

Triumph Modular's Guide to Mobile Office Trailers



Mobile Office Trailers 101

What You Need to Know

Having the right space to suit the needs of your business is important, regardless of industry.

However, we know that business needs are constantly shifting, and more space is often required. Even with all the planning in the world, it can be difficult to predict when you've outgrown the space you have.

With mobile office trailers, you can quickly supplement your current space either temporarily or on a long-term basis.

In this eBook, you'll learn all about mobile office trailers, from site preparation to delivery details and unique uses.

What is a Mobile Office Trailer?

Mobile office trailers are prefabricated offices that come on wheels and are highly relocatable. They come in a variety of sizes, depending on the manufacturer. Mobile office trailers are typically hitched onto a truck and delivered to an indicated location, making them a great option when speed to occupancy is a top priority.

The Differences Between Mobile Offices & Modular Buildings

At Triumph Modular, two of our primary modular offerings are mobile offices and modular buildings. Here are some comparisons between the two to help you decide which solution is right for your needs.

MOBILE OFFICES

MODULAR BUILDINGS

What they are

Mobile offices come with a set design and are easily relocatable. Triumph Modular offers two different types of mobile offices:

- Mobile office trailers, which are actual trailers with wheels delivered to a location, come in a variety of sizes.
- Portable office containers are shipping containers converted to office space.

Modular buildings are structures that are assembled off-site before being delivered on-site for final assembly. They more closely resemble traditional construction buildings when compared to mobile offices.

Both permanent and temporary modular building options are available from Triumph Modular.

How they're built

Mobile offices are fully ready for occupancy after delivery.

Modular buildings are constructed in a controlled factory setting where everything from waste to climate can be monitored. The buildings are mostly assembled before delivery. Additional work to finalize construction is done on-site.

How they're set up

Once mobile offices are finished being constructed, they're ready for delivery. Minimal site work is needed since there's no need for a foundation process. Blocking, leveling, anchoring, and skirting are all part of the site setup process.

Modular buildings are split into temporary and permanent projects. A temporary project can be set up with the same block, level, anchor, and skirting processes of a of a single-wide office trailer.

If the building is being permanently set or requires a more permanent feel, such as walkways, landscaping, hardscaping, and lighting, additional site-work and prep are needed.

MOBILE OFFICES

MODULAR BUILDINGS

What they're best for

Mobile offices tend to work best when speed to occupancy is of the utmost importance. Because there's very little site work that needs to be done, they can be set up quickly.

No foundation work means that mobile offices work great for temporary applications, such as rapid testing labs or one-off events.

Modular buildings serve several purposes since both permanent and temporary solutions are available.

Modular buildings usually offer far more space and work in a multitude of industries. Use cases could include hospital additions and education centers.

Customization

Mobile office space configurations are determined by the model you choose. There isn't much customization available for this reason.

Modular buildings have more leeway with interior and exterior design customization. While it's true that most of the construction is done off-site, certain design elements can be added to customize the building.

However, it's important to note that keeping mid-build design changes to a minimum helps keep a fast speed to occupancy.

Mobility

Mobile offices require no foundation and the trailers still have wheels. This makes relocation far easier than nearly any other build option.

Temporary modular buildings, such as double-wides, triple-wides, and quads can be delivered on wheels similar to mobile offices. At lease-end, the buildings can be knocked down and removed from the site with minimal disruption. The buildings would be transported back to Triumph in the same manner that they were originally delivered.

Conversely, a more permanent modular building will be less versatile with how it can be moved.

Cost Considerations When Renting or Buying a Mobile Office Trailer

Anytime we make a new purchase, what's the first thing we evaluate?

Chances are good that it's the cost of the item or service

We always want to make sure that we're getting the maximum value for our investment—and leasing or buying a mobile office trailer is no different.

Mobile office trailer rental and purchase costs depend on a variety of factors. Here's what you need to know:

Trailer Size

Mobile office trailer companies typically offer a wide range of trailer sizes, and your selection will depend on your industry and individual needs. As a rule of thumb, the larger the trailer, the more it costs to rent. For example, an 8' x 20' office trailer will cost more to rent than a 12' x 64' trailer.

