

New Facility Site Inspection Requirements Checklist

Organizations that wish to open an additional location, or relocate to a new location, should inform TLC Driver Education Services before signing a lease. The organization can contact education@tlc.nyc.gov to schedule a time with TLC staff to visit the new location and conduct a site inspection.

Before the site inspection visit, the organization will need to provide the required documents and information listed below under **“Pre-inspection”** to the TLC.

Upon submission of all the required documents, TLC staff will schedule a site inspection. During the site inspection, TLC staff will check to ensure compliance with the requirements listed below under **“Site Inspection.”**

If the organization plans to renovate the facility, the TLC will conduct a second site visit after renovations are complete and the classrooms have the required equipment.

After it has been determined that the new facility meets all the requirements in accordance with the existing Memorandum of Understanding (MOU), TLC staff will send an MOU addendum to be signed. The organization must then submit the remaining documents listed below under **“Post Inspection”** via File Transfer Protocol (FTP) before being approved to offer classes at the new facility.

Please refer to the business requirements listed in the current *Memorandum of Understanding (MOU)* for additional information.

TLC staff reserve the right to visit the facility for a follow-up site inspection if any of the below requirements have not been fulfilled. TLC staff may also request photographs of any outstanding compliance requirements.

To learn how to submit the required documents via the FTP, please contact education@tlc.nyc.gov.

Site Inspection Process	Requirements
Pre-Inspection	Submit floor plan, including room dimensions and use of each classroom, reception area, ADA restrooms, and common spaces.
	Submit address of new facility.
Site Inspection Pre-Renovation	Facility must be in compliance with the following items at time of site inspection Pre-Renovation:
	The facilities and classrooms used shall be at all times in full compliance with the Americans with Disabilities Act ("ADA").
	Evidence of facility compliance with FDNY regulations.
	Adequate heating, air conditioning and ventilation shall be provided and maintained at all times for classes.
	ADA Lavatory.
	Facility must have a separate registration area.
	Classroom must be free of excess noise.
Site Inspection Post- Renovation	Facility must be in compliance with the following items after site inspection Post- Renovation:
	Room Occupancy: A ratio of twenty (20) square feet of classroom space per student shall be maintained at all times
	Classrooms must have a large-scale map of the five boroughs.
	Classrooms must have a white board (4'x6').
	Classrooms must have a computer and internet access.
	Classrooms must have a screen for viewing class materials.
	Submit photos of the facility.
	Provide fresh drinking water.
	Facility shall always be clean and properly maintained.
Post Inspection	Documents organization needs to submit after site inspection:
	Certificate of occupancy.
	General Liability Insurance (COI) that includes all active locations: TLC must be listed as the certificate holder (33 Beaver Street 22 nd Floor, New York NY 10004).
	Current lease Agreement or Deed.
	Worker's Compensation Insurance.
	Certification of Insurance Broker or Agent Mayoral Agencies – <i>TLC will provide this form</i>
	WAV Agreement.
	Off Street Parking Agreement .