



# Relocatable Classroom Guide



School District of Palm Beach  
County



This Guide has been prepared to assist school administrators and other departments with the allocation, relocation and installation of relocatable classrooms. Building codes change from time to time and we continually try to improve our process. If you have a suggestion for improvements please contact Joseph Sanches, Chief of Facilities Management.

## **Frequently Asked Questions**

### **How do I request additional Relocatables?**

Relocatable allocations are typically done twice a year, once after the 11th Day Count and again after the school budgeting process in the Spring. The Planning Department will contact those schools that may require relocatables. You may also contact the Planning Department at 561-434-8962.

### **Will I receive a modular unit or a Type 6 (wooden /metal unit)?**

The goal of the district is to place modular units at each facility requiring relocatables when adequate funding is available. If funds are limited, modular units are placed at facilities where building code regulations prohibit the installations of Type 6 units (wooden relocatables).

### **Will my unit come with furniture?**

Immediately upon learning the specific amount and type of units that are being installed at the school M&PO (Portables Section) will contact the Principal or his/her designated person to complete a spreadsheet to identify what furniture is required. After completing the spread sheet M&PO (Portables Section) will determine what furniture will come from surplus and what furniture will be purchased new and will coordinate delivery of both with the Purchasing Department and Property Redistribution.

### **How do I purchase furniture for a new unit?**

M&PO (Portables Section) will coordinate the purchase of new furniture for all mod packs installed for designated class size reduction.

Furniture requirements and acquisition for all other units will be done by using the process described in "Will my unit come with furniture?" (See above)

### **Where will my portable be located on my site?**

Building codes determine where your portable can be located. A representative from the M&PO will contact you to discuss your location options. We are sensitive to your facility needs and will make every attempt to accommodate them where the building codes allow us.

### **How long does it take to receive a relocatable?**

From the time the Chief of Facilities approves the allocation it usually takes 120 days until the relocatable is ready for occupancy.

### **Why does it take so long to receive a relocatable?**

The Florida Building Code requires the approval of various agencies. Each local fire department is required to approve the site plan indicating where the units are located. This approval process increases the timeline.

### **Who's responsible for cleaning the relocatable?**

The school sending the relocatable classroom is responsible for clearing out the unit with the exception of furniture and furnishings that will be transported to the receiving school. The construction crew is responsible for removing all construction debris. The receiving school's custodial staff is responsible for doing a thorough cleaning after the construction crew has completed their work.

### **Will my relocatable come with aluminum stairs and ramps?**

All Type 6 units come with aluminum stairs and ramps. Under normal conditions modular units and concretables do not require stairs and ramps because they are installed level to the ground.

### **Will my relocatable have a rest room?**

All elementary schools relocatables are provided with restrooms regardless of the type. Middle schools and high schools will not have restrooms hooked up for use by students. A special unit with group restroom facilities may be added. State requirements prohibit unisex restrooms for secondary schools.

**Will my relocatable be connected to the school's computer network?**

Yes. M&PO installs the conduit and wire and IT installs the terminations and equipment. We will make every attempt to complete the installation of the computer connections prior to turning over the relocatable to the school.

**What happens to my site once a relocatable has been removed or demolished?**

Once the unit(s) have been removed M&PO will restore the site by repairing the surface which might include sodding a grassy area, resurfacing a play court or paving a parking lot.

## Definitions

The terms "Portable" and "Relocatable" are generic and refer to all types of units, whereas Type 4, Type 6, concreteable and modulars are specific types of portables / relocatables.

1. Certificate of Occupancy (CO): A permit issued by the Building Department that allows the relocatable to be occupied. The Building Department may issue a Temporary Certificate of Occupancy (TCO) if there are some minor items that need to be corrected prior to issuing the CO.
2. Covered Walkway (a.k.a. Canopy): An aluminum structure that covers the walkways between buildings and/or relocatable classrooms.

