

**CONNECTICUT STATE DEPARTMENT OF EDUCATION (SDE)
BUREAU OF SCHOOL FACILITIES (BSF)**

RELOCATABLES

Note that Relocatables (Modulars) have all the same code requirements as an addition (**new construction**).

PROJECT MEETINGS

1. **Schedule PREP Meeting** (conducted by Plan Reviewer) right after the Design Professional is selected (no drawings needed yet, but schematic ok). A discussion of PCT submission requirements will occur. Refer to the SECTION 1, Page 1 for general information and attendee requirements.
2. **Schedule PCT Meeting** (conducted by Plan Reviewer) when Design Professional completes bidding documents (clearly showing all intended work and related areas). Refer to the SECTION 1, Page 2 for general information and attendee requirements. All construction documents shall be signed and sealed.
3. **Refer to all sections of BSF Guidelines** for document preparation, administrative requirements, and code requirements not specifically noted within this section (including Section 4, page 4, # 15).

DOCUMENT SUBMISSION

1. **General Information Required**
 - a. ED-042 Form signed and dated with project number (and applicable phase number).
 - b. Completed Checklist. Be sure that all applicable areas of the Master List and large checklist are addressed.
 - c. Completed Roof Checklist and related letter(s).
2. **If attached to existing building**
 - a. Exiting load from existing having impact (including actual maximum travel distance).
 - b. Allowable Area Limits/Firewalls/Fire Separations.
3. **Site Plan (Signed and Sealed)**
 - a. Orientation to existing buildings (with dimensions).
 - b. Spot grades (floor & exterior grade) at exit doors.
 - c. Ramps, stairs, and site built elements (include details).
 - d. Sidewalk or pavement to public walkway (accessible).
 - e. Parking for persons with disabilities and certification of accessible route to relocatables and/or through existing building to relocatables.
 - f. Accessible route from existing building to relocatable.

DOCUMENT SUBMISSION (CONT.)

4. **Floor Plans, Foundations, Exterior Elevations, Building Section(s)/Details (Signed and Sealed)**
 - a. General configuration (with dimensions).
 - b. Doors' size and hardware (function) including applicable existing.
 - c. Specialty areas.
 - d. Compliant toilet facilities either in the relocatable or in the existing building (show details/dimensions) and the accessible route.
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 - e. Site-built elements shall be detailed to the level of final working drawings.

5. **Detailed Notes**
 - a. Fire alarm connection and back-up power requirements.
 - b. Electrical specifications and/or drawings with notes.
 - c. Mechanical specifications and/or drawings with notes.
 - d. Construction information/occupancy loads (if attached to existing).
 - e. Seismic design criteria and seismic certification.
 - f. Special details/conditions (include handrail details).
 - g. Plumbing fixture count (must accommodate additional occupancy loads).
 - h. Lot lines, exterior wall ratings, opening protectives (per State Building Code).

6. **Specifications (Signed and Sealed if a separate package)**
 - a. General outline (performance) specifications (CSI format). Final Specifications for site built elements.
 - b. Require "Third Party" inspection (stamped) drawings for local permit requirements.

7. **Ineligible Costs Worksheet**
 - d. Costs for refurbishing an on-site relocated structure are not considered eligible for reimbursement.