

Last Updated: December 2006

## **Sustainability Pre-Project Mtg. Checklist for On-Campus, Student Construction/Art Projects**

PSU Facilities & Planning (FAP) is ultimately responsible for the long-term construction, maintenance, and general upkeep of the PSU campus. Therefore, PSU FAP must ensure that any proposed installation projects will fit with the appearance of the campus, allow for reasonable maintenance, be capable of successful completion in a timely manner, and furthers the mission of the university. To facilitate these goals, the FAP-Sustainability Office requires a Pre-Project meeting with students to approve any student-proposed construction/art project. **No construction/installation or outside fundraising may begin without explicit FAP approval.**

Student/class projects covered by this process are defined as any temporary or permanent physical installation (indoors or outside) that requires placement in or on PSU property, attachment to an existing PSU structure, connection/plug-in to any utility, change to any PSU physical system, or disturbance of PSU land and/or landscaping. This includes art installations outside designated art display areas. Banners hung in standard locations and event booths/tables located in standard event areas are exempt from this FAP process, but will still need to follow procedures listed at: Banners - [http://www.fap.pdx.edu/signage/Signage\\_Banners.pdf](http://www.fap.pdx.edu/signage/Signage_Banners.pdf) and Event booths/tables - [http://www.pdx.edu/cegs/smsu\\_forms.html](http://www.pdx.edu/cegs/smsu_forms.html). Please be aware that projects which could impact exit hallways, stairwells, handrails, elevators, fire sprinklers, or other safety systems are highly unlikely to receive approval.

The topics identified below should be addressed before the Pre-Project meeting by all classes, students and/or student groups wishing to propose a construction/art project on the PSU campus. Completing these steps will assist FAP in helping students achieve their construction/artistic goals in a supportive, efficient manner. Please plan on having your first Pre-Project meeting with FAP at least **6 weeks before** you would like to **start** your project if at all possible.

**When proposing an installation/construction/art project to PSU Administration, please provide the following checklist items (estimates & drafts are acceptable) at the first Pre-Project meeting to ensure the success of your project:**

### Planning

- Brief narrative of the project, describing the goals, the campus and educational needs being fulfilled, how the project relates to the mission of the university.
- List of key participants in the project, contact information, and how they are officially affiliated with PSU. Only classes, student groups recognized by SALP, or students & outside organizations being co-sponsored by a SALP-recognized student group, may apply for on-campus student construct/art project approval.
- Proposed Start & Completion Dates

### Funding/Donations/Assistance

- Provide a general range for the project budget
- List of monetary donations & sources, detailing which are secured (in-hand) or anticipated receipt date for unsecured donations. (No fundraising for construction projects may occur outside the university prior to project approval from FAP and approval of those who will be solicited from the PSU Development Office)
- List of other funds in hand
- List of materials/in-kind donations anticipated
- List your expectations of what assistance you will require from FAP, and general timelines for when that assistance would be needed. This should include any materials, labor, or use of space and/or equipment you may be requesting from FAP. Please be aware that as a state agency, PSU's ability to assist private citizens (such as students) with public funds, labor, or property are limited by law.
- Please be aware that FAP is responsible for the operation of the entire campus and therefore may only be able to devote a limited amount of time to any one student project. While the Sustainability Coordinator has funding to devote a moderate amount of time to sustainability-related student project for free, other FAP staff may need to charge for their time and labor beyond a certain point.

### Maintenance

- General plan for short and long term (if applicable) maintenance of the project after completion.
- General Plan for long term utilities funding, if project has any utilities.

**Once you have answers to the questions above, contact FAP at 503-725-4384 to set up your Pre-Project meeting with the Director of Facilities & Planning**