**SCIF Project Checklist**

This form is provided to aid individuals or groups who will submit grant requests for SCIF projects. This form is specifically designed so that a potential applicant can make sure that they have communicated with all university departments associated with the proposed project.

**Name of Applicant** ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Advisor ­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Title­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description:**

**Please check the box that applies to your project.**

Will the project require any sort of construction?

Yes □ No □

Will the project alter or change any landscaping?

Yes □ No □

Will the project have any of the following?

Temporary Structure/Equipment □ Permanent Structure/Equipment □ Neither □

Will the project involve the modification of building or site components?

Yes □ No □

Will the project involve altering or working with electrical or mechanical systems/components?

Yes □ No □

If yes, please explain:

Does the project generate fire and life safety issues?

Yes □ No □

Will the project require any special permits or permissions (e.g. IRB, one-time use, event permits)?

Yes □ No □

If yes, please explain:

Will the project involve any privacy, confidentiality or compliance issues?

Yes □ No □

Will the project need to use any Licensing, Trademark or Branding of the University of Utah or will the Final Product be patented?

Yes □ No □

Will the project involve vehicles, such as tractors, golf carts, lawn mowers, etc.?

Yes □ No □

Will the project involve bicycling, parking, or other transportation on campus?

Yes □ No □

Does the project involve the use of any potentially hazardous material(s)?

Yes □ No □

If yes, please explain:

**Signature**

By signing this document you recognize that you have answered all of these questions truthfully you the best of your knowledge, will obtain appropriate approvals, follow recommendations and assume responsibility for the project. Any collaboration with any of the corresponding departments must be verified by the accompanying Commitments of Collaboration document.

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Name Date

**List of potential contacts:**

Sue Pope – Open Space Facility Manager (for grounds)
Department: Facility Management
Phone: (801)581-5371 Email: sue.pope@fm.utah.edu

Lisa McCarrel – Grounds Supervisor (for landscaping)
Department: Landscape Maintenance
Phone: (801)581-5357 Email: lisa.mccarrel@fm.utah.edu

Alexandra Zimmerman – Bike Coordinator (for cycling and alternative transportation)
Department: Commuter Services
Phone: (801)581-4189 Email: alexandra.zimmermann@utah.edu

Tami Cleveland – Planner/ Architecture Project Manager (for any structures)
Department: Campus Planning
Phone: (801)585-6750 Email: tami.cleveland@fm.utah.edu

Stephanie Dolmat-Connell – FM Sustainability Manager (for facilities sustainability)
Department: Facility Management
Phone: (801)585-5048 Email: stephanie.dolmat@fm.utah.edu

Richard Fairchild – Licensing Associate Director (for trademarks and branding)
Department: Auxiliary Services
Phone: (801)585-7784 Email: richard.fairchild@utah.edu

Joshua James – Waste Management Supervisor (for recycling)
Department: Waste Management
Phone: (801)581-5173 Email: josh.james@fm.utah.edu

Dave Titensor – Art Director (for any U affiliated visual communication)
Department: Marketing & Communications
Phone: (801)585-6464 Email: dave.titensor@utah.edu

Jeff Wrigley – Energy Manager (for energy projects)
Department: Energy Management
Phone: (801)587-9556 Email: jeff.wrigley@fm.utah.edu

Sarah Boll – Construction Energy manager (for energy upgrades)
Department: Energy Management
Phone: (801)581-6772 Email: sarah.boll@fm.utah.edu

Dave Rees – Manager (for vehicle related projects)
Department: Fleet Services
Phone: (801)581-8155 Email: dave.rees@fm.utah.edu

Matthew Tuttle – Risk Management Specialist (for any liability and risk issues)
Department: Risk and Insurance Management
Phone: (801)585-2386 Email: matthew.tuttle@utah.edu

Russ Courville – Electric Shop Supervisor
Department: Electric Shop
Phone: (801)581-8291 Email: russ.courville@fm.utah.edu

Dennis Denham – Electronics Shop Supervisor
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Jim Staples – Plumbing Shop Supervisor
Department: Plumbing Shop
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Dale Hoskins – Metals & Machine Shop Supervisor
Department: Metals & Machine Shop
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John Palo – Carpenter Shop Supervisor
Department: Carpenter & Roofing Shop
Phone: (801)581-8275 Email: john.palo@fm.utah.edu

Bryan Romney – Building Code Official
Department: Facilities Management
Phone: (801)581-5953 Email: bryan.romney@fm.utah.edu

Liz Hill – Safety Program Manager
Department: Environmental Health & Safety
Phone: (801)587-7614 Email: liz.hill@ehs.utah.edu

Office of General Counsel (for legal approval)
Phone: (801)585-7007