



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 3440

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CATEGORY: **Facilities, Building Accommodations**

EFFECTIVE: **7-28-99**

SUBJECT: **Acquisition of Off-Inventory Portable Classrooms**

REVISED:

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the process to acquire site requested off-inventory portable classroom buildings.
2. Related Procedures:

Request for maintenance service	5205
Acceptance of gifts	9300
Acceptance of donated service	9302

B. LEGAL AND POLICY BASIS:

1. **Reference:** Board Policy: E-3450; Public Contract Code Sections 20110-20118.4.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Facilities Development Department, Business Services Division, Administrative/Operational Support.
2. **Definitions:**
 - a. **Off Inventory Portable Classroom:** A portable classroom building that is requested, purchased and maintained, (including on-going custodial and utilities costs as well as routine and extraordinary building repairs) by a school site at its sole cost and expense. The off-inventory portable classroom building can be used by the acquiring site for purposes other than a classroom at the discretion of the site's governance team. Off-inventory portable classrooms are not factored in the district's formula utilized to determine the number of classrooms allocated to sites based upon enrollment and/or class size reduction factors.

D. IMPLEMENTATION

1. **All requests** for off-inventory portable classroom buildings should be made prior to December 31 of the year preceding the start of the school year in which the requesting site anticipates the portable to be operational.
2. **Principal**, upon approval of site's governance team, submits written request to the Facilities Development Department Director for off-inventory portable building(s). The request should indicate the following:

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- a. The number of off-inventory portable classroom(s) to be ordered and their proposed on-site location.
 - b. The date that site desires off-inventory portables to be operational.
 - c. Whether the off-inventory portables are to be acquired from the district or an outside vendor.
 - d. Whether the acquisition will be an outright purchase or lease/purchase.
 - e. The intended use of the off-inventory portable building(s).
3. **Facilities Development Department**, upon receipt of the request, will proceed as follows:
- a. Review request and determine implications of the project, including any requirements for written plans and/or specifications.
 - b. Forward copy of site's request to the Facilities Planning Department; Maintenance, Operations, Warehousing, and Distribution Department; and Schools' Architect Office for review and determination of possible impacts to sites. Each of the aforementioned departments must authorize the placement of requested off-inventory building(s).
 - c. Notify originating site to submit a Request for Maintenance Department Service (RS) form (E.1.) in accordance with Administrative Procedure 5205 to the Maintenance, Operations, Warehousing, and Distribution Department for services related to the acquisition of off-inventory portable buildings. The following should typically be indicated on the RS:
 - (1) Number of off-inventory portable buildings requiring services.
 - (2) Required utility service (water, gas, electric, sewer, telephone).
 - (3) Required electrical work such as the addition of conduits, ground fault interrupter duplex convenience outlets, installation of fire alarms.
 - (4) Special requests for ramps, sinks, cabinets, etc.

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- (5) Request that the project be coordinated between the architectural unit and site administrator. A copy of the RS should be submitted to the Facilities Development Department.
- d. Provide originator with a project budget sheet to establish funding source(s) to cover all costs associated with the acquisition of the off-inventory portable classroom(s) including on-going operational costs. The budget sheet must be signed by the site administrator and returned to the Facilities Development Department.
- e. Discuss issues pertinent to Administrative Procedures 9300 and 9302 if donated resources or services are to be part of the project and obtain appropriate documentation.
- f. Forward project budget sheet to the Budget Department for approval.
- g. Acquire board approval for acquisition and placement of off-inventory portable building(s).
- h. If site requested off-inventory portable classrooms are to be acquired from outside vendor, Facilities Development Department will purchase Division of State Architect (DSA) approved portable classrooms on behalf of the requesting site pursuant to Public Contract Code Sections 20110-20118.4. If it is in the best interest of the requesting site, purchase of site requested off-inventory portable classrooms will be accomplished by utilizing the existing San Diego County Office of Education relocatable bid award package. In the event that classrooms are not available under the existing terms and conditions of the current San Diego County Office of Education contract, a comparable current bid award package authorized for use by the district will be used for the purchase.
- i. Coordinates delivery and installation of off-inventory portable classroom building(s) with vendor, school site, and Maintenance, Operations, Warehousing, and Distribution Department.
- j. Maintain a record of site acquired off-inventory portable classrooms and their associated on-going expenses which are the responsibility of the acquiring sites. This report is generated and sent to the Budget Department annually (in July) with updates occurring as off-inventory buildings are acquired so that the applicable on-going expenses can be transferred from central office accounts to the designated site accounts.

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k. Update applicable small-scale plot plan(s).

E. FORMS AND AUXILIARY REFERENCES

1. Request for Maintenance Department Service, Stock Item 22-R-3250.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education