

PORTABLE CLASSROOMS

Background

From time to time, portable classrooms are utilized at various schools in the District.

Procedures

1. Placement Process
 - 1.1 Portable needs and surpluses will be determined by the Capital Planning Committee and conveyed to the Assistant Director of Maintenance Operations or designate in order to prepare a list of schools and units involved. It will be finalized by the Capital Planning Committee with sufficient time to ensure permitting and occupancy can be in place before required. Copies of the final plan will be supplied to all affected schools and departments by Facilities as soon as possible thereafter.
 - 1.2 If new portables are ordered, each new portable will be assigned a District number at the time it is ordered. This number will be assigned by the Assistant Director of Operations or designate. Before ordering, all specifications of the new portable(s) will be approved by the Assistant Director of Maintenance Operations or designate, the Executive Director of Facilities and Planning Services, and the Principal of Facilities Initiatives.
 - 1.3 The Assistant Director of Maintenance Operations or designate will visit each site and finalize the location and orientation of portables in consultation with the Principal of Facilities Initiatives, architectural consultants and required sub-consultants. The location of the portable(s) will be discussed with the Principal.
 - 1.4 Whenever possible, portables will be on site as soon as possible to allow for permitting, set-up, and occupancy before the portable is required for use. Arrangements will be made to provide walkways and hook up electricity, PA (where practicable), bells and entry alarm systems.
 - 1.5 A portable shall be "removed" from inventory when its condition is assessed by Maintenance as being unable to survive a relocation, being beyond economical repair, or Ministry replacement funding has been obtained.
 - 1.6 Portable washrooms may be provided s whenever utility connections/location/student/ages/favour their provision, or when the school's permanent washrooms are not adequate to meet required codes.
 - 1.7 The Executive Director of Facilities and Planning Services or designate shall maintain an inventory of portable locations along with Ministry building capacities.

2. Furniture

- 2.1 When portables are purchased or moved from other schools for placement at schools experiencing student growth or as construction swing space, Principals will work with their Zone Assistant Superintendent to determine if additional district funds are required for classroom furniture purchase. These items would typically include one teacher chair, one teacher desk, one filing cabinet, one teacher cupboard, student tables/desk, student chairs, AV equipment, and window coverings. If approved, funds will be provided for ordering equipment.
- 2.2 Any furniture requests must be placed with Purchasing well in advance of the intended occupancy of the portable to ensure the furniture arrival prior to use. This request must clearly identify that it is for a portable classroom and be charged to the appropriate account.
- 2.3 For portables moving to other locations, non-attached furnishings such as desks and chairs in the portable may be retained by the sending school if there is need for it, or it may be relocated with the portable. This will be up to the sending school Principal in consultation with the Zone Assistant Superintendent.

Reference: Section 65, 85, School Act

Board Minutes

April 2021