fountains.
- o Label each room for intended use.
- o Exterior openings (windows, doors, etc.).

**ALL REQUIREMENTS OF CHAPTER 64E-13, FLORIDA ADMINISTRATIVE CODE
SHALL BE MET PRIOR TO OPENING OR OPERATING THE FACILITY.**



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Rule: 64E-13.001

Rule Title: General

Department: [DEPARTMENT OF HEALTH](#)
 Division: [Division of Environmental Health](#)
 Chapter: [SCHOOL SANITATION](#)

Latest version of the final adopted rule presented in Florida Administrative Code (FAC):

**Effective Date:** 8/7/1996**History Notes:** Specific Authority [381.006\(16\) FS](#). Law Implemented [381.006\(6\), \(16\), 386 F 1-1-77](#), Formerly 10D-24.21, Amended 8-7-96, Formerly 10D-24.001.

Rulemaking notices presented in Florida Administrative Weekly (FAW) since Jan 6, 2006 and Rule versions presented in Florida Administrative Code (FAC)

Notice ID	Section / Rule No.	Summary / Purpose / Subject / Rule Title	Notice / Adopted
2564697	Final 64E-13.001	General	

Legend	FAW Section	Description
Final	Final	Final Adopted Version in F.A.C.
Development	Development	Notice of Development of Rulemaking
Proposed	Proposed	Notice of Proposed Rule
Change	Correction	Notice of Change
Correction	Correction	Notice of Correction
Withdrawal	Correction	Notice of Withdrawal
Continuation	Correction	Notice of Continuation
Hearing	Correction	Notice of Public Hearing
Emergency	Emergency	Notice of Emergency Rule
Variations	Variations	Notice of Variations and Waivers
Public Meeting	Meeting	Notice of Public Meeting
Public Hearing	Meeting	Notice of Public Hearing
Workshop	Meeting	Notice of Workshop
Conference	Meeting	Notice of Conference Call
Petition	Declaratory	Notice of Petition
Disposition	Declaratory	Notice of Disposition
Declination	Declaratory	Notice of Declination
Validity	Validity	Notice of Petitions/Dispositions Regarding Rule Validity
Policy	Policy	Notice of Petitions Regarding Policy Challenges
JAPC	JAPC	Notice of Joint Administrative Procedures Committee
Bid	Bid	Notice of Bid/Request for Proposal
Misc	Misc	Miscellaneous

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64E-13.001 General.

This rule prescribes minimum requirements and standards of sanitation and safety for schools located within the state regardless of the nature of the school, its ownership or organization. If a requirement in this rule conflicts with a specific requirement in the State Uniform Building Code For Public Educational Facilities (UBC), Chapter 235.26, Florida Statutes, then that code shall prevail.

Specific Authority 381.006(16) FS. Law Implemented 381.006(6), (16), 386 FS. History—New 1-1-77, Formerly 10D-24.21, Amended 8-7-96, Formerly 10D-24.001.

64E-13.004 Standards.

(1) **School Site.** The school site including areas used for playgrounds and that immediately adjacent to school buildings shall be evenly graded and sloped or provided with adequate facilities for surface drainage. A site should be chosen that does not pose health threats from hazardous materials, air and noise pollution, heavy traffic or industry.

(2) **Playgrounds and Athletic Equipment.** Playgrounds shall be constructed and maintained to permit maximum utilization of sites with elimination of sanitary and health hazards including mudholes, fragments of glass, stone and similar obstructions.

(a) Fixed playground equipment shall be anchored with substantial foundations so maximum safety is obtained.

(b) Athletic and recreational equipment and facilities must be kept clean and in a safe condition. Fences and equipment shall have no jagged or sharp projections.

(c) Cushioning materials such as mats, wood chips, or sand shall be used under climbing equipment, slides, and swings.

(3) **Building Construction and Maintenance.**

(a) School construction and remodeling shall conform to construction requirements of the State Department of Education in the case of public schools, and requirements of the local building authority in the case of private schools. School buildings shall be ratproofed.

(b) Buildings shall be kept clean and in good repair, free from hazardous conditions, such as loose or broken floor tiles and boards; loose moldings; loose hanging fixtures, pipes, and electric wires; and broken plaster.

(c) Furnishings and equipment shall be kept clean and in good repair, free of missing parts and hazards such as sharp edges, splinters, and protruding or rusty nails.

(4) **Lighting Standards.**

(a) Illumination in all instructional spaces shall be designed to provide a minimum of forty (40) foot-candles glare free at normal task level. Fixtures shall be so located that there will be uniform (within ten (10) foot-candles) illumination suitable for the activities conducted therein.

(b) Every effort shall be made to maintain a brightness ratio of one to ten (1:10) or less in all instruction areas.

(c) All required illumination shall be designed so that the failure of any single unit, such as the burning out of an electric bulb will not leave any occupied area or means of egress in darkness.

(d) Illumination of chalkboards and other visual aids shall be designed to eliminate glare and shadows.

(e) Sources of natural light in instructional spaces shall be glazed with glare reducing material or shall be shielded to prevent glare which will interfere with seeing tasks within the space.

(5) **Heating, Ventilation and Air Conditioning Standards.**

(a) Permanent type school buildings and additions to school buildings shall be provided with heating facilities. Heating facilities shall be designed to heat to a temperature of not less than 70°F., instructional rooms, locker rooms and cafeterias; and 65°F., toilets and activities rooms, such as gymnasiums and shops.

(b) No school plant or portion thereof shall be equipped with any type of equipment in which fumes of combustion or fuel may be discharged or can escape into the interior of buildings.

(c) Heat producing appliances and systems shall be installed in accordance with requirements of the local building and fire authority.

(d) **Ventilation and air conditioning.** All occupied rooms and other rooms where odors or contaminants are generated shall be vented to the outside. Ventilation rates shall comply with those specified in the local building code.

