



Landscape/Structure Checklist

STEP I – Project Layout: Plan, Goals, and Objectives

- Decide what you want to build/install.
- Make sure you have completed all of the following tasks and have reviewed them with the SCIF Coordinator **before** approaching Facilities personnel (i.e. Campus Planning, Grounds, or any of the shops) or Commuter Services.
 - Research the structure/plan you want to propose for installation / initiation.
 - Describe the purpose of the project and how it will be sustained environmentally and financially. Describe plan for project execution including the intended outcomes and proposed timelines.
 - Determine the specifications of your project.
 - Footprint
 - Safety requirements
 - Height
 - Power requirements
 - Maintenance Requirements
 - Installation requirements
 - Where and when do you propose this project be installed?
 - What are the implications of your location?
 - Which organizational areas may be affected by this Action Plan?
 - Who will install your project?
 - How long will it be there?
 - Who will remove it at the end of duration of project? (if applicable)



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Identify a **University Sponsor** of the project. This ensures that your project is owned by some entity on campus. (University Sponsor refers to a cognizant VP or Dean of a department that will take responsibility for long range installation and maintenance requirements.)

Gather the documents needed to communicate project specifics.

- Drawings
- Location Map

STEP II – Project Review

Schedule to present to the Facilities Management Review Committee (FMRC) for (1) review of project viability and (2) identification of appropriate campus personnel to contact regarding project.

- Make sure that you notify the Sustainability Office's SCIF coordinator prior to scheduling with FMRC.

Follow up with FMRC identified campus personnel to confirm project scope, specifications and proposed site. Make sure to follow up with tasks assigned by campus staff, using the campus directory for contact information.

Determine costs of project and draft a budget to include (1) system cost, (2) installation cost, (3) maintenance cost (if applicable) and (4) demolition cost (if applicable) at the end of project life.

STEP III – Secure Funding

Confirm Funding Plan.



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- Incorporate all elements into your SCIF application.
- Send in updated application and proposal to SCIF coordinator for feedback.

STEP IV – Request Approval to Proceed

- Schedule a follow-up presentation in front of the Facilities Management Review Committee (FMRC) to request approval to proceed with the project.
- Contact University Building Code Official to apply for a permit to proceed.

Email Emerson Andrews at emerson.andrews@utah.edu with any questions.