

University of Michigan – Guidelines for Installing Antennas on University Buildings or Structures

Applies to: All buildings, structures, and properties owned or leased by the University of Michigan in Ann Arbor. The University does not permit its grounds or facilities to be used for the primary benefit of commercial wireless providers. Only antennas that primarily benefit the University will be considered.

Purpose: To facilitate a process for documenting and tracking wireless systems; confirm that the equipment poses no hazards of radio frequency (RF) exposure to humans; and ensure properly installed equipment on buildings or structures to reduce possibility of damage.

PROCEDURE:

1. Prior to installation of an antenna, submit a request to:

Campus Planning Office
Architecture, Engineering & Construction
326 East Hoover
Ann Arbor MI 48109-1002

Sven Sawin
Phone: 734-615-0486
Email: [Sven Sawin \(watrous@umich.edu\)](mailto:Sven.Sawin@umich.edu)

2. Submit requests at least six (6) weeks prior to desired date of installation. Requests made with less than six weeks' notice will be considered if time permits for the review process.
3. Submittal must include (use request form attached):
 - Name of U-M organization or unit making the request
 - Description of purpose for the installation (business need)
 - Start and end dates (if installation is temporary)
 - Equipment specifications, including power source and frequency (include photos that clearly depict size, color, etc., of equipment)
 - Method of installation and installer (U-M provider or other source)
 - Description of proposed location desired for installation (include photos showing site before and after, i.e., with antenna rendered in)
 - Documentation of support from the appropriate U-M administrative officer for the unit requesting the antenna (Dean, Director, etc.)
 - Documentation that ITCS has reviewed specifications in context of interfering with or compromising other data. ITCS contact is Tim Callahan.
 - Documentation that project has been reviewed for structural requirements and specifications.
 - Documentation that the Division of Public Safety and Security (DPSS) has reviewed for frequency interference, access control for installation, maintenance, repair, vandalism, licensing (FCC, state, etc.), and that appropriate emergency contact information has been provided. DPSS contact is Jeff McDole and Jacob Mouro.
 - Documentation that EHS has reviewed in context of safety issues related to radio frequency radiation and other safety matters. EHS contact is Dennis A. Palmieri.

4. Campus Planning will distribute materials to the [Exterior Elements Review Committee](#) (EERC) for review of location and aesthetics. The requester may be required to attend an EERC meeting to present the request.
5. Campus Planning will forward the comments of EERC to the Associate Vice President for Facilities and Operations (AVPFO) for final review. Campus Planning will then communicate the results of the review and approval process to the requester as project approved, approved with requested modifications, or rejected with reasons listed.
6. If approved, the requester will be responsible for installation and maintenance of the equipment, and removal if and when required.

Facilities and Operations
Revised July 2017

Request for Antennas on University Buildings or Structures

Requests for antennas must follow the University of Michigan's "Guidelines for Installing Antennas on University Buildings or Structures."

Requestor name: _____

Phone: _____ Fax: _____ E-mail: _____

Department: _____

Sponsoring Unit (school, college, department, unit): _____

Name of administrator from sponsoring unit approving antenna: _____

Phone: _____ Fax: _____ E-mail: _____

Reason/purpose (business need) for antenna(s): _____

Installation date: _____ Removal date if temporary: _____

Attach the following documentation:

1. Map or site plan showing proposed location(s) for antenna(s)
2. Photo images showing proposed locations before and after (antenna rendered in)
3. Equipment specifications, including power source and frequency (include pictures that clearly depict size, color, etc., of equipment)
4. Description of method of installation and name of installer (U-M provider or other)
5. Documentation (copy of email is acceptable) of support from the appropriate U-M administrative officer for the unit requesting the antenna (Dean, Director, etc.)
6. Documentation that ITS has reviewed specifications (copy of email is acceptable)
7. Documentation that has reviewed specifications (copy of email is acceptable)
8. Documentation that Department of Public Safety (DPSS) has reviewed specification (copy of email is acceptable)
9. Documentation that EHS has reviewed specifications (copy of email is acceptable)

Submit this form and the above listed documents to Campus Planning Office:

Campus Planning Office
Architecture, Engineering & Construction
326 East Hoover
Ann Arbor MI 48109-1002

Sven Sawin
Phone: 734-615-0486
Email: [Sven Sawin \(watrous@umich.edu\)](mailto:Sven.Sawin@umich.edu)

For Campus Planning Office use only:

Request received at Campus Planning Office (date): _____

Reviewed by EERC (date): _____

Approved by AVPFO (date): _____

Requestor notified of decision (via email): _____