

University of Alaska Fairbanks
Facilities Services
Division of Design and Construction

SUBJECT: Antenna / Equipment Placement Policy

General: There are two primary concerns for the purpose of this policy: One is to improve the aesthetic appearance of the UAF campus by regulating placement of antennas and other scientific equipment on buildings and grounds. Two is to access all potential hazards including but not limited to fall protection, RF exposure, fume exhaust, interference with other roof top equipment for the safety of all personnel accessing these areas.

Campus Definition: Any portion of UAF campus land as it is legally described (see attached Fairbanks Campus land area map).

User Requirements Proposal: User requirements shall be fully described in the proposal, which shall include information as outlined on the attached checklist. **The attached Antenna / Equipment Placement Request Form shall be the first and top page of the User proposal package.**

Technical and Safety Requirements: Technical requirements for installation, operation and maintenance of the antenna or equipment shall meet all applicable codes, DD&C Design Standards and Risk Management concerns. The antenna/equipment shall be designed and installed in accordance with antenna/equipment manufacturer's recommendations. An engineering design document bearing the professional stamp of the engineer of record shall reflect code compliance and manufacturer's recommendations, and certification that all building envelope integrity's and warranties are maintained.

Review and Approval Process: Per the attached flow chart. An incomplete submittal will result in delays.

University of Alaska Fairbanks

Facilities Services

Division of Design and Construction

Antenna / Equipment Placement Request Checklist

User Antenna / Equipment Placement Request shall specifically address the following basic criteria:

Site Options

Funding

Maintenance and Operations

Radiation

Structural Loads

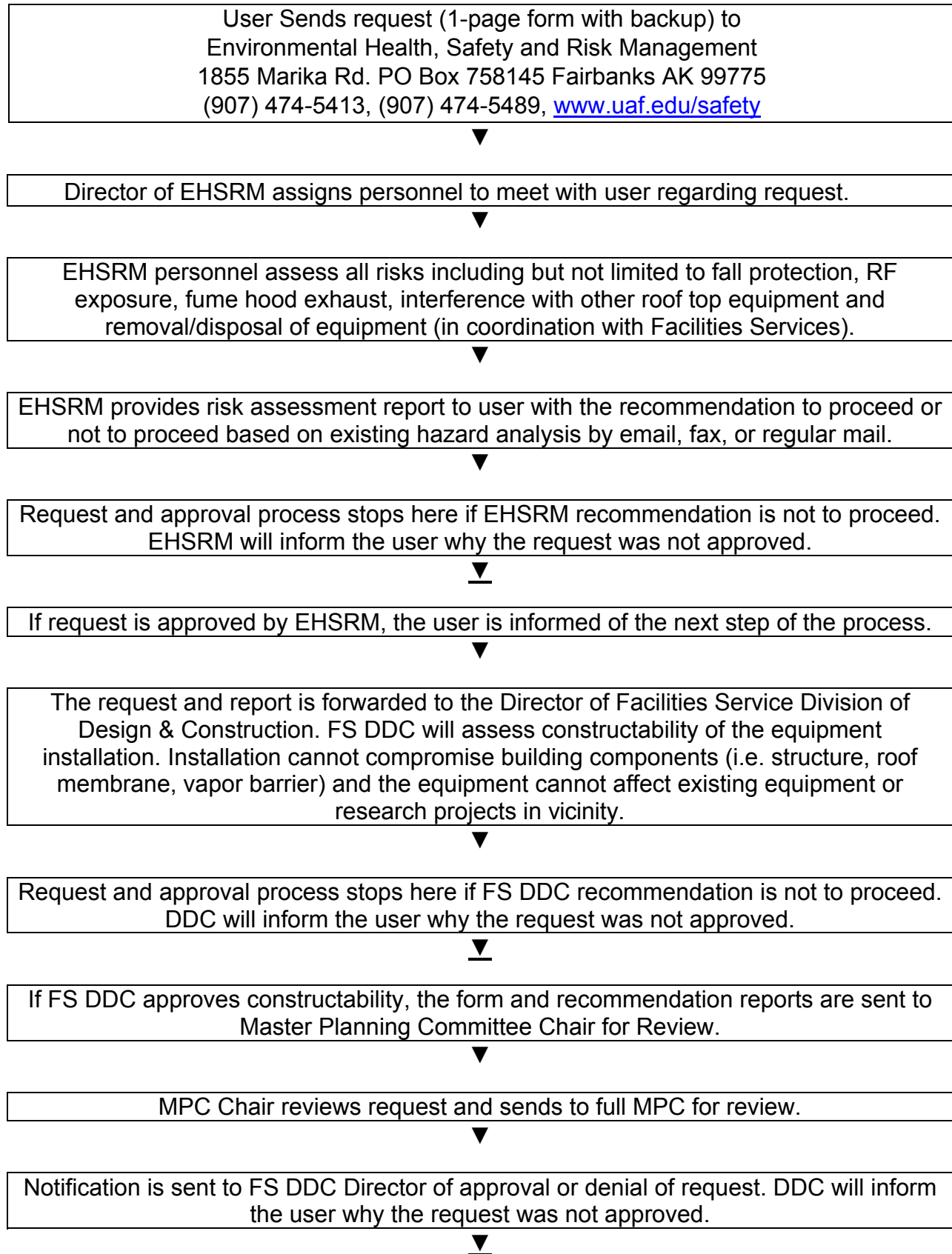
Roof/Wall Penetrations - to maintain and protect building envelope and warranties

