



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SSTD-8070-0115-MISC**

**Rev. C**  
**JUNE 2024**

# **COMPLIANCE IS MANDATORY**

## **John C. Stennis Space Center OFFICE TRAILER REQUIREMENTS**

**Approved by:**

\_\_\_\_\_  
NASA SSC Center Operations Directorate  
Facilities Engineering Services

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Date

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Date

**Issued by**

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Central Engineering Files

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## Document History Log

Change/ Revision	Change Date	Originator/ Phone	Description
Basic	07.18.2012	B. Clarke, ext. 8-1645	Initial release, supersedes NSTL 97-016
Basic-1	02.11.2016	Carol Wolfram, ext. 8-1164	Administrative changes. Replaced “FOSC” with “SACOM” throughout document. Replaced “SWR” with “Task Order” throughout document.
A	07.10.2017	K. King, Ext 8-2682	Five-year review. Updated cover sheet to reflect approval by NASA SSC PMD, with concurrence by NASA SSC OMD. Administrative changes throughout document. Updated references and acronyms.
B	07.10.2019	T. Mannion 8-2713	Changed title from “Office Trailer Tie- Downs, Blocking, and Electrical Connections” to “Office Trailer Requirements.” Revised document to include Approval Requirements, Section 5.0. Removed Tie Downs and Blocking from 6.0. Added 6.1, Wind Design Parameters. Deleted Appendix A, B, and C. Updated references and acronyms.
C	06.10.2024	G. Ladner 8-1450	Five-year review. Updated directorate titles on cover sheet and within document as necessary. Updated references and acronyms. Added 5.1-5: “An adequate supply of potable water shall be provided in all places of employment per OSHA 1926.51.” Deleted 6.1-3: “The contractor shall submit to the Contracting Officer’s Representative (COR) the calculations and sketches for review prior to the installation.”

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**RELEASED - Printed documents may be obsolete; validate prior to use.**

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## 1.0 PURPOSE

This John C. Stennis Space Center (SSC) standard (SSTD) specifies the requirements that shall be met for all office trailers on SSC property.

## 2.0 APPLICABILITY

This SSTD applies to all National Aeronautics and Space Administration (NASA) SSC contractors, subcontractors or other personnel involved in the set-up or use of manufactured housing, trailers or other temporary enclosures.

## 3.0 REFERENCES AND APPLICABLE DOCUMENTS

All references are assumed to be the latest version unless otherwise indicated.

24 CFR Section 3280, *Federal Manufactured Home Construction and Safety Standards*

ASCE 7, *Minimum Design Loads for Buildings and Other Structures*

International Residential Code (IRC) *for One- and Two-Family Dwellings*

MH-2009-1, *Mississippi Department of Insurance "Manufactured Home Installation Inspection Program"*

NASA-STD 8719.11, *Safety Standard for Fire Protection and Life Safety*

OSHA 1910.25, *Stairways*

OSHA 1910.28, *Duty to Have Fall Protection and Falling Object Protection*

OSHA 1926.51, *Safety and Health Regulations for Construction*

Southern Building Code Congress International (SBCCI), *Southern Building Code*

SPR 1440.1, *SSC Records Management Program Requirements*

SPR 8830.3, *SSC Facilities Project Manual*

SCWI-8715-0003, *SSC Fall Protection Program*

SSTD-8070-0005-CONFIG, *SSC Preparation, Review, Approval, and Release of SSC Standards*

SSTD-8070-0119-MISC, *SSC Dig Permit Standard (Form SSC-618)*

## 4.0 RESPONSIBILITIES

- a. Users of this SSTD shall comply with its requirements, ensure use of the correct version of this SSTD and the documents it references, and inform the appropriate organization of needed changes in accordance with SSTD-8070-0005-CONFIG.

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- b. Responsibilities for the use and control of this SSTD and for the review and approval of revisions or cancellation of this SSTD shall be as specified in SSTD-8070-0005-CONFIG and the applicable documents referenced therein.

## 5.0 OFFICE TRAILER APPROVAL

### 5.1 General Requirements

- a. Office trailers are prohibited on Government property without prior approval.
- b. The Government or their designated representative shall approve the location, type, size, and quantity of office trailers allowed on SSC.
- c. To be eligible, the Contractor must have an active contract with NASA or a NASA Prime Contractor with a duration of ninety (90) days or more. At the completion of the contract duration, the Contractor shall remove their office trailer within fourteen (14) calendar days.
  1. Whenever a trailer/temporary structure is going to be placed at SSC, the responsible person shall notify the NASA Real Property Accountable Officer in writing with the following information:
    - Who has responsibility for the structure and their contact information.
    - The authority for placing the structure at SSC (i.e.: contract or agreement).
    - A basic site plan of where the structure will be located and show any utilities that are planned to be connected to the structure.
    - When the structure will be placed at SSC and when it is planned to be removed (month and year).
    - A basic description of what the structure is (i.e.: Construction office trailer, Conex Box, storage trailer).
    - Final notice when the structure has been removed from SSC.
  2. Office trailers will be permitted, where space is available, subject to the approval of NASA or their designated representative. NASA or their designated representative reserve the right to pre-inspect the office trailer prior to transport on to Government property and reject entry to SSC.