Intended Use

The intended use of the office trailer may also influence the monthly pricing. A construction office for a job site will be less expensive than a sales office needed for a car dealership. Trailers used as a business office may require a bathroom, while a construction job site may have porta-potties available for the crew. Office trailers are coded for specific use cases. Expect to pay more for some business-coded office trailers or classroom trailers coded for educational use.

Rental Duration

While this only applies to leasing a mobile office trailer, it's worth mentioning that the duration of your lease affects what you pay monthly.

Like any other industry, supply and demand will be a factor when determining price. If there is less demand for a particular size trailer, you may see a price fluctuate downward to ensure that customers will quickly rent the office trailer. On the flip side, if a specific trailer size is scarce or in demand, you may see prices fluctuate upward. Rental companies consider the utilization of their fleet in the calculation of the monthly rates.

Supply Chain issues and the rising materials and labor costs will also factor into your lease rate. Rental companies are paying significantly more money to have these trailers built at the factory versus a few years ago. Remanufacturing costs have also risen. When an office trailer comes off rent, Triumph Modular puts some work into returning it to a high standard before customers can rent it out again. Typical tasks include repairing walls and floors, interior and exterior painting, and general maintenance on the trailer. In some cases, we take the office trailer right down to the studs to ensure the highest quality product for our customers. Naturally, the increase in these costs will be passed on to the customer as reflected in the monthly lease rate.

A longer lease term can help avoid some of this price turbulence. Locking in for a six-month or a 12-month lease term will be more cost-effective than going month-to-month with your rental.



Rental Location

Mobile office trailers are hitched onto a truck and delivered to your chosen location. This process also has a cost that you'll need to consider.

Naturally, your costs will increase the farther your location is away from the mobile office trailer company.

Transportation costs will also differ depending on whether you are renting an 8' wide, 10' wide, or 12' wide mobile office. Delivery within 25 miles of your destination for an 8' wide trailer could be half the delivery cost of a 12' wide. Finding a company with a branch or drop yard near your delivery destination will help keep costs lower versus using a company further away.

Something else to consider is whether the rental company delivers in-state or out-of-state. Each state has highway permit fees to be paid. Escorts and flaggers may also be required depending on the size of the trailer being delivered and/or the destination. For example, a 12' wide office trailer will need an escort on the highway.

If you are transporting to a city like Boston, MA, expect to pay more for these related transportation costs. Anyone that has driven in Boston knows that navigating the tight, heavily congested streets with a large vehicle requires some 3rd party assistance. Boston also requires a City of Boston permit, a route survey, and a police escort for 10' and 12' wide office trailers. These required services can add hundreds of dollars to both the delivery and the return freight once the lease has ended.

Finally, if your delivery needs to be made to an island, there will also be fees for a ferry and additional time required by the delivery drivers.

Installation

Once the office trailer is delivered, it must be set up and installed. Expect to pay one-time fees for blocking and leveling the mobile office. You will also be charged knockdown fees for when the trailer comes back at the end of the lease.

It may also be a good idea to tie down and anchor your office trailer – especially if you are in an area with high winds. Talk to a sales representative about how many tie-downs you need for your office trailer size and environment.

Add-Ons

Triumph Modular offers additional items to choose from for your new office trailers, such as steps, ramps, or premium furniture.

Mobile office trailers will not provide ground-level access for entry. Consider the options you will need to enter the trailer—does your office trailer have one or two doors? Will you need an ADA Ramp, or will steps be the best option? Many North and East Coast customers opt for the Business Entry Solution, a combination step and canopy system, to help shield their employees and visitors from the snow and rain while entering the office trailer. A roof over the steps can be beneficial in keeping your visitors safe. If the office trailer is located on a construction site, a boot brush and a rubber mat are must-haves to keep the inside of the trailer clean.

Security screens and door bars are other options to consider adding to your rental order. The Security Solution will provide peace of mind that the valuable contents in your office trailer will be protected.

