

**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.