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3. Office trailers must present a clean and neat exterior appearance and be in a state of good repair. Office trailers which are rusted, have peeling paint, or are otherwise in need of repair will not be allowed on Government property.
4. Office trailers shall be maintained in good condition, free from visible damage, rust and deterioration, and meet all applicable safety requirements.
5. An adequate supply of potable water shall be provided in all places of employment per OSHA 1926.51.
6. Fire Protection Requirements
  - i. All trailer setting and use shall be reviewed and approved by the SSC Authority Having Jurisdiction (AHJ) per the Safety Standard for Fire Protection and Life Safety, NASA-STD 8719.11 section 10.9.1.1.
  - ii. The separation distance between trailers shall be 25 feet per Safety Standard for Fire Protection and Life Safety, NASA-STD 8719.11 section 10.9.1.3.
  - iii. The trailers shall have a Fire Detection System per Safety Standard for Fire Protection and Life Safety, NASA-STD 8719.11 section 10.9.2.
  - iv. The trailers shall have exits in compliance with the Life Safety Code per Safety Standard for Fire Protection and Life Safety, NASA-STD 8719.11 section 10.9.1.2.
  - v. The trailers shall have a 10lb ABC Fire Extinguisher at each exit per Safety Standard for Fire Protection and Life Safety, NASA-STD 8719.11 section 8.9.1 and 8.9.2.
  - vi. Stairway landings and platforms shall be at least the width of the stair and at least 30 inches (76 cm) in depth, as measured in the direction of travel; per OSHA 1910.25(b)(4).
  - vii. Handrails and guardrails shall be provided in accordance with OSHA 1910.28.
7. The area around the trailer must be clean and maintained at all times, including but not limited to the mowing of grass.
8. Office trailers shall be maintained roadworthy and comply with all appropriate state and local roadway transport requirements.

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9. Transport to and removal of approved office trailers to/from the approved site location is the responsibility of the Contractor. The Contractor shall review the transportation route for adequate ingress/egress to the approved site location and confirm that interruptions to normal traffic flow will be minimal during transport of the office trailer.

10. Contractor contact information shall be displayed on the exterior of the office trailer. A minimum 24-inch-by-24-inch sign shall be conspicuously affixed to the trailer containing the following information:

- Company Name
- Mailing Address
- Company Phone Number
- 24-Hour Emergency Contact Phone Number

**Note:** The sign must be affixed to the trailer within seven (7) calendar days of placement of the office trailer at SSC and shall be maintained in a legible condition throughout the duration of the contract.

11. Storage of construction materials, construction debris, waste materials, chemicals, fuel containers, supply trailers, tools and equipment, or the like is prohibited.

12. Placement or erection of storage sheds, storage shelters, bulk storage containers, or the like is prohibited in designated office trailer parks.

13. Access stairs, awnings, and/or extended porches shall be properly anchored or rigidly attached to mitigate damage to Government property and adjacent trailers/structures in the event of a severe weather or hurricane. Portable access stairs shall be secured or removed prior to such events.

14. Vehicular access to the office trailer shall be by designated roads or paths as approved by NASA or their designated representative.

15. Parking for the office trailer shall be in designated areas only.

16. Contractor shall conserve any utilities furnished by the Government without charge.

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17. The office trailer site shall be restored to its pre-use condition upon removal of the office trailer. This includes final cleanup, restoration of green space, or improved surfaces, and removal of temporary utilities.

## 5.2 Inspections

Office trailers shall not create unsafe conditions and shall not violate applicable codes and standards. NASA, at its discretion, may inspect Contractor-owned or leased office trailers for compliance with the requirements of:

- Occupational Safety and Health Administration
- National Electric Code
- Department of Transportation
- Life Safety Code
- Uniform Building Codes

## 5.3 Violation Notifications

- a. The Contractor will be notified of violations in writing and given a mandatory timeline to correct discrepancies.
- b. Failure to correct discrepancies in the allotted timeline may result in immediate suspension of the use of the Contractor's office trailer to include removal of the office trailer within fourteen (14) calendar days.
- c. All costs associated with removal of the office trailer and restoration of the grounds shall be borne by the contractor.

