

**University of Alaska Fairbanks**

Facilities Services

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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

User Sends request (1-page form with backup) to  
Environmental Health, Safety and Risk Management  
1855 Marika Rd. PO Box 758145 Fairbanks AK 99775  
(907) 474-5413, (907) 474-5489, [www.uaf.edu/safety](http://www.uaf.edu/safety)

Z

Director of EHSRM assigns personnel to meet with user regarding request.

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## 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.

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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.

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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.

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## ANTENNA / EQUIPMENT PLACEMENT REQUEST FORM

This request is for placement of a free standing ~~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 <sup>a</sup>  
Placement Approval Flow Chart must be successfully completed prior to any construction or placement.

Building/Facility: \_\_\_\_\_  
Proposed  
Location: \_\_\_\_\_

Facility Inventory No: \_\_\_\_\_

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 side      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: \_\_\_\_\_