

Qualifying For and Ordering Portable Partitions

General There are occasionally some atypical situations where facilities are temporarily unable to accommodate all teaching area needs.

For such specific transitional needs, a portable partition has been approved as a means to provide additional temporary non-standard teaching areas. They are not intended for any other purpose. These portable partitions should **only** be planned for and purchased as part of the annual R&I plan.

Determine the Need In order to determine if there is a qualified need for portable partitions in a facility, the facilities manager should:

1. Use the Building Adequacy standard for teaching areas to determine the need. (Portable partitions are only for use in helping units meet teaching area needs on a temporary basis.)
 - a. Apply the standard to the needs of the largest unit in the facility.
 - b. Count the number of additional teaching areas needed to bring the standard score to a level of satisfaction (see standard for Teaching Areas in the Building Adequacy packet.)
 - c. Verify **if** the needed number of teaching areas can be accommodated within the cultural hall or other large open area.
2. Determine the number of partitions needed by doing the following:
 - a. Count the number of additional classrooms as well as the classroom size(**s**) needed.
 - b. Determine the number of partitions needed by carefully noting the available sizes and options available.

Ordering The partition should be ordered through the Purchasing Division as part of the annual R&I plan.

- Partitions are available in sections 6' high by 8' long (these can be coupled together to create longer partitions).
- Color samples may be obtained directly from Mity Lite and received within one week (call Stacey at 1-800-327-1692 ext 226).
- Orders should be received within 4 to 6 weeks of receipt of requisition.

For more information contact Judy Gisseman (Purchasing Division) at 801-240-1028.