

**UCSD POLICY
ON TRAILERS AND MODULAR BUILDINGS**

I. RELATED POLICY

- A.** University of California Facilities Manual, Office of the President:
Regents Policy 6103, Temporary Buildings
- B.** UCSD Policy and Procedures Manual (PPM)
 - 420-65 Minor Capital Improvements
 - 440-3 Leased Real Property
 - 530-9 Renovations and Alterations

Begin Revision 4/1/2003

- C.** Design Guidelines for Temporary Buildings in Consolidation Areas and Single Temporary Building Installations (on file at the Physical Planning Office)

End Revision 4/1/2003

II. DEFINITIONS

Structures that are factory-built in accordance with standardized modular dimensions.

Trailers: Trailers are designed for occasional towing and reinstallation in new locations, have limited life cycles and therefore are relatively inexpensive. Trailers are generally installed on metal jacks on wood blocks laid directly on the ground surface. Installations typically include metal ties anchored to spikes driven into the ground. Construction trailers serve as project offices for contractors for the duration of a construction project.

Modulars Modular buildings are typically installed on engineered foundations, have longer life cycles than trailers and are therefore more costly than trailers.

III. POLICY

This policy provides information to campus units with respect to the installation of trailers and modular buildings. The policy is intended to prevent the proliferation of temporary facilities by thoroughly assessing need and justification for temporary space, available existing space, and alternative solutions. Furthermore, the policy establishes siting procedures to mitigate the deleterious effects of siting temporary structures. It is also intended that consistent application of the policy will ensure fair and equitable treatment among all campus units.

This policy applies only to the UCSD La Jolla Campus.

Trailers and modular buildings may be installed for:

- A.** Programs that will subsequently be accommodated in a capital improvement project for which a Building Advisory Committee has been established;
- B.** Programs with severe space shortages (consistent with the guidelines in section IV. A. below) even when no impending capital improvement project has been identified;
- C.** Construction contractors during capital improvement projects.

IV. APPROVAL PROCEDURES

A. Application

Campus units requesting temporary facilities shall consider all feasible alternative approaches to providing the necessary additional space. Alternatives shall include, but not be limited to: reallocating unused or underutilized space within existing facilities; constructing permanent facilities in conformance with long-range campus development plans; accommodating the need in off-campus leased space; freeing space in existing facilities by relocating selected uses to off-campus leased space; or alternative scheduling of classes or work shifts to utilize existing facilities more efficiently.

Applications for the installation of temporary buildings shall be made using the *Request for Installation of Temporary Building* form, *Exhibit A*, which requires the endorsement of the requesting Vice Chancellor and conveyance to the Vice Chancellor - Resource Management and Planning. Applications shall address the following:

- the amount and duration of space needed,
- the programs to be housed in the temporary buildings, and
- alternatives considered to meet the critical space need identified in the application, including leasing space off-campus.

Analytical Studies and Space Planning is available to assist applicants in quantifying and documenting space needs.

B. Consolidation Areas

C/CPC may designate Consolidation Areas in which relatively large enclaves of trailers and/or modular buildings may be clustered, thus minimizing the need to site temporary buildings in scattered locations throughout the campus. Given the additional cost and extended life span of modular buildings, modulars may be installed only in Consolidation Areas.

C. Site Approval

Physical Planning staff will assist in acquiring site approvals and will prepare site plan drawings. Physical Planning will analyze the feasibility of installing new temporary buildings locations within Consolidation Areas before considering other locations. If elevations or other drawings are required by C/CPC or subcommittees, the campus unit making the request will be responsible for preparing them.

All requests shall be reviewed by C/CPC and, when applicable, its subcommittees, the Marine Sciences Physical Planning Committee (MSPPC) or the Park Committee. A representative of the unit making the request should be present at all meetings to speak to the need for the project and its design. The C/CPC's recommendations shall be forwarded to the Chancellor who shall make a final determination.

Conditions of approval will specify removal date, and may include design mitigations such as: screening; colors and materials; perimeter skirting treatments for trailer foundations; and landscaping.

Site approvals are not required for construction trailers if they are proposed to be located within project construction staging area.

D. Time Limits

1. Temporary buildings in Consolidation Areas may remain until the campus identifies the need to put the land to a higher and better use.
2. Time Limits and Time Extensions for Trailers outside Consolidation Areas
 - a. Initial site approvals for trailer installations shall not exceed three years.
 - b. The application and review processes for time extensions of all trailer installations shall be the same as for initial requests. Time extensions shall not exceed three year increments.
3. Any exceptions to the time limit or time extension provisions shall be at the discretion of the Chancellor. Physical Planning shall report any such exceptions to the C/CPC.

E. Building Approvals

Building approvals are required prior to the installation of trailers and modular buildings to assure conformance with applicable building codes and standards of construction. Building approvals must be coordinated with the Assistant Vice Chancellor, Facilities Design & Construction (FD&C), who can delegate that authority to the Assistant Vice Chancellor, Auxiliary & Plant Services on select projects.

Physical Planning staff will advise campus units regarding the building approval process and building requirements including colors, materials, screening, landscaping, etc.

If required by the Assistant Vice Chancellor, FD&C, the project will be reviewed by the UCSD Design Review Board.

Construction drawings required for building approvals will be the responsibility of the requesting campus unit. Project managers shall route the project drawings to all cognizant authorities in a manner and on such forms as shall be approved by the Assistant Vice Chancellor, FD&C.

See PPM 530-9, Renovations and Alterations, and PPM 420-65, Minor Capital Improvements, for procedural requirements relative to the installation of temporary buildings.

V. REASSIGNMENT OF SPACE IN TRAILERS AND MODULAR BUILDINGS

- A. Temporary buildings within Consolidation Areas may be reassigned upon review and recommendation of the Capital Outlay and Space Advisory Committee (COSAC). Reassignments of temporary buildings within Consolidation Areas will be reported to C/CPC.
- B. C/CPC shall review COSAC recommendations regarding the reassignment of temporary buildings outside approved Temporary Building Consolidation Areas. In addition, C/CPC approval of continued use of a site for such trailers will be required consistent with the procedures outlined above.

VI. FINANCIAL COMMITMENTS

Concurrent with site approvals, appropriate financial commitments must be identified by Capital Planning, including reimbursing Transportation and Parking Services for the cost of displaced surface parking. In addition, occupants of temporary structures will be responsible for the costs associated with removing those structures.

UCSD POLICY AND PROCEDURE MANUAL

BUILDING & SPACE

SECTION 420-9 EXHIBIT A PAGE 1

Effective:

Supersedes: 5/1/97

Issuing Office: Physical Planning Office

FORM AVAILABLE IN FILL-IN PDF FORMAT
ON NEXT PAGE

REQUEST FOR INSTALLATION OF TEMPORARY BUILDING

Applicant: _____

1. Type of building (trailer or modular building) _____

2. Proposed Location _____

3. Gross square footage _____

4. Duration of need (note: initial requests may be approved for a maximum of three years, unless the building is to be located within a "Consolidation Area" approved by CCPC): _____

5. Programs to be housed in the temporary building: _____

6. Explain why the following alternatives are not acceptable solutions (attach additional sheets if necessary):

a. Reallocating unused or underutilized space within existing facilities: _____

b. Constructing permanent facilities in conformance with long-range campus development plans:

c. Accommodating the need in off-campus lease space: _____

d. Freeing space in existing buildings by relocating selected uses to off-campus leased space: _____

e. Alternative scheduling of classes or work shifts to utilize existing facilities more efficiently: _____

Endorsed by: _____, requesting Vice Chancellor