

## **SCHOOL'S RESPONSIBILITIES**

- Provide inputs on preferred locations for relocatable classrooms
- Inform DOC of any scheduled outside activities and its location
- Remove all personal items from the relocatable classrooms immediately after school ends
- School building service staff to clean the relocatable classrooms and replace furniture after fire marshal's inspection

## **WHO IS WHO?**

Gerry Howard	240-314-1020
<i>Program Manager</i>	
Dennis Smith	240-314-1016
<i>Special Projects Team Leader</i>	
Julie Morris	240-314-4713
<i>Facility Planner</i>	
James Song	240-314-1000
<i>Director</i>	

## **OTHER CONTACTS**

<i>Telephones</i>	
Tom Webb	301-279-3080
<i>Data</i>	
Rick Grubb	301-279-3871
<i>Cable TV Service</i>	
Help Desk	301-517-5800
<i>Card Readers</i>	
Rich VanderLinden	301-343-1120
<i>Bottled Water Service</i>	
Jeff Price	301-315-7393
<i>Any Other questions</i>	
Gerry Howard	240-314-1020

## **FAQ**

- *Why do we place relocatable classrooms on the paved play areas?*  
In an effort to minimize the increase of impervious areas, relocatable classrooms are placed on the existing paved areas, such as parking lots and paved play areas, in compliance with environmental regulations and codes.
- *Why can't I have more relocatable classrooms?*  
The assignments of relocatable classrooms are based on the projected student enrollments, staff allocations, school programs, and the budget.
- *When can we get permanent building addition?*  
The needs for classroom addition projects are addressed through the Capital Improvements Program.
- *Who moves the furniture in/out of relocatable classrooms?*  
DOC will inform Department of Materials Management (DMM) of furniture removals to facilitate relocation of units. If the units are to be relocated on a different part of the site, school needs to identify a location where furniture can be stored until the relocation is complete.
- *Who repairs the relocatable classrooms?*  
Any repairs needed should be reported to Division of Maintenance through the Maximo Work Order system.
- *Who do I contact to report vandalism?*  
Please contact Department of School Safety and Security at 301-517-5995 and DOC at 240-314-1020.



# **Relocatable Classrooms Program**



## **Division of Construction**

**2096 Gaither Road, Suite 203  
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240-314-1000**

## RELOCATABLE CLASSROOMS

The relocatable classrooms are primarily used as classrooms in schools where the student enrollment exceeds school building capacity, to provide adequate teaching stations, and to accommodate the school programs. Because the student enrollment fluctuates and the programs change each year, the relocatable classrooms are moved from school to school during the summer breaks to accommodate the space needs. Relocatable classrooms are one of the ways to address the space needs until a permanent solution is put in place.

The Division of Construction (DOC) collaborates with the Division of Long-range Planning (DLRP) to assess, plan, and install relocatable classrooms each summer. The relocatable classroom program is challenged with installations that must be completed in a short two month period during the summer. In order to ensure that the relocatable classrooms are ready for school opening in August, most of the detailed planning is done throughout the year so that relocations and installations can commence immediately after school ends in June.

The program goal is to provide safe and secure learning environments in relocatable classrooms and complete all installations prior to the school opening each year.

## THE TIMELINE & PROCESS

- October – DLRP forecasts student enrollment for the following school year. This data is utilized to develop preliminary projections for relocatable classroom needs.
- November – DLRP requests input from school principals regarding the need for relocatable classrooms.
- December – Based on preliminary data, DOC notifies school principals of the potential impact of relocatable classrooms for the following school year. A meeting is arranged with school principals to identify feasible locations for potential relocatable classrooms. Architects are commissioned to develop conceptual plans indicating the locations suitable for relocatable classroom placements. This is an exploratory stage and no decisions are made at this time in regard to final placement of relocatable classrooms.
- December – Indoor Air Quality (IAQ) teams assess the condition of the existing relocatable classrooms to identify repairs or replacements needed. This is done to ensure that all relocatable classrooms are in good condition and safe for occupancy.
- February – DLRP updates the student enrollment projections and school staffing allocations are finalized.
- March – Based on the updated student enrollment projections and staffing allocations, the assignment of relocatable classrooms is finalized

- April – Architect completes the bid documents and submits for necessary permits to applicable governmental agencies.
- May – Pre-bid meetings are held with pre-qualified contractors and bids are received for installation of relocatable classrooms.
- May – School is to inform DOC of any scheduled outside summer activities that could create a conflict with relocatable classroom installations.
- June – Approximately couple of weeks prior to the last day of school, contractors will proceed with pre-construction activities which will not interfere with the daily school activities. As soon as school ends, the installation of relocatable classrooms will commence.
- August – Once the installations are complete, fire marshal inspects the relocatable classrooms to ensure compliance with codes and issues the Use and Occupancy permits.
- August – Relocatable classrooms are cleaned and setup prior to the arrival of teachers.
- October – DOC completes outstanding punchlist items.

Comments & Concerns?  
Please Call 240-314-1000