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FREQUENTLY ASKED QUESTIONS

- Why are relocatable classrooms placed on the paved play areas? In an effort to minimize the increase of impervious areas, relocatable classrooms are placed on the existing paved areas, in compliance with environmental regulations and codes.
- What determines the number of relocatable classrooms placed at a school? The assignment of relocatable classrooms is based on the projected student enrollment, staff allocations, school programs, and the budget.
- When do schools get a permanent building addition? The needs for classroom addition projects are addressed through the capital improvement program.

PRINCIPAL'S RESPONSIBILITIES

- Inform your school community and adjacent neighbors of where and when relocatable classrooms will be placed.
- Provide input on preferred location for relocatable classrooms. Inform Division of Construction (DOC) of any scheduled outside activities and their locations.
- Direct school staff to remove all personal items from the relocatable classrooms immediately after the end of the school year.
- Direct school building service staff to clean the relocatable classrooms and replace furniture after Fire Marshal's inspection.
- Inform DOC of any scheduled outside summer activities.

RELOCATABLE CLASSROOM PROGRAM



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RELOCATABLE CLASSROOMS

Relocatable classrooms are primarily used as classrooms in schools where student enrollment exceeds school building capacity. Relocatable classrooms provide needed teaching stations to accommodate staffing levels and school programs. Because student enrollment fluctuates and programs change each year, relocatable classrooms may be moved from school to school during the summer break to accommodate space needs. Relocatable classrooms address space needs until a permanent solution is put in place.

Division of Construction (DOC) staff collaborates with Division of Capital Planning (DCP) staff to assess, plan, and install relocatable classrooms each summer. The installations must be completed in a brief two-month period. In order to ensure that the relocatable classrooms are ready for school opening in early September most of the detailed planning is done throughout the year so that relocations and installations can commence immediately after school ends in June.

The relocatable classroom program goals are to provide safe and secure learning environments and to complete all installations prior to the school opening each year.

TIMELINE AND PROCESS

- ◆ October—DCP forecasts student enrollment for the following school year. This data is utilized to develop preliminary projections for relocatable classroom needs.
- ◆ December—Based on preliminary data, DOC notifies school principals of the potential location of relocatable classrooms for the following school year. Architects 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.
- ◆ February—DCP requests input from school principals regarding the need for relocatable classrooms.
- ◆ 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.
- ◆ March—DCP updates the student enrollment projections and school staffing allocations are finalized. The assignment of relocatable classrooms is finalized and principals are notified.

TIMELINE AND PROCESS cont'd

- ◆ April—The architect completes the bid documents for the movement and installation of relocatable classrooms and submits necessary permits to applicable governmental agencies.
- ◆ April—Schools inform DOC of any scheduled outside summer activities that could create a conflict with relocatable classroom installations. The relocatable placement location(s) and construction access points must be free and clear of all summer activities.
- ◆ May—Pre-bid meetings are held with pre-qualified contractors, and bids are received for installation of relocatable classrooms.
- ◆ June—Approximately two weeks prior to the last day of school, contractors perform pre-construction school site visits which do not interfere with the daily school activities. As soon as school ends, the installation of relocatable classrooms begins.
- ◆ August—When installations are completed, the Fire Marshal inspects the relocatable classrooms to ensure compliance with codes and issues “Use and Occupancy” permits.
- ◆ August—Relocatable classrooms are cleaned and set up prior to the arrival of teachers.
- ◆ October—DOC completes outstanding punch list items.