

Modular Classroom Prep Sheet

Instructions: In preparation for the relocation, redeployment or demolition of your modular classroom(s), please provide the following information for each school site that is to receive modular classrooms:

Core Information:			
Name of School Board:			
Name of School Board Contact:			
School Board Contact Phone No, Email Address:			
Name and Address of Donor School:			
Name and Address of Receiving School:			
Approximate Distance Between Schools:			
Total Number of Classroom(s) to be Moved or Demolished:			
Project Type:	Relocation: ☐	Redeployment: ☐	Demolition: ☐
Attaching to Existing Modular or Core School:	Stand Alone: ☐	Existing Modular: ☐	Core School: ☐
Expected Completion Date:			
Procurement Strategy:	Public Tender: ☐	Own Forces: ☐	

Important Notice: Prep Sheets must be submitted with a "Expected Completion Date". If Own Forces has been selected, please see the Own Forces Responsibility Checklist below ([See Page 4](#)).

Please use the charts below to identify the number of modular classrooms of each type that are required to be Relocated/Redeployed/Demolished ([See Page 4](#) for unit type/configuration reference)

T-Number	Manufacturer	Unit Type	Unit Configuration	Standard or Heavy Duty

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Site Plan:

A fully dimensioned site plan showing the location, orientation of the modular classrooms, and site access points for both the donor and receiving school(s). The site plan should clearly indicate the type of modular classroom that will be present (A-Unit, and/or B-Unit), along with their respective orientation.

Important Notice:

For all modular classrooms approved under the Modular Classroom Program (MCP), if the Modular Classroom Prep Sheet has not been received prior to April 30, 2026, your unit(s) are not guaranteed to be on site for the 2026/2027 School Year.

Please email a completed Prep Sheet along with the site plan to Alberta Infrastructure:

Modular Classroom Program – Infras.MCP@gov.ab.ca

Cost Estimate: Only required to be completed for requests as part of The Modular Classroom Program (MCP).

Additional Considerations:

To best capture the estimated costs associated with site preparation, the following section has been added to answer common questions.

Modular Classroom Program Clarifications:

- Unless identified on Form 9 – Modular Classroom Program Request and subsequently approved by Alberta Education, additional school modifications or improvements will not be supported by the Modular Classroom Program. (Ex. Parking Stalls, Additional Washrooms, Links, etc.).
- Project Management fees are not supported.
- Costs incurred prior to approval from the Modular Classroom Program are not supported.

Cost Estimate: Only required to be completed for orders as part of The Modular Classroom Program (MCP). Please double click to enter information into the below excel table.

A. Building Construction Costs:	
1. Delivery Costs: (A site visit may be required prior to delivery to determine “other” delivery costs)	
Cost of transport from donor school site to the receiving school site (km x \$/km):	
Other costs (jack rolling, crane costs, etc., if applicable):	
Total Delivery Costs:	
2. Site Preparation Costs (Receiving School):	
Screw Piles:	
Landscaping:	
Skirting:	
Stairs:	
Total Site Preparation Costs:	
3. Utility Hook Up Costs:	
Mechanical:	
Electrical:	
Other (Fire Alarm, etc.):	
Total Utility Hook up Costs:	
4. Other Connecting Costs: (Ex. Exhaust Fan, Threshold Connections, etc.)	
Total Other Connecting Costs:	
5. Demolition Costs: (If Applicable to Donor and/or Receiving School)	
Cost of demolition and removal of existing portable classrooms:	
Utility Disconnection Costs (Mechanical, Electrical, Other):	
Site Reclamation Costs (Removal of Piles, Stairs, Skirting, Landscaping etc.):	
Other demolition required for new modular classroom setup:	
Total Demolition Costs:	
Sum of Building Construction Costs:	
Total Building Construction Costs:	
B. Consultant Costs: (not to exceed 12.58% of the Building Construction Costs)	
Consultant fees:	
Total Consultant Costs:	
C. Project Expenses: (3% of Building Construction Cost - (permits, alarm verification, etc.)	
Project Expenses:	
Total Project Expenses:	
D. Furniture and Equipment Costs: (not to exceed \$24,000/modular classroom) Applicable only to Redeployment Projects	
Set-Up Sub-Total:	
Total Furniture and Equipment Costs:	
E. Subtotals:	
Subtotal of Costs Before GST:	
GST on Subtotal (As Applicable):	
Total Project Expenditure:	
Less Federal GST Rebate (68% of GST):	
F. Total Project Set-Up & Delivery Costs:	
Total Project Set-Up & Delivery Costs:	
G. Connecting Link – Project Set Up Costs : (If applicable)	
Area of Link (s) (m2):	
Building Construction Costs:	
Consultant Fees:	
Project Expenses:	
H. Connecting Link - Subtotals:	
Subtotal of Costs Before GST:	
GST on Subtotal as applicable:	
Total Project Expenditure:	
Less Federal GST Rebate (68% of GST):	
I. Connecting Link - Total Project Set-Up Costs:	
Total Project Set-Up Costs (Connecting Link):	
J. Total Project Cost: (Including Connecting Link)	
Total Project Cost:	



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Own Forces Responsibility Checklist: Only to be completed and checked off by School Jurisdictions that elect to utilize The Own Forces Procurement Strategy (as per the [School Capital Manual](#)).

School Jurisdictions utilizing the Own Forces Procurement Strategy are responsible to:	
☐	- Acknowledge the risks and responsibilities to the school jurisdiction when acting as the prime contractor. - Obtain and submit to Infrastructure confirmation of site and liability insurance for the project. - Provide confirmation that appropriate permits have been or will be obtained; and - Provide rationale to Infrastructure for the use of the Own Forces delivery method submitted with the completed prep sheet.

Classroom Unit Configuration:

