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:

   University Planner’s Office Sven Sawin
   Architecture, Engineering & Construction Phone: 734-615-0486
   326 East Hoover Email: Sven Sawin
   Ann Arbor MI  48109-1002

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 (Plant Operations 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 Plant Operations has reviewed structural requirements and specifications. Plant Operations contact is Eric Albert.
   • 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 OSEH has reviewed in context of safety issues related to radio frequency radiation and other safety matters. OSEH contact is Dennis A. Palmieri.

4. The University Planner’s Office (UPO) will distribute materials to the Exterior Elements Design Review Committee (EEDR) for review of location and aesthetics. The requester should attend the EEDR meeting to present the request.

5. The University Planner’s Office will forward the comments of EEDR to the Associate Vice President for Facilities and Operations (AVPFO) for final review. The UPO 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 August 2013
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 (Plant 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 ITCS has reviewed specifications (copy of email is acceptable)
7. Documentation that Plant Operations has reviewed specifications (copy of email is acceptable)
8. Documentation that Department of Public Safety (DPS) has reviewed specification (copy of email is acceptable)
9. Documentation that OSEH has reviewed specifications (copy of email is acceptable)

Submit this form and the above listed documents to University Planner’s Office.

For Planner’s Office use only:
Request received at University Planner’s Office (date): ____________________________
Reviewed by EEDR (date): ____________________________________________________
Approved by AVPFO and UPO (date): __________________________________________
stipulations (duration, location, etc.): __________________________________________
Requestor notified of decision (via email): ______________________________________

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