Most importantly, the add-ons that will save you the most time getting your office ready to be used is to add furniture rental items to the order. Triumph Modular has The Solutions, which includes a variety of necessities for creating a working office. You can add an Air Purification Solution to ensure that your team has fresh air circulating through the office. We can provide desks, chairs, a conference room table, and even all items needed to create a coffee bar for your team. Our Workstation Solution adds privacy for your team to work in an open space. Finding a comfortable space for your administrative assistant is solved with our Reception Solution. Triumph Modular is covering all of the bases with our Solutions to get your team right to work!



Preparing the Site for a Mobile Office Trailer

Site preparation is just as important as the work that is done off-site. As you plan for space on your site for a mobile office trailer, consider maximizing potential mobile office space for your project. Are you choosing the right size for your crew and the length of the project? Is a single wide big enough? Triumph Modular has options for double wide and larger temporary building configurations if a single wide doesn't fulfill all of your space needs.

Here's what you need to know about preparing the site for a mobile office trailer:

Obtaining Permits

Before any work can be done and before you purchase or lease a mobile office trailer, you'll need to obtain the necessary permits at your local Building Department. These permits (and how you obtain them) will vary depending on your area, and different municipalities have different laws concerning site permits for mobile office trailers.

Be sure to check the laws and regulations for your area before going through the process of buying or leasing your new mobile office trailer.

Clearing the Area

The size of your mobile office trailer needs to be taken into consideration. For example, you'll need a much larger site for a 44' office trailer than a 24' office trailer. You'll also need to consider a little extra space to allow a truck to deliver the trailer itself and allow the workers enough room to set the trailer or temporary building.

Preparing the site for a mobile office trailer means that the site must be cleared of any objects that can interfere with the building, such as debris or excess vegetation. You'll need to choose a site that doesn't have tree branches or wiring that will get in the way of the mobile office trailer as well.

Accessibility to the site should also be a top consideration. Tight turns or small roadways may require additional equipment to get the trailer into position. Office Trailers are transported with the entry doors on the passenger side of the delivery truck, and knowing this in advance will help you plan the placement of the mobile office.

Suppose the delivery of the trailer requires going over a street curb. In that case, you may also want to consider having scrap wood, dunnage, or cribbing available to assist with the elevation and distribute the weight of the items being delivered.

Leveling the Ground

Level ground is a must for a mobile office trailer site. Office trailers work best on paved asphalt, cement, or gravel surfaces. A dirt surface will work as well, provided that the dirt is firm.

If softer terrain is the only option, you'll need to put something underneath the office trailer to prevent the structure from sinking. This could be anything from a small asphalt patch to a group of ABS foundation pads.

If the office trailer is needed for long-term usage, your local building inspector may require in-ground footings.

Connecting Utilities

What is your mobile office trailer being used for? Chances are you'll need utility hookups, such as electricity and water.

The customer is responsible for bringing the utilities to the trailer and organizing the needed connections. The electrical connections will need to be completed by a licensed electrician.

These utilities will be hooked up after the mobile office trailer is delivered. Before installation, you'll need to make sure that your site is close to all of your necessary utility sources.

Triumph Modular will call Dig Safe and coordinate with utility companies to mark their lines if tie-downs are needed. The customer is responsible for pre-marking the lines to create visual boundaries.

The bathrooms in the office trailer are not self-contained. Connections to either existing water and sewer or a portable restroom system will be needed.

Other Site Considerations

Depending on what your mobile office trailer is being used for, there are a few other factors to consider.

For example, site space for a small parking lot may be necessary if a larger team will occupy the trailer.

Companies expecting deliveries to a mobile office trailer need to ensure enough space for a truck to pull in and deliver goods.

How is a Mobile Office Delivered?

What happens when it's time for your mobile office to be delivered to your build site?

Here's what you need to know about the mobile office delivery process:

The Order Process

Once you sign your lease agreement, the Triumph Modular team will begin to work on the necessary arrangements for coordinating the delivery. Our Customer Satisfaction Specialist will call you and set the delivery date.

We will confirm the contact person's name on-site that will receive the delivery. At this time, they will also verify the order's details, including the equipment and products delivered. If the delivery destination is the City of Boston or the Cape & The Islands, we will need a two-week lead time to schedule route surveys and transportation permits.

