

<b>Topic:</b>	<b>Portable Classrooms</b>
<b>Effective:</b>	<b>January 2016</b>
<b>Cross-Reference:</b>	<b>Ontario Building Code</b>
<b>Revision Date:</b>	<b>January 2019, January 2021</b>
<b>Review Date:</b>	<b>January 2024</b>
<b>Responsibility:</b>	<b>Executive Officer of Facility Services</b>

**INTENDED PURPOSE:**

The Halton District School Board recognizes the importance of portable classrooms as a viable solution in our strategy for accommodating students.

The Halton District School Board is committed to continuing to use and maintain portable classrooms to provide safe classroom environments that are conducive to student learning.

The following procedures are intended to guide the placement, configuration and utilization of portable classrooms.

**PROCEDURES:****Part I: Annual Determination Process**

1. Planning Department generates the annual enrolment projections for each school.
2. Planning Department reviews the space availability with the Principal (surplus and shortage) for each school.
3. Facility Services Department conducts an assessment of classroom/portable use in conjunction with school custodial staff and the Principal, information shared with Planning, Finance and Admin. Council.
4. Planning Department reviews with the Human Resources Department the draft class organizations/class size to determine room usage.
5. Enrolment projections and space impacts are shared with principals and school superintendents for review.
6. General Manager of Planning notifies the Facility Services Department of the required changes to portable needs by individual school sites.
7. Facility Services, through the Capital Department, assess the options for annual portable replacements, relocations and/or removals in consultation with the Planning Department, Business Services and Admin Council.
8. The Manager of Capital Projects, in consultation with the principal of the school site, will determine the location of the pending removal or placement of a portable on their school site. Purchasing will also be notified to address furniture issues. In the event there is a difference of opinion or a special request from the principal, the School Superintendent may be asked to bring the issue or request to Admin Council.
9. Manager of Capital Projects will process and coordinate the required municipal applications and approval process for site plan, building permit, demolition, etc.

**Part II: Placement Considerations**

1. *Site Considerations:*
  - a) Permanent existing structures preventing access (e.g., garbage dumpsters, electrical transformers, mature trees, other buildings, property fences, etc.).
  - b) Site grade conditions.
  - c) Ontario Building Code requirements (Section 3.9) regarding spatial fire separation from the main building or other portable classrooms (portable classroom), set-back, limiting distances from the front, side and rear property lines (municipal zoning requirements).

- d) Existing outdoor program structures (e.g., jumping pits, basketball courts, play structures, outdoor learning classrooms).
  - e) Agreements with local municipalities on the use of sports fields.
  - f) Memorial gardens and trees.
  - g) Snow storage locations.
2. *Financial Considerations:*
- a) School renovations required for code compliance (e.g.. the total number of washrooms and/or additional parking spaces required).
  - b) Adequacy of electrical service capacity of the main school to accept the additional load from portable classrooms.
  - c) Fire access routes and hydrants that may be needed, (e.g. upgrading the fire rating of the main school exterior walls and windows, etc.)
  - d) Site grade modifications to accept portable(s) (e.g., retaining walls, storm water drain installation and connections to remove standing water, etc.).
3. *Safety Considerations:*
- a) Placement that would hinder site lines regarding outdoor supervision and snow clearing.
  - b) Placement location that is conducive to supervision (site security).
  - c) Ramps or stairlifts shall not be provided to access a portable because of concerns regarding the amount of space required for an exterior ramp as defined by the Ontario Building Code (slope of 1:20) and winter maintenance safety concerns.

### **Part III: Rationale for Location Selection**

#### **Generally portables will be placed where portables have previously been positioned.**

1. Historical and site conditions will influence the preferred location and therefore a comparable location is agreed upon.
2. Manager of Capital Projects, or the Facility Services project lead, and the architect will meet with Principal to review the preferred location. In the case where an agreement cannot be reached, the Superintendent of Education and Superintendent of Facility Services will arbitrate a decision.
3. A site plan confirming the location is distributed to the Field Supervisor, Facility Services and the school Principal.

These criteria will guide the decision, site specific limitations will drive the final decision.

1. *Location to School:*
  - a) The portable classroom should be located a minimum of 12.2 metres (40 ft.) from the main building (Ontario Building Code Requirement).
  - b) Avoid routes in or near parking areas and access roads.
  - c) Direct path of travel to an exterior door of the school.
  - d) Hard surface (i.e. asphalt, walkways only to portables) preventing mud, snow and water from being tracked into the portable or school.
  - e) Access for emergency vehicles.

2. *Financial Implications*

Budgeted costs for installation of portable classrooms will include the costs for hydro, public address, fire alarm and data networking etc. connections, as well as site preparation.

In the event the portable or portables are located greater than 12.2 metres from the main building, budgeted costs will include installation of intermediate hydro poles.

Protective structures for the service panels at the portable classrooms may also be required.

### **Part IV: Portable Installation Timing**

1. *Mid-April to end of June – Identify Portable Requirements for September:*
  - a) Planning department reviews portable requirements once staffing projections are provided by Human Resource department.

