

CLASSROOM EVALUATION CHECKLIST
STATE RELOCATABLE CLASSROOM PROGRAM

SCHOOL DISTRICT		ROOM NUMBER	DATE
COUNTY		INSPECTED BY	
SITE NAME		BUILDING USE	
OPSC BUILDING NUMBER	MANUFACTURER	MANUFACTURE DATE	FLOOR/SNOW LOAD
DSA NUMBER	MANUFACTURER ID NUMBER	ROOF LOAD	WIND LOAD

INSTRUCTIONS

This checklist is used to evaluate the condition of the State Relocatable Classroom (SRC) for disposition. The school district named above is requesting to terminate the lease for this SRC for the purpose of: Purchase Return Demolition

Using the key below, please check the appropriate box that best describes the condition of each component of the SRC. "Good Repair" means a relocatable classroom that has no apparent defects or hazards and appears to be safe to occupy. The interior and exterior of the relocatable classroom may require minor reconditioning or repair, but there are no major mechanical defects.

Please identify the specific repair and/or damage in each line below and, if necessary, provide comments in the space provide or make comments on a separate page.

CLASSROOM EXTERIOR

1. Front Entry Ramp

- a. Ramp: Repair or Replace Repaint Damaged/Missing
- b. Non-Skid Surface: Repair or Replace Worn Damaged
- c. Ramp Skirting: Repair or Replace Repaint Damaged/Missing
- d. Ramp Railing: Repair or Replace Repaint Damaged/Missing
- e. Railing/Wall Mount: Repair or Replace Repaint Damaged/Missing

Comments:

2. Entry Door

- a. Right-Hand
- b. Left-Hand
- c. Weather Stripping: Repair or Replace Damaged Missing
- d. Paint: Interior Exterior Both Interior/Exterior
- e. Light Fixture/Cover: Repair or Replace Damaged/Missing
- f. Door Closures: Repair or Replace Damaged/Worn

Comments:

3. Siding

- a. Siding: Repair or Replace Repaint Damaged
- b. Wood Trim: Repair or Replace Repaint Damaged

Comments:

4. Foundation Skirting

- a. Skirting: Repair or Replace Repaint Damaged
- b. Ventilation Screen(s): Repair or Replace Repaint Damaged
- c. Plate/No Plate: Repair or Replace Repaint Damaged

Comments:

5. Window/Glazing

- a. Screen(s): Repair or Replace Damaged Missing
- b. Glass Front/Rear: Repair or Replace Etched Broke
- c. Window Trim: Repair or Replace Damaged

Comments:

6. HVAC

- a. Filters: Repair or Replace
- b. Grills: Repair or Replace Damaged

Comments:

7. Roof and Related Items

- a. Metal Roof: Yes No
- b. Composition Roof: Yes No
- c. Roof: Repair or Replace Damaged
- d. Gutters: Repair or Replace Damaged/Missing Paint
- e. Downspouts: Repair or Replace Damaged/Missing Paint

Comments:

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8. Miscellaneous

- a. Remove plumbing from unit(s) and repair all openings
- b. Remove electrical, fire alarm, communication wiring and repair all openings
- c. Check dry rot probabilities along end joists, below windows, etc.

Comments:

CLASSROOM INTERIOR

9. Vinyl Wallboard and Related Items

- a. Panel(s): Repair or Replace Damaged
- b. Walls Clean Repair or Replace Damaged
- c. Electrical Outlet/Cover Plate(s): Repair or Replace Damaged
- d. Fire Extinguisher: Repair or Replace Missing
- e. Window: Clean Repair or Replace Damaged
- f. Window Trim: Repair or Replace Damaged
- g. Markerboards: Clean Repair or Replace Damaged
- h. Flag Holder: Repair or Replace Missing
- i. Thermostat Cover: Repair or Replace Missing
- j. Thermostat/HVAC Unit: Repair or Replace Missing
- k. Timer Knob: Repair or Replace Missing
- l. Clock: Repair or Replace Missing

Comments:

10. Ceiling Lay-In Panels

- a. Damaged Panel(s): Repair or Replace Number of Panels: _____
- b. Clean all HVAC Register(s): Repair or Replace Clean

Comments:

11. Fluorescent Light Fixtures

- a. Plastic Lens: Clean Repair or Replace Missing
- b. Fluorescent Light Tubes: Repair or Replace Missing

Comments:

12. Floor

- a. Carpet: Clean Repair or Replace Missing
- b. Rubber Cove Base: Repair or Replace Missing

Comments:

PLEASE NOTE

By signing the Lease Agreement, the school district accepted responsibility for maintaining the relocatable classroom and, when terminating the lease, restore it to a well-maintained or move-in condition. The school district acknowledges that this relocatable classroom may be transferred to another school district or private entity and must be in good repair and safe for student use. The school district further understands and agrees to indemnify, defend, and hold the State harmless from any and all claims by the school district or third parties, for damages because of injury to person(s), arising out of the use of this relocatable while on the premises of the school district.

CERTIFICATION

Please review and select the following certification that best describes the present condition of this SRC as of the date of your review at the site.

I certify, as the authorized agent of the _____ School District, that the information reported on this worksheet is true and correct to the best of my knowledge, and that this relocatable classroom is is not in good repair to ensure it meets the equivalent pupil safety performance standard as a building constructed pursuant to EC Section 17002(d)(1).

AUTHORIZED AGENT (PRINT NAME)	AUTHORIZED AGENT (SIGNATURE)	DATE
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NOTE TO SCHOOL DISTRICT

The following items stay with the building: fire extinguisher (with current inspection date), clock, screen, flag holder, and markerboards. The school district must remove any articles added to interior panels and repair holes. Replacement of worn and/or damaged siding, skirting, windows, roofing, HVAC, interior panels, markerboards, fixtures, ceiling, carpet, and rubber cove base must be done in accordance with SRC specifications. Any modifications that the district made after the building was delivered and set must be removed and repaired.