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

PROCESS
Proposals to install new modulars need to be requested in writing via Capital Planning’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 modulars is the responsibility of the schools/departments. Areas wishing to relinquish and/or move modulars need to inform Capital Planning as well.

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

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

Modulars on temporary foundations require registration on an annual basis with the State of California. For modulars owned by the University, costs and logistics of registration are up to the appropriate schools/departments. For leased modulars, 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 is delegated by the Provost to authorize the allocation of any new modulars or the removal of any existing modulars.

The University Architect/Campus Planning and Design 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 the Department Capital Planning.