

**2012 SOUTH CAROLINA
ANNUAL INSPECTION AND MAINTENANCE
FOR RELOCATABLES**

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This guidance is offered to School Districts to assist with the operation and maintenance of relocatable units. By instituting an appropriate annual inspection and maintenance plan, Districts can endeavor to maintain a safe and comfortable learning environment for their students and teachers while protecting their significant financial investment in relocatable facilities. Regular inspections and maintenance will also assist Districts when relocating units within the district or selling relocatable units to other Districts by providing documentation for code and life safety compliance.

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1. PURPOSE AND COMPLIANCE

- A. A relocatable is a building that is constructed entirely at a factory or onsite and can be moved from one location to another with relative ease. The building may require a minimum amount of construction for installation and connections. It includes prefabricated educational facilities that are designed to be relocatable, demountable, or reconstructable and primarily used as classrooms or other academic support purposes.
- B. Annual inspection of existing relocatables may be performed by district or outside personnel for the district. The purpose of the inspection is to identify maintenance and life safety deficiencies that have developed during use of the facilities in order to make prompt corrections and avoid further deterioration of the facilities or exposure of building occupants to safety hazards.
- C. Relocatables that comply with the recommendations in this guideline are considered “Satisfactory” and may continue occupancy or may be relocated for continued use in a new location. Relocatables that do not comply with the recommendations in this guideline may not be used or relocated until all life safety deficiencies are corrected.
- D. Each relocatable should be assigned a unique identification number and the inspection report for each relocatable should be kept on file with a list of items and systems inspected, deficiencies identified, remedial action proposed with schedule for completion and documentation of the correction.
- E. Relocatables that are moved, even if moved to a new location on the same property, must meet the requirements of the latest edition of the South Carolina Minimum Specifications Guide for Relocatable Classrooms and comply with current zoning requirements.

2. STANDARDS FOR EXISTING “SATISFACTORY” RELOCATABLES

- A. Relocatables shall comply with the latest edition of the Americans National Standards Institute, Inc. (ANSI) A117.1, Accessible and Useable Buildings and Facilities.
 - 1) This standard is the standard adopted by the Sought Carolina Accessibility Act but this requirement does not relieve the district form the Federal Statutory requirements that design and construction comply with the Americans With Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities. See <http://www.access-board.gov/ada/> for additional information.

- 2) Where inspection reports identify a relocatable not in compliance with ANSI 117.1 but would otherwise be “Satisfactory”, the District shall develop and execute a transition plan with schedule for achieving compliance.
- B. Relocatables located in a floodplain shall have the finished floor at least twelve (12) inches above the base flood elevation and are anchored to resist buoyant forces, if applicable.
- C. Structural integrity of a relocatable is sound including roof, wall, foundations and floor systems.
- 1) Wind uplift forces are countered by providing anchors from the floor structure to the foundation.
 - 2) Connections are not damaged from movement, not rusted, and required nails or screw connectors are secure.
 - 3) Foundations, footings and piers are not damaged and appear to be fully bearing on soil without any undermining.
 - 4) Tie-downs from the foundations to the relocatable structure are not damaged or rusted. Relocatable units located in floodplain are anchored to resist buoyant forces, if applicable.
 - 5) Inspections of relocatables with roof structure constructed of fire retardant treated wood products shall include the condition of metals, including structural connectors for the walls, roof, foundations; electrical equipment, mechanical equipment, and fire alarms.
- D. Weatherproofing systems are intact; roofing, caulking/sealants at penetrations in walls, roofs, underside and sealers at windows/doors have not been damaged and remain watertight; holes and cracks have been sealed.
- E. Hardware on exit doors operate easily and the force required to open the door does not exceed 5 pounds to release latch and 15 pounds to open as required in the code. Closers should operate smoothly and close the door until it latches without slamming.
- F. All platforms, stairs and ramps are sturdy and free from tripping and slipping hazards. Handrails are sturdy and will not cause injury such as splinters or cuts.
- G. All walkways, platforms, stairs and ramps are free of any awning, casement, or projecting windows.
- H. Operable windows open and close easily and latch securely.

- I. Finishes in relocatables should not be frayed, show excessive wear or evidence of moisture damage. Finishes can continue to be cleaned and maintained in a sanitary condition.
- J. Fire extinguishers are located in each relocatable and are inspected and maintained in accordance with NFPA 10.
- K. Heating/Ventilation/Air Conditioning system is operating and can maintain acceptable interior conditions without excessive noise and without adverse indoor air quality indicators such as mold, mildew or stale odors.
 - 1) The unit can maintain temperatures of at least 78 degrees Fahrenheit in the summer and 68 degrees Fahrenheit in the winter while maintaining adequate humidity control.
 - 2) System provides adequate fresh air with functional outside air dampers and air is free of pollutant sources.
 - 3) Filters and coils are clean and the condensate line is clear.
 - 4) Exhaust fan in toilet is operating sufficiently to remove odors and prevent mold associate with high humidity.
- L. Plumbing systems and toilet rooms, where included, meet code requirements for connections to water and sewer, do not leak or drip, and are clean and sanitary.
- M. Electrical systems have been checked for damage, and operate properly.
 - 1) Lighting fixtures are in a safe, secure, and operational condition and the required minimum lighting level is maintained.
 - 2) Emergency lighting and exit lights have been tested and are operating normally.
 - 3) Fire alarm systems are operating normally and have received annual testing as required by NFPA 25.
- N. Technology systems and communication systems have been tested and operate normally.