

Topic:	Portable Classroom Inspection Program
Effective:	April 2012
Cross-Reference:	Portable Classrooms
Revision Date:	April 2019, March 2020
Review Date:	April 2022
Responsibility:	Superintendent of Facility Services

INTENDED PURPOSE:

The Halton District School Board systematically inspects portable classrooms, for suspect moisture, suspect mould and exterior and interior component deficiencies as specified. The work will primarily consist of non-intrusive visual inspections undertaken by an external environmental consultant. Intrusive Inspections will be undertaken, if required, to inspect moisture and mould related concerns. Comprehensive reporting and laboratory work will be undertaken by an external environmental consultant and provided to Facility Services staff. The consultant will direct and inspect any remediation work completed by others, with the exception of leased portables which are the responsibility of the leasing company to remediate.

Notification to school principals will be provided by Facility Services staff regarding major repairs to address water infiltration and abatement. In the event major repairs are required, defined as Level 3 or Level 4 Remediation, the portable classroom would need to be unoccupied for the duration of the work. Facility Services provides a Notification of Project and a Notification of Clearance to the principal at the start and completion of the work.

PROCEDURES:

1. All portables will be inspected four (4) times per year by qualified professionals, in accordance with the procedures as listed below. Any variations to the procedures due to site-specific conditions must be reviewed and approved in writing by the Board or their agent prior to implementation. The inspections will include a visual non-intrusive assessment of external and internal surfaces.
2. All portable classroom inspections must be completed during non-occupied periods.
3. This Administrative Procedure is to be followed for each portable inspection for both leased and HDSB-owned portables.
4. A thorough visual inspection will be undertaken of all external components, identifying areas of deterioration and/or deficiencies for repair and possible moisture-infiltration. Exterior inspection includes; roof, exterior sheathing, eavestroughs/downspouts, soffits/fascia, caulking, wall covers, HVAC equipment, electrical distribution wiring, skirting/block supports, windows/doors, steps, landing and railing.
5. A thorough visual inspection of all internal components of the portable will also be undertaken (ceiling, walls, doors, windows, floors, HVAC, lighting/lens, vapour barriers, inspection ports) using a moisture meter to pinpoint possible areas of moisture-infiltration. Building components are not to be disturbed during the process.
6. For HDSB-owned portables, intrusive testing will be undertaken where there is a suspected area of moisture-infiltration based on the findings of the visual inspection and a moisture meter. For leased portables, a copy of the inspection report will be provided to the leasing company. Further intrusive testing and repairs are to be undertaken by the leasing company as per the terms of the lease agreement, Reporting Responsibilities.
7. The presence of moisture, leaks or staining on walls or ceilings should be reported to the School's Head Custodian. A work order will be issued and appropriate repairs and/or remediation will be undertaken under the direction of Facility Services staff and/or an external environmental consultant.

8. The Consultant shall provide completed Portable Inspection Report for all portable inspections, upon completion of each inspection cycle to the Facility Services department leads.
9. If moisture, leakage or staining of ceiling tiles or wall finishes is observed, the Consultant will complete a Portable Moisture Leak Report and submit this to the staff lead in the Facility Services department.
10. For Portables Owned by the Halton District School Board - the Consultant will conduct an Intrusive Inspection in accordance with industry and regulated standards. All suspect moisture or suspect mould remediation repairs will be completed by pre-approved Halton District School Board Contractors, with mould remediation experience.
11. The Consultant shall provide a Scope of Remediation/Repair Work document and co-ordinate repairs with the approved remediation contractor.
12. Intrusive Inspections – Bulk Sampling and Analysis will be required for Level 3 or Level 4 Remediation.
13. For Leased Portables - A moisture meter shall be used to investigate suspect moisture in leased portables. Leased portables cannot be cut open. Facilities Services staff will provide the Consultant's visual and moisture meter findings to the portable leasing company. The Portable leasing company is responsible for any further inspections and repairs as per the terms of the leasing contract.
14. The extent of the moisture and/or mould observed during the inspections shall determine the level of remediation, as detailed below:

Observation	Action	Remediation
No visible mould but evidence of current or recent significant moisture.	Undertake repairs to address source of moisture infiltration. Repair and dry surfaces.	Level 1
Minor mould on <i>visually accessible</i> surfaces ¹ , in very limited areas (<0.2 m ²)	Clean all affected surfaces. Undertake repairs to address source of moisture infiltration.	Level 2
Significant mould on hidden surfaces but in limited areas (<3.0 m ²)	Access all affected surfaces. Remove and replace building products. Undertake repairs to address source of moisture infiltration.	Level 3
Extensive significant mould (>3.0 m ²)	Access all affected surfaces. Remove and replace building products. Undertake repairs to address source of moisture infiltration.	Level 4

Note 1 – Visually accessible means surfaces immediately visible from the occupied space (non-intrusive)

15. Inspection of Remediation Work - Consultant shall inspect and approve all Contractor remediation and repair work and submit a Portable Repair/Remediation Report.
16. Facility Services staff will notify the Principal through a Notice of Project letter, when Level 3 or Level 4 remediation and repairs are required. This level of repair will require the portable to be vacated. Facility Services staff will issue a Completion of Project letter to the Principal, following completion of the repairs and air clearance tests. The portable shall not be re-occupied before issuance of the Completion of Project letter.
17. The Principal will inform the parents, staff, Superintendent and Trustee when a Level 3 or Level 4 repair and remediation is required, and the relocation of students and staff from the portable for the duration of the work. The Communications Department can assist in the preparation of a letter to be distributed by the Principal regarding the portable classroom work.
18. The detailed report and inspection results are posted on the Facilities Services Department web page on the Board's web site.