



Land, Buildings and Real Estate

MODULAR BUILDINGS/TRAILER POLICY

SUMMARY This statement describes Stanford University policy on the allocation, siting and management of modular buildings/trailers on the campus.

POLICY STATEMENT

For reasons of cost effectiveness, sustainability and campus aesthetics, modulares and trailers are generally discouraged as a Stanford University building type. Although this is the case, there are times that modulares are appropriate for temporary use on the campus. Use of modulares is approved and allocated by the Provost, through the Department of Capital Planning and Space Management. Siting of modulares is determined by the University Architect/Planning Office. All modulares require County ASA approval and are subject to all applicable Community Plan GUP regulations.

PROCESS Proposals to install new modulares need to be requested in writing via Capital Planning and Space Management's space request form (lbre.stanford.edu/cap_plan), for consideration by the Provost. This form is required prior to initiating the Form 1 process. This is the case regardless of modular size, proposed length of use, purpose, cost, location, and/or source of funding. The cost and installation of new modulares is the responsibility of the schools/departments. Areas wishing to relinquish and/or move modulares need to inform Capital Planning and Space Management as well.

Siting of all modulares must be approved by the Stanford University Architect/Planning Office (refer to lbre.stanford.edu/architect). Please note that the UA/PO may require landscaping and circulation improvements in order to fit modulares appropriately on campus.

Construction modulares require approval related to the appropriate construction project and must be removed when the related project is completed.

Modulares on temporary foundations require registration on an annual basis with the State of California. For modulares owned by the University, costs and logistics of registration are up to the appropriate schools/departments. For leased modulares, responsibility for this registration resides with the leasing agent.

Modulars on permanent foundations do not require annual State of California registration.

When modulars are demolished, they require demolition permits.

AUTHORITY

This policy is approved by the Provost.

ADMINISTRATION

Capital Planning and Space Management is delegated by the Provost to authorize the allocation of any new modulars or the removal of any existing modulars.

The University Architect/Planning Office is delegated to determine sites and siting criteria for any new modulars, or for any modular moves.

Any questions about this policy should be directed to Capital Planning and Space Management.