3. Mod Pack: A group of relocatable modular classrooms combined to form an addition with covered walkways. (Type 4)



4. Modular Classroom: A relocatable stackable concrete classroom. (Type 4)



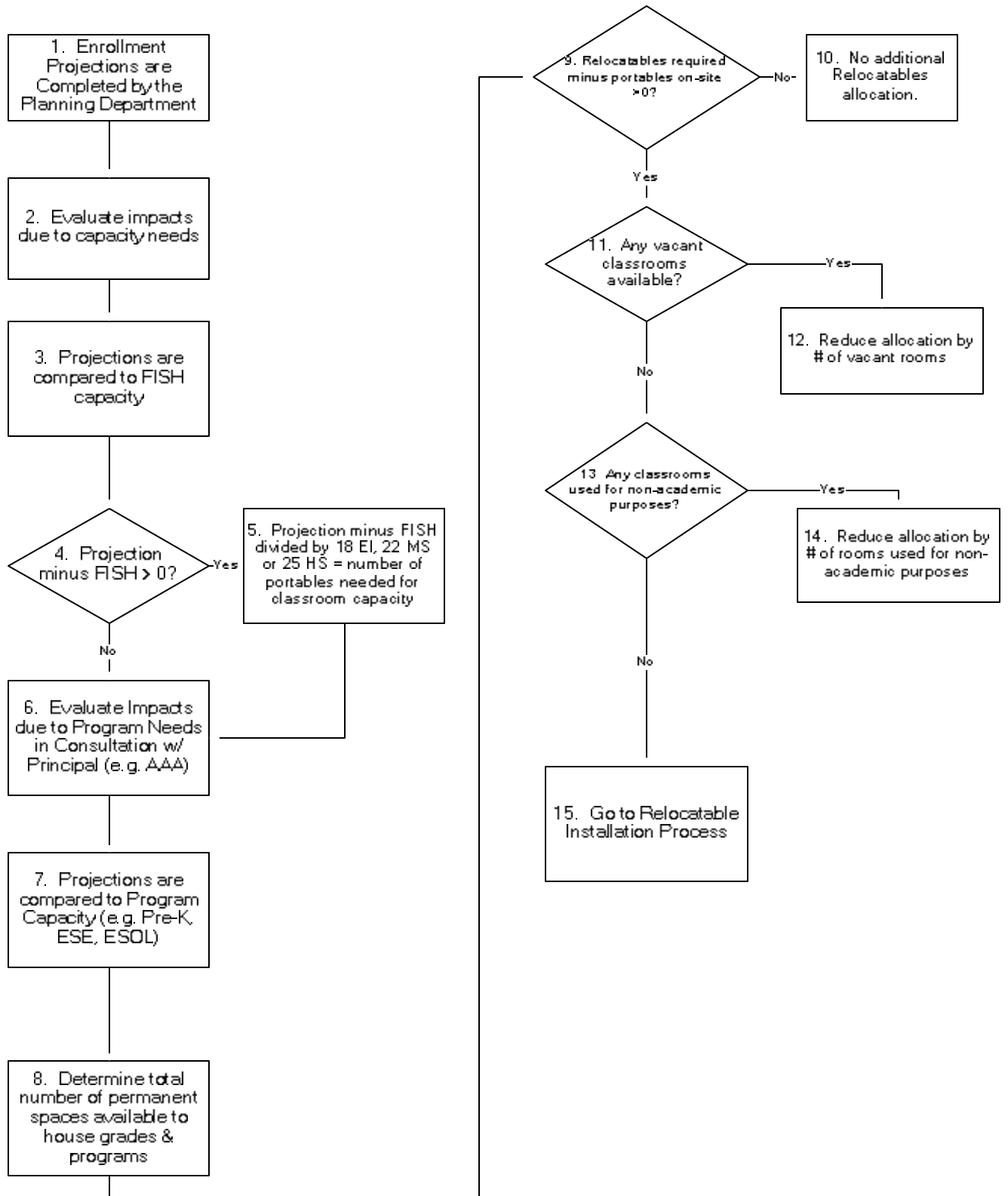
5. Concreteable Units: A relocatable concrete classroom (Type 4)



6. Portable (a.k.a. Relocatable) A premanufactured building which is constructed off-site, installed at another location and is intended to be relocated after some period of time. (Type 6)

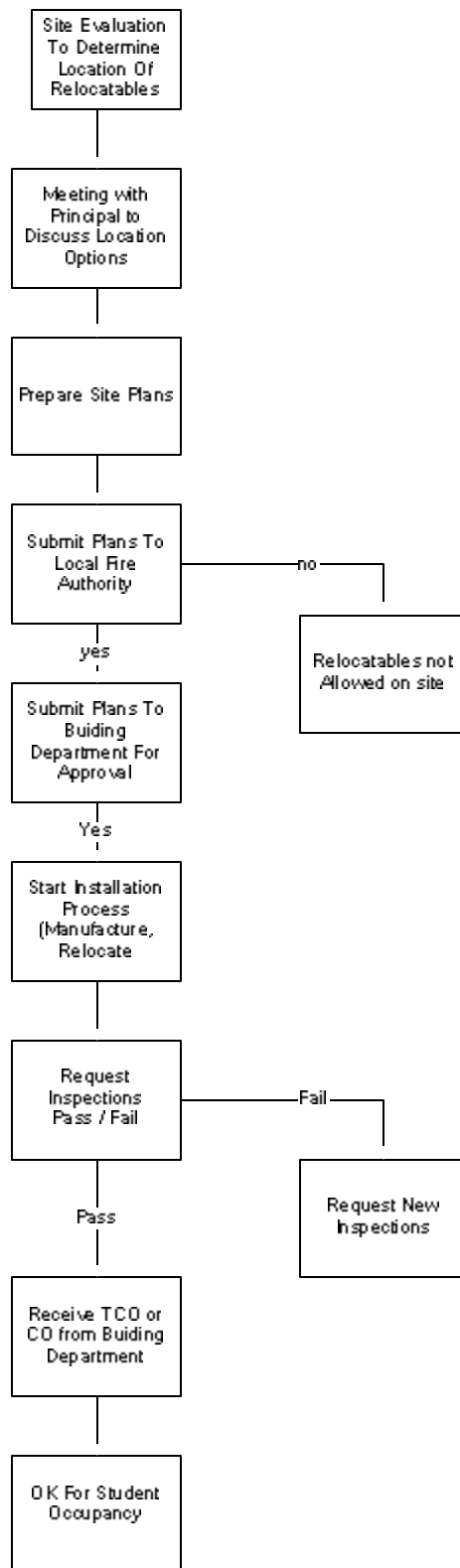


## RELOCATABLE ALLOCATION FLOW CHART



# Relocatable Est. Installation Process

## Total Time 120 cal. Days



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### **Other Related Issues**

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**Published by:  
Maintenance & Plant Operations  
January 14, 2005**