A day or two before the scheduled delivery date, our Logistics Coordinator will call you to confirm the date and obtain the job site hours. We will also find out if any special instructions accompany the delivery and ensure proper accessibility at the site for the delivery truck and office trailer.

If the office trailer needs to be tied down, it's the customer's responsibility to mark the area with white paint or stakes for Dig Safe. Once we have confirmed that you are aware of the obligation to mark the installation area, Triumph Modular's responsibility is to call Dig Safe and coordinate their visit. This procedure ensures that utility lines aren't mistakenly hit during the set-up process. The number of tie-downs used depends on the size of the trailer and is planned during the initial order process. Tie-downs may be deemed necessary in areas that receive frequent high winds.

How are Mobile Offices Moved & Delivered?

Once the mobile office is ready for delivery, it gets hitched onto a delivery truck, and the driver will deliver the office straight to the requested location.

One important thing to note is that the office is transported to the location with the office door on the passenger side. Knowing this in advance can help you plan out the placement of your office on-site.

The Day of Delivery

The assigned driver will call you from the road and tell you that they are on their way. When the driver arrives at the job site, they will set up the office trailer in the vicinity of the pre-marked area. Depending on the size of the office trailer, you can expect the installation to take about 60-90 minutes. Typically, the office trailer is stabilized and leveled using adjustable jack stands, but concrete blocks will be used with larger office trailers or modular buildings.

As part of the leveling process, we will make sure that the doors on the trailer open and close properly and set up the steps and canopy if they are part of the order. We will also assemble and deliver all the furniture solutions included in the order.

The delivery driver will usually take some pictures of the finished installation and provide you with a confirmation to sign. The delivery driver will not install tie-downs or skirting on the day of the office trailer delivery. A Triumph Modular specialist will come out to the site to finish the installation within a few days. Similarly, if a portable restroom tank needs to be installed, a 3rd party company will hook it up in the days following the delivery of the office trailer.

Once the delivery driver's day is finished, they will return to Triumph Modular, and upon check-in, your order will be marked as delivered. Your lease contract will start the day of the delivery. Our Customer Satisfaction Specialist will follow up in 4-6 weeks to check in and verify that the experience was as great as promised.

The Return Process at Lease-End

Once you are ready to end your lease and return the office trailer to Triumph Modular, you can call to coordinate a pickup. The Logistics Coordinator will provide a pickup date and contact you a day or two beforehand to confirm the appointment. At that time, we will find out the details of the removal—if jack stands or concrete blocks were used to level the office trailer and if a portable restroom removal also needs to be coordinated. We typically request a 10-day lead time to accommodate your request before the next billing cycle.

On the pickup day, the delivery driver will knock down the office trailer and remove the skirting and tie-downs. The driver will also take pictures at the site, and when the office trailer has come back to our yard, it will be inbounded and checked for any potential damage or excessive wear and tear that may have been incurred while the office trailer was out on lease. At that point, the rental contract is stopped, and a final invoice is sent.

What Connections Does a Mobile Office Trailer Need?

To have success with your mobile office trailer, there are a few connections you should be prepared for.

Here are the three main connections your mobile office trailer needs after delivery:

Electrical Connections

Electrical connections are probably the most important connection for an office trailer. Every single use case for a mobile office trailer will require electricity in some way.

Mobile office trailers come with an appropriately sized breaker panel equipped for electrical hookups. Once the trailer is delivered, a connection is made to the electrical panel to power the lights, outlets, and HVAC.

These connections are to be made by a licensed electrician only. Severe fines and penalties can be incurred by those who attempt to make the connections themselves. There are also potential dangers associated with an untrained individual making electrical connections.

Water/Sewer

Some mobile office trailers (generally 10' x 36' and larger) may come with sinks and toilets. These can be connected to existing water and sewer on site. Again though, this connection needs to be made after the trailer has been delivered and set up. Proximity to city water lines is necessary. Placement of your mobile office trailer is something you'll need to plan accordingly.

