

**TUSD Fact Sheet for Obtaining Storage Unit Approval
(and Cargo Container Concession Stands)**

- I. Storage Units, including Cargo Containers for Storage Purposes**
a. Board Policy 7115 (attached). All storage units, including those that are not cargo containers, should conform to Policy.

1. Required Approvals:

- a. **Site Principal**
- b. **Facilities Development Department**
Phone: 830-3245
FAX: 830-3249
E-Mail: bcarter@tusd.net
- c. **Maintenance Department**
Phone: 830-3265
FAX: 830-3259
E-Mail: anthonyflores@tusd.net

2. Type of Storage Units that May be Considered

- a. Commercially manufactured storage units such as cargo containers, "Tuff Sheds", etc.
- b. Storage Units must be lockable; security of contents is sites' risk.

3. Location Considerations

- a. Must not conflict with future facility or construction plans;
- b. Does not create means of access to buildings, fences, walls, or other structures;
- c. Does not interfere with fire access roads;
- d. Units maintain 20-foot separation from buildings (so won't impede Fire Department or create fire hazard to buildings);
- e. Units are away from students and teacher congregation or regularly trafficked areas;
- f. Units do not interfere with utility access;
- g. Units must be on level surface;
- h. The surface upon which units are placed must:
 - i. be firm surface that will not settle, such as gravel over compacted soil, new or existing asphalt, or a concrete surface;
 - ii. The area must have no standing water and the drainage flow must be directed away from the unit;
 - iii. If a new asphalt surface is to be created, this is to be done by placing 4" of base-rock with 2" of asphalt;
 - iv. When possible, container shall be located adjacent to existing hard, prepared surface for access.

4. Who May Access Storage Units

- a. Title 24 allows teachers, staff and students to enter for short periods of times for storage units used exclusively for athletic equipment storage;
- b. Units may not be used for small group instruction;
- c. No teachers or students are permitted in storage units used for general school storage purposes.

5. Storage Unit Size

- a. Units must be single-story and less than 250 square feet (SF) otherwise, those exceeding 250 square feet (SF)¹ require DSA compliance review for structural safety, handicap access, fire and life safety compliance.

6. Division of the State Architect Review (DSA).

- a. Facilities Development will determine if DSA review is required as triggered by use, size (unit exceeds 250 square feet), and location;
- b. All submittals to DSA must be prepared and by a California-licensed design professional (architect or engineer) in accordance with Part 1, Title 24, Section 4-316;
- c. The Facilities Development Department will assist with DSA review coordination;
- d. School Site will be responsible for all fees associated with DSA approval.
- e. Excluded from Division of the State Architect review: “one-story buildings not over 250 square feet in area when used exclusively as accessory facilities to athletic fields (equipment storage, toilets, snack bars, ticket booths, etc.) ...and not used for small group instruction.

7. Other Considerations

- a. Handicap accessible surface such as decomposed granite, asphalt, etc., is required to units to enable “wheel able” surface. Dirt is not an acceptable surface;
- b. Modifications (such as addition of doors) to cargo containers must meet manufacturer’s “force” design criteria for cargo containers; edges of doors must be reinforced;
- c. Doorways must have accessible threshold.

¹ The Division of the State Architect does not currently have standards specifically for cargo containers whether larger or less than 250 square feet; however, handicap access, and fire and life safety compliance must be adhered to.

II. Cargo Container as Concession Stand

- a. See Storage Unit requirements above;
- b. Cargo Container with Roof
 - i. If roof is placed over unit; and square footage, including roof, exceeds 250 SF, full structural analysis may be required by an architect or engineer and DSA review required;
 - ii. Form of anchoring needs to be provided such as footings/bolt steel plate.
- c. Handicap accessibility to concession unit and into concession unit is required;
- d. As option for consideration, to keep unit concession and roof line under 250 square feet., and be exempt from DSA review, one may consider having awning extend from unit:

Example: 8' x 20' concession unit	= 160 SF
plus 4' x 20' canvas type awning	+ 80SF
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	= 240 SF

CARGO STORAGE CONTAINERS

The Governing Board realizes the necessity of utilizing cargo storage containers when existing facilities can not adequately accommodate the various storage needs of the school sites.

Location Criteria

School site staff will ensure the safety of students, staff, and anyone using the facilities by placing storage containers in locations that will not compromise safety or conflict with the site programs. Staff will ensure not to breach the security of schools by placing storage containers in areas that will permit access to rooftops, fenced enclosures, or other secured areas. Staff will also ensure the placement of storage containers does not conflict with the Board approved school site master plan. Placement will not interfere with existing utilities or irrigation.

Sub grade Criteria

Units must be placed on a firm surface that will not settle, such as gravel over compacted soil, new or existing asphalt, or a concrete surface. The area must have no standing water and the drainage flow must be directed away from the unit. If a new asphalt surface is to be created, this is to be done by placing 4” of baserock with 2” of asphalt. When possible, container shall be located adjacent to existing hard, prepared surface for access.

Cargo Container Specification

Units must be commercially manufactured containers. Units must be completely securable by the means of pad locks. Units must be painted to match to blend into the area it is located. Typically, this will be the base color of the exterior buildings.

Legal Reference:

EDUCATION CODE

35160

School Board Authority

Adopted: 1/12/99

A. Purpose and Scope

The purpose for placing cargo storage container on the school sites is to provide additional storage space for the site-specific need and use. The scope includes the specification of the storage container, location, subgrade, and placement.

B. General

This policy will ensure that all cargo storage containers placed on site do not compromise student safety, do not conflict with future expansion, and are properly installed.

C. Forms Used and Additional References

None

D. Procedure

First Step:

Once site staff has established the need for a storage container, the specifications of the container and installation method shall be submitted to the Maintenance Department for their review and approval regarding maintenance concerns.

Second Step:

Site staff shall make recommendations to Facilities Development Department and obtain *written* approval regarding the location of the container. The location approval will be based upon evaluation of the school site master plan, existing utilities, and required subgrade preparation, in coordination with area use and student safety. Cabinet shall be notified of all unresolved concerns regarding container location.

Third Step:

The Facilities Development Department and the Maintenance Department will assist site staff in coordinating required subgrade preparation, installation, and inspection. The Maintenance Department will provide final inspection.

E. Reports Required

None

F. **Record Retention**

None

G. **Responsible Administrative Unit**

Facilities Development Department; Maintenance Department

H. **Approved By:**

Assistant Superintendent for Business Services