## 6.0 ANCHORAGE AND ELECTRICAL CONNECTIONS

This SSTD defines the anchorage and electric power connections for manufactured housing, trailers, or other temporary enclosures at SSC.

Any work required to set up or maintain an office trailer that subjects workers to a fall hazard shall require compliance with SCWI-8715-0003.

### 6.1 Wind Design Parameters

Per ASCE 7-10:      Return Period: Two (2) Years  
                              Basic Velocity: V= 99 mph  
                              Risk Category: II  
                              Exposure: C

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- 6.1.1 Contractor is responsible for the anchorage of mobile structures to the ground per manufacturer's recommendations. The contractor shall contact the manufacturer in order to obtain specific instructions for the installation of an adequate resisting system that can safely transfer the lateral wind loads to the ground.
- 6.1.2 In lieu of the manufacturers' instructions, the contractor may acquire the services of a professional engineer who determines the wind pressures on the trailer and designs for an acceptable anchorage system. The anchorage system shall be able to resist the uplift, sliding and overturning forces due to the wind loads acting on the trailer.
- 6.1.3 The contractor shall furnish and install all members and components that are part of the lateral resisting system. Such material shall remain the property of the contractor and shall be removed after completion of the project.

## **6.2 Electrical Connections**

### **6.2.1 Power**

- a. Three-phase 208/120 V or single-phase 240/120 V service connection shall be provided.
- b. The contractor shall provide hookups from the trailer or portable structure to the local power supply.
- c. Once a task order is approved, the Synergy Achieving Consolidated Operations and Maintenance (SACOM) Electrical Shop shall make the connection.
- d. All wiring shall be in accordance with the latest edition of the National Electrical Code.

### **6.2.2 Feeder Capacity**

- a. Single trailer will be 80 amps.
- b. Double trailer will be 120 amps.
- c. Four trailers will be 300 amps.

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### 6.2.3 Fused Disconnect Switch

Safety switch will be three (3)-pole, two (2)-fuse enclosed type or three (3)-fuse enclosed type, 100 amp or 200 amp nameplate rating with fuses or breakers rated 80 amps or 150 amps, respectively.

### 6.2.4 Breaker Panel

For a double trailer, two (2) breaker panels are required, each rated 100 amps, having a main two (2)-pole breaker and feeder circuit breakers as required. (See Appendix B and C.)

### 6.2.5 Grounding

Each single trailer or each component of multi-trailers shall be a #6 bare copper ground conductor from each service distribution panel to a  $\frac{3}{4}$ " diameter, 10-foot long Copperweld ground rod. Rod shall be located under trailer edge or near a supporting pier to protect rod from physical damage.

### 6.2.6 Trailer Frame Grounding

All trailer frames shall be bonded to the grounding rod with a #6 copper conductor.

## 7.0 RECORDS AND FORMS

- a. Records and forms required by the procedures of this SSTD shall be maintained in accordance with SPR 1440.1.
- b. All records and forms are assumed to be the latest edition unless otherwise indicated.
- c. Forms may be obtained from the SSC Electronic Forms repository or from the NASA SSC Forms Management Officer. Quality Records are identified in the SSC Master Records Index.

## 8.0 DEFINITIONS

**Diagonal Tie** Any tie-down designed to resist horizontal or sheer forces and which deviate not less than 30° from a vertical direction.

**Ground Anchor** Any device at the manufactured home stand designed for the purpose of securing a manufactured home to the ground.

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**Wind Zone II** Wind (Hurricane) Zone II includes Hancock County, where SSC is located.

**Tie-down** Any device designed for the purpose of anchoring a manufactured home or mobile home to the ground anchors.

## 9.0 ACRONYMS AND ABBREVIATIONS

<b>AHJ</b>	Authority Having Jurisdiction
<b>ASCE</b>	American Society of Civil Engineers
<b>CFR</b>	Code of Federal Regulations
°	Degrees
<b>Ft</b>	Foot/feet
”	Inch
<b>IRC</b>	International Residential Code
<b>mph</b>	miles per hour
<b>NASA</b>	National Aeronautics and Space Administration
<b>#</b>	Number
<b>OSHA</b>	Occupational Safety and Health Administration
<b>SACOM</b>	Synergy-Achieving Consolidated Operations and Maintenance
<b>SBCCI</b>	Southern Building Code Congress International
<b>SCWI</b>	Stennis Common Work Instruction
<b>SPR</b>	Stennis Procedural Requirement
<b>SSC</b>	John C. Stennis Space Center
<b>SSTD</b>	John C. Stennis Space Center Standard
<b>V</b>	Volt