EGG Fund Landscape/Structure Checklist

STEP I

- [ ] Decide what you want to build/install

- [ ] Make sure you have completed all of the following tasks and have reviewed them with the EGG Fund manager **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.

    - [ ] Determine the specifications of your project

        - Footprint
        - Safety requirements
        - Height
        - Power requirements
        - Maintenance Requirements
        - Installation requirements
            - Where do you propose this project be installed?
            - What are the implications of your location?
            - Who will install your project?
            - How long will it be there?
            - Who will remove it at the end of duration of project?

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- [ ] Identify a **University Sponsor** of the project. University Sponsor refers to a cognizant VP or Dean that will take responsibility for long range installation and maintenance requirements.

- [ ] Gather the documents needed to communicate project specifics

  - Drawings
  - Location Map

STEP II

- [ ] 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 EGG Fund manager 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 and (4) demolition cost at the end of project life

STEP III

- [ ] Confirm Funding Plan

- [ ] Incorporate all elements into your application

- [ ] Send in updated application and proposal to EGG Fund manager for feedback

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- [ ] Schedule a follow-up presentation in front of the Facilities Management Review Committee (FMRC) to request approval to proceed with the project

STEP IV

- [ ] Contact University Building Code Official to apply for a permit to proceed

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