

Carnegie Mellon University

Environmental Health & Safety
Facilities Management Services

Application FOR TEMPORARY STUDENT PROJECT INSTALLATIONS ON CAMPUS

The University encourages responsible, well considered student projects on the Carnegie Mellon campus. The attached form is to be filled out by students who propose to erect or install projects in campus outdoor spaces or within any building public space. Students must obtain permission to use these spaces from the appropriate Departmental Sponsors, Facilities Management Services (FMS) and Environmental Health & Safety (EH&S) representatives before erecting any display.

Permission: Students must obtain signatures of 1) their supervising faculty member and, 2) members of the FMS and EH&S review team BEFORE installation. Since review may take as much as one week to complete, student applicants should submit their proposals with faculty sponsor signature to FMS and EH&S at least TWO WEEKS prior to the proposed installation date.

Responsibility: After receiving approval, applicant(s) must distribute copies of the signed, completed forms to 1) the sponsoring faculty member and, 2) their Department Office.

Applicants are responsible for installing and removing all displays in a timely and in a professional manner. At the end of the exhibit, The student(s) must remove all materials and clean up the space without delay. FMS personnel are NOT responsible for such cleanup, and storage space for left over materials is not available. The university is NOT responsible for any work left by students, and student accounts will be charged if the university must repair any damages or remove material. Students must be considerate of the grounds and areas adjacent to the installation, and must return the site to its original condition upon completion.

Signage: Students erecting displays must post neatly appearing signage adjacent to the display. It must include the name(s) of the student(s), the title (if appropriate), and the removal date. If displayed outdoors, the signage must be weatherproof, and must have lettering that is at least 5/8 of an inch in height.

Materials: The student(s) must furnish and remove ALL materials used in the exhibit. Security of the display is also the responsibility of the exhibitor. DETAILED DIAGRAMS OR PLANS OF THE PROJECT ARE ALSO TO BE SUBMITTED WITH THIS SHEET AND THE ATTACHED STUDENT PROJECT DISPLAY APPLICATION.

PLEASE PRINT INFORMATION REQUESTED BELOW:

Before submitting the attached STUDENT PROJECT DISPLAY APPLICATION form for review, contact your faculty sponsor to review the project and indicate their approval by signature in the space provided below.

Student Name _____ Department/School _____ Year _____
(Fr, So, Jr, Sr, Grad)

Local Telephone # _____ E-Mail Address _____

THIS PROJECT IS IN CONJUNCTION WITH:

Course #/ Name _____ Faculty Sponsor _____

THE PROPOSED SITE OF THE DISPLAY DRAWN TO SCALE IS TO BE INDICATED ON A MAP WHICH WILL BE PROVIDED BY FMS DURING THE INITIAL REVIEW OF THE PROJECT.

IF APPLICABLE, ADDITIONAL DIAGRAMS ARE TO BE PROVIDED SHOWING THE SPECIFIC LOCATION OF DISPLAY WITH RESPECT TO INTERIOR BUILDING LOCATIONS.

Check here if additional drawings are being provided with this application. Number of pages _____.

I have reviewed all of the details relating to this application and hereby approve its submittal for further review by FMS and EH&S:

(Faculty Sponsor, Signature)

(Telephone Number)

(Date)

Carnegie Mellon University

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STUDENT PROJECT DISPLAY APPLICATION

APPLICANT INFORMATION:

Name _____ Department _____ Phone # _____

Departmental Advisor _____ E-Mail Address _____

LENGTH OF TIME SITE IS TO BE USED:

On-site construction or display to begin at: _____ AM/PM on: _____, _____
(Time) (Day) (Date)

Project to be totally removed from site by: _____ AM/PM on: _____, _____
(Time) (Day) (Date)

LOCATION:

Is project to be displayed: (Check all that apply) within a building? ___ outside of a building ___ or both? ___

Describe exact location(s) of display: _____

If display is to be outside of a building or on University grounds describe the shortest distance between the project and the following:

exterior building walls _____ feet, exterior doors _____ feet, trees or shrubbery _____ feet,
sidewalks _____ feet, other structures such as walls, fences, kiosks, etc. _____ feet (Describe) _____

If display is to be inside of a building describe the shortest distance between the project and the following:

interior walls or doors _____ feet, exterior doors _____ feet, building corridors _____ feet,
other structures such as stairs, kiosks, elevators, etc. _____ feet (Describe) _____

MATERIALS TO BE USED:

List ALL materials to be used in constructing, forming, and finishing the project (to include all material to be brought on site for the purpose of completing the display):

SIZE AND DIMENSIONS OF PROJECT:

List the overall dimensions of the project, i.e., height, length, width, and describe how components are to be connected, i.e., nails, screws, bolts, glue, etc. Include diagram(s) illustrating this information and also showing where the project is to be situated at or within its intended location.

(Continued)

ADDITIONAL DETAILS AND INFORMATION:

Please insert any additional information regarding the project that you may feel is necessary:

Note: All combustible materials must be treated with a flame retardant approved by Environmental Health & Safety and all applicable sections of Carnegie Mellon’s STRUCTURAL BUILDING GUIDELINES are to be followed in the construction and display of this project.

REVIEW OF APPLICATION AND INFORMATION SUBMITTED:

After reviewing this application for project display, we, the undersigned, hereby:

APPROVE _____ CONDITIONALLY APPROVE _____ DISAPPROVE _____

your application and GRANT PERMISSION / DENY PERMISSION for you to begin construction or display of your project in accordance with the details outlined herein.

If your project has been CONDITIONALLY APPROVED, it must meet the following additional conditions:

If your project has been DISAPPROVED, permission to begin construction or display is being denied for the following reason(s):

_____	_____
(Building Manager/Facility Coordinator)	(Date)
_____	_____
(University Events Manager)	(Date)
_____	_____
(FMS Service Response Manager)	(Date)
_____	_____
(Director, FMS Facilities Operations)	(Date)
_____	_____
(Director, Environmental Health & Safety)	(Date)
_____	_____
(Director, University Risk Management)	(Date)

I hereby agree to follow all terms and conditions outlined in this application, and to follow any additional direction that the University may require regarding my project and its display.

_____ (Applicant, Signature) _____ (Date)

Copies to: All Signatures above
Supervisor, Grounds & Transportation, FMS
Facilities Safety Analyst, EH&S