1. **Natural ventilation.**

a. In instructional spaces where natural air flow is relied upon for occupant comfort, it shall be designed and maintained to assure cross ventilation and air movement at the level of the seated student.

b. Gravity and wind operated ventilators shall not be used as an exhaust medium in instructional areas but may be in general storage rooms.

c. Natural ventilation in toilet rooms, shower and locker rooms and storage rooms for athletic equipment or soiled clothes is not permissible.

2. **Mechanical ventilation.**

a. All spaces which do not meet the requirements for natural ventilation shall be mechanically ventilated by means of electrically operated exhausts. The ventilation system shall be designed and maintained to insure air movement throughout the room at the level of the seated student. Fans and blowers shall be sized and designed to provide the required air movement without

excessive or disturbing noise. Exhaust from dishwashing areas shall not be through the kitchen.

b. Special provisions shall be made in the design of ventilation systems in areas of high air contamination such as paint shops, auto repair shops and chemistry laboratories, art rooms where kilns are used, wood working, and metal shops, chemical storerooms. A high capacity emergency exhaust system is recommended for chemistry laboratories.

c. All air conditioned spaces shall be ventilated when occupied.

(6) Sanitary Facilities. Every school plant shall be provided with toilet and hand washing facilities for all occupants. These facilities shall be located for convenient student access and faculty supervision and kept clean and in good repair. Faculty and staff facilities shall be provided in separate rooms from student facilities.

(a) Toilet Facilities.

1. Preschool grades through grade three shall be provided with toilet and handwashing facilities located within or adjoining classrooms and such toilet rooms shall be considered adequate without urinals. Common toilet facilities for both sexes shall not be allowed above the third grade.

2. Toilet facilities shall be accessible under continuous roof cover from all student occupied spaces. Access to group toilets shall not be through an occupied space.

3. Walls to a height of at least four feet (4'0") toilet partitions and floor of all toilet rooms shall be finished with impervious materials.

4. All plumbing fixtures shall conform to the provisions of the local plumbing code.

5. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Stall urinals do not serve for the required floor drains.

6. In group toilet rooms a partition shall be placed between each water closet. Each compartment shall have a door. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block the occupants from view. Entrance doors shall be self-closing.

7. The toilet fixture requirement in reference to student population, faculty, and staff shall conform to the standards specified in local plumbing codes or Chapter 64E-10, F.A.C.

8. Deodorizers shall not be used in toilet rooms. Air deodorizers are not to be confused with disinfectants.

(b) Handwashing facilities.

1. Handwashing facilities shall be located within or adjoining each toilet room.

2. Soap dispensers shall be provided at all wash basins and liquid or powdered soap shall be used.

3. Individual towels, preferably paper shall be used. Use of common or public towels is prohibited. Hot-air hand drying devices may be used.

(c) Showers.

1. Shower facilities shall be provided in all secondary schools where physical education is a required subject. Shower facilities, where applicable, should be considered for elementary schools.

2. Shower rooms and stalls shall have floors, partitions and walls to a minimum height of six (6) feet finished with dense non-absorbent and non-corrosive materials having a smooth impervious surface.

3. Shower heads shall be spaced so that there will be at least thirty (30) inches between center of spray pattern on the floor. If showers are compartmented, the shortest side shall be a minimum of thirty (30) inches and each compartment shall contain a minimum of seven and one-half (7 1/2) square feet.

4. Shower heads shall be based on the largest group to be accommodated at one time (peak load). One (1) shower head shall be provided for each five (5) pupils.

5. Floors shall be drained in such a manner that waste water from any shower head will not pass over areas occupied by other bathers.

6. Water shall be heated and the temperature at the shower head shall not exceed one hundred ten (110) degrees F.

7. Showers must be kept clean and free of mildew.

8. Foot baths shall not be provided.

(7) Water Supply.

(a) The water supply shall be installed, operated, and maintained in compliance with Chapters 62-550 and 62-555 or Chapter 64E-8, F.A.C.

(b) Drinking fountains of an approved, sanitary slant jet type shall be provided in the ratio specified in the local building code or

Chapter 64E-10, F.A.C. In no case shall fountains be located in any toilet room.

(c) The use of pitcher pumps is prohibited on any school water supply.

(8) Sewage Disposal. Sewage shall be disposed of in accordance with Chapter 62-600 or 64E-6, F.A.C., whichever is applicable. Sewage treatment and disposal systems at schools shall be maintained in compliance with the applicable chapter.

(9) Solid Waste. Garbage, trash, and rubbish shall be collected, stored, and disposed of at a frequency and in a manner that prevents a sanitary nuisance. Wet garbage shall be collected and stored in impermeable, leak proof, fly tight containers pending disposal. Outdoor waste containers must be easily cleanable, serviceable, and should be located on a smooth nonabsorbent surface. Waste containers and the storage area shall be cleaned at frequent intervals to prevent odors and breeding places for vermin. Waste water from the cleaning of garbage containers shall be disposed of as sewage. Removal and disposal of garbage shall comply with Chapter 62-701, F.A.C.

(10) Vermin Control. Effective measures shall be used to prevent harborage, propagation, or infestations of rodents, flies, cockroaches, and other insects on school premises. Brush, trash or other unnecessary material shall not be allowed to accumulate on school premises. Water must not be allowed to accumulate in any open containers, such as buckets and tires.

(11) First Aid Kit. Schools shall own and maintain a completely equipped first aid kit available to pupils under supervision of an adult at all times while school is in session.

Specific Authority 381.006(16) FS. Law Implemented 381.006(6), (16), 386 FS. History—New 1-1-77, Formerly 10D-24.24, Amended 8-7-96, Formerly 10D-24.004.