A second option for mobile office trailers is to use a portable restroom system that provides a 50-gallon water barrel to supply the toilet and a 100-gallon waste tank beneath the trailer. The waste tank is pumped based on a weekly schedule, and the water barrel is filled on the same schedule. The waste is taken off-site and disposed of at a wastewater treatment facility.

Other mobile office trailers may not have a bathroom at all, making an external restroom necessary. Office trailers without a bathroom offer slightly more space, but make a bathroom trip inconvenient, especially during inclement weather.

At Triumph Modular, many of our larger mobile office trailers come equipped with restrooms. However, these are not self-contained restrooms.

In other words, a connection to an existing sewer system would be necessary if you didn't want to deal with waste collection tanks.

Once this connection is made, the restroom in your mobile trailer will function similarly to an ordinary restroom in any other type of building.

Data/Phone Connection

Getting a data or phone connection to the mobile office trailer is typically handled by the customer. We recommend that you call your local phone/internet company for that connection. Feel free to ask your Sales Representative for an office trailer that has been wired for connectivity.

Uses for Mobile Office Trailers

The Most Common Industries Using Mobile Office Trailers

Construction

Mobile office trailers provide construction sites with needed workspaces for construction workers, contractors, and engineers among others. The space allows for meetings with the crew, breaks from the outdoors/weather, and the management of projects. Other construction site uses can be check-in areas for visitors to ensure safety, specific service stations, and general material storage.

Healthcare

The healthcare industry has a variety of use cases for mobile office trailers. They can be used as a temporary lab, a testing station, extra storage space, and more.

Education

The needs of schools are constantly changing such as new programs taking on more students or events requiring relocation with a fast and temporary solution. Mobile office trailers provide a temporary space for students, teachers, and staff when and where it's needed.

Unique Uses for Mobile Office Trailers

When it comes down to it, a mobile office trailer simply provides an extra workspace, storage space, or both. The above industries are the most common places to find mobile office trailers, but at Triumph Modular we've seen additional use cases.



Healthcare

COVID testing stations represent an unprecedented circumstance and are worth mentioning as a unique use case. COVID testing for a variety of businesses is vital to navigate through a pandemic. The need for temporary and quick spaces to rapidly test staff, customers, or students has gone up significantly.

Mobile office trailers are the perfect solution. Office trailers can be occupied quickly due to a short turnaround time from inquiry to installation.

Additional uses in the healthcare industry have included first aid stations, infusion clinics, medical staff space, and other patient care facilities.

Sporting Events

When certain sporting events come to town, there can be an immediate need for additional space, whether it's for concessions, staff space, or even additional storage for certain on-site equipment.

A mobile office trailer can fill the need for this additional space. In fact, Triumph Modular has rented mobile office trailers for a Division 1 Lacrosse National Championship in the past to house the staff and create a pop-up shop for merchandise.

Warming Houses for Winter Activities

Spending entire days out snowshoeing or cross country skiing can get a little chilly, even with full winter gear on. Parks typically have warming houses where skiers can take a break, eat or drink, and warm up before they tackle the next hill.

Since mobile office trailers are well-insulated and have electricity, they're the ideal choice for a winter activity warming house.

Temporary Spaces During Renovations

Going through renovations can be a strange experience for any business. You want to remain open to the public, but you don't want the renovation process to disturb your customer experience.

Mobile office trailers can be used to supplement your space when renovations are taking place. At Triumph Modular, we've seen several examples of businesses taking advantage of mobile office trailers during renovation times, such as car dealerships and golf course clubhouses.

Mail Dispatch Buildings

We've seen mobile office trailers used as a dispatch building for post offices. Mail is stored in the dispatch building where trucks will pull up and collect the necessary mail for their routes with minimal traffic disruption.

This scenario is a win-win for everyone involved: Mail carriers have an easier time completing their routes, and the public likely gets their mail delivered a little faster.

Questions About Mobile Office Trailers?

As an industry leader in modular construction, our expertise in [mobile office trailers](#) and [modular construction](#) is unmatched.

Reach out to us with any questions you may have. We're always here to help.

[Request a Quote](#) or call 1-800-257-2536



TriumphModular.com