Transmitter/Receiver (One or the other or both)

Potential Interference

Appropriate detailed information on each of the above items is required prior to start for the approval process. **Antenna / Equipment Placement Request Form** is to be affixed as a cover sheet to the User request information package.

Antenna / Equipment Placement Request & Approval Flow Chart



Antenna / Equipment Placement Request & Approval Flow Chart

If request is approved, an assigned PM will notify the user and compiles drawings and specifications for small requests or retains consultant, for larger or more complex requests. Drawings, schematics submitted for review and comment by EMHSRM, Facilities Engineers and UAF Fire Marshal.



Comments are incorporated into plans and specifications and resubmitted to EHSRM, UAF Fire Marshal and Facilities Engineers (if required) after approval of plans and specifications.



DDC notifies the user when the project can start. DDC will coordinate all construction activities with FS, contractor and user. DDC will contact EHSRM will construction is complete. EHSRM will verify location of equipment and work with DDC AutoCAD department to update the roof plan. EHSRM will add antenna equipment information to the FS antenna manager online database, ANTMAN.



ANTENNA / EQUIPMENT PLACEMENT REQUEST FORM

This request is for placement of a free standing or on-building antenna or other scientific equipment on the UAF campus grounds or buildings in accordance with DD&C UAF campus design standards. Requests must include the approved funding and maintenance sources at time of submission

All matters pertaining to placement of antennas and scientific equipment for the campus are subject to review and consideration by the appropriately designated User organizations or committees, including UAF Master Planning Committee and Facilities Services Division of Design and Construction, and the requesting department, organization, or entity.

Completion of this form should not be construed to imply that antenna or scientific equipment placement is approved. The attached Antenna Placement Approval Flow Chart must be successfully completed prior to any construction or placement.

Building/Facility: _____

Facility Inventory No: _____

Proposed

Location: _____

Date: ____ / ____ / ____

Requested By: _____

Dept/Organization: _____

Antenna or Equip. Funded By: _____

Account Number: _____

Installation Funded By: _____

Account Number: _____

Proposed Site Plan:

north or south campus west ridge NSF area upper / lower campus campus core

Location description: _____



(Sketch site plan or attach drawing here or 2nd page)



(Attach site photograph here or 2nd page)

Justification for Antenna/Equipment Placement Request: _____

Description of Demolition/Removal Plan & current Funding for Same: _____

By: _____ **Title:** _____ **Date:** _____ **Phone:** _____