- b) Portable requirements in terms of surplus and need are to be provided to Admin Council for approval.
  - c) Portable requirements (additions, removals and surplus) are released to schools and Purchasing and Facilities Services. HR provides ongoing updates to class organizations and the Planning Department will adjust portable lists accordingly and submit to Admin Council for approval as required. Additional and/or surplus portables list can be revised up to and including the end of June.
  - d) Any portables being added after May 30th may not be placed for September of the following school year. Schools should develop a temporary accommodation plan in the event there are delays for portable placement or occupancy.
2. *May 30th Deadline - Creating the Regional List of Moves:*  
Consultants (architectural, mechanical and electrical) and Manager of Capital Projects or Facility Services staff are to;
- a) Visit the schools to meet with the Principals to identify which portable(s) are being removed or to identify where portable(s) are being placed.
  - b) Work with the contractor (retained to move the portables) to determine the access points and physical movement on the site.
  - c) Prepare site plan drawing and submit the building permit application(s) on behalf of the Board for portable demolition and/or placement.
  - d) Notify all staff and departments impacted by the portable movement, (Principals, Area (Field) Supervisors, and Information Services) via a Facilities Department email.
  - e) Select placement based on economic and physical criteria of the move.
  - f) Determine placement based on a checklist of approved guidelines governed by safety, supervision, school functionality and physical site restrictions.
  - g) The demolition and building permit approval process at the local municipality is typically 6 to 8 weeks.
  - h) Site Plan approval is required for portables on school sites constructed after 2007 that did not identify portable classroom locations on the original site plan drawing. The Site Plan Approval process is 4 to 6 months. If Site Plan Approval is required, portables will not be ready for occupancy in September.
3. *June 30th Deadline - Preparation for Portable Moves*
- a) Principals releasing or receiving portables are responsible to notify the Purchasing Dept. regarding furniture requirements based to the assigned grade level.
  - b) Procurement of all services are tendered and awarded, as per the Board's Purchasing Policy.
  - c) The contractor responsible for the portable moves cannot proceed unless the Board is in receipt of the building permit.
4. *August 15th Deadline - Executing Portable Moves*
- a) Moves are scheduled to commence during July.
  - b) Priority of moves are based on school sites receiving the maximum number of portables to be placed or complexity of connection.
  - c) Sites are prepared for access and portables are prepared for transport (e.g., disconnecting services, removal of skirting, porches and steps, etc).
  - d) After portable(s) are removed from a site, restoration and site remediation will commence upon removal of the portable.
  - e) Once portable(s) are installed on a site, site-finishing crews will commence service connections, walkway installations and install porches and steps.
  - f) The consultants and the local Building Dept. inspector must sign off on building permit application before students can occupy the portable.

**5. Other Timelines for Executing Portable Moves**

- a) In order to have portables ready to occupy before September 1st, Facility Services must be in receipt of the final list of regional portable moves from the Planning Dept. by May 1. This deadline provides sufficient time for Facility Services staff to consult with principals, apply to the individual municipal agencies for approvals and adhere to the Board's procurement policy.
- b) In the event that a portable request is submitted and approved after the May 1 deadline, the same process will be followed in terms of consultation, municipal approval and procurement for consulting services and contractor. An estimated timeline for portable installation and occupation will be provided by the consultant and Facility Services.

**Part V: Furniture and Portable Set-up**

1. Each portable will be equipped with age-appropriate student furniture as well as a desk and chair for the teacher and storage units, as per a standard list. The list of portable classroom furniture, fixtures and equipment (FFE) is available through the Facility Services department and is periodically updated by the Purchasing Department.
2. New portables will be provided with new FFE. Relocated portables may have a combination of new and existing furniture in good condition, subject to the availability of funding and surplus furniture from other schools.
3. Facility Services staff will maintain an inventory checklist of the furniture that is provided for each new portable or relocated portable. It is the responsibility of the principal of the "originating" school, to ensure the furniture provided in the portable that has been identified for relocation, has the appropriate number of desks/chairs and that the furniture is in good condition.
4. Requests for additional or other types of furniture can be submitted by the principal to the Purchasing department, with the difference in cost, from the furniture available on the Board's standard list, to be funded by the school. Upon removal of a portable, the furniture paid for by the school would remain at the school, if so requested by the principal.
5. Caretaking staff are responsible to clean the portable and set up furniture for classroom use.
6. Principals are required to notify the Area Supervisor or the Manager of Capital Projects regarding replacement of standard FFE or damage created during the move.

**Part VI: Portable Classroom Use**

Principals shall consider a number of factors in deciding which classes will be located in portable classrooms each year. The factors considered should include, but are not limited to:

1. *Accessibility*
  - a) Give consideration to any students or staff members who have specific accessibility needs that may require them to be located within certain areas of the school building.
2. *Student Needs/Program Considerations*
  - a) Travelling back and forth to the main school building
  - b) Student age and maturity
  - c) Program requirements for sinks, specialized equipment, etc.
  - d) Supervision of students
  - e) Access to washrooms