University of Michigan – Guidelines for Installing Exterior, Third-Party Antennas on University Buildings, Structures or Grounds

Applies to: All buildings, structures, and properties owned by the University of Michigan in Ann Arbor. The university does not permit its grounds or facilities to be used for the primary benefit of commercial wireless providers. Only antennas that primarily benefit the university will be considered.

Purpose:
To facilitate a process for documenting and tracking antenna installations, maintenance and repairs to ensure the proposed equipment benefits U-M and:

- Will optimize wireless coverage or communications on university property
- Will be designed consistent with U-M strategy and desired direction for wireless communications services
- Will minimize impacts to university assets
- Will meet FCC exposure limits and guidelines for radio frequency emissions
- Will be (aesthetics and location) physically and aesthetically compatible with the building (architecture, roof tops, structures) or campus grounds where installation is planned
- Will reduce possibility of damage
- Will NOT interfere with or compromise other wireless communications services or infrastructure
- Will utilize existing campus infrastructure to the extent possible in partnership with ITS and Facilities & Operations as campus infrastructure providers
- Will NOT pose any safety issues related to radio frequency radiation or other safety matters
- Will NOT negatively impact architectural, structural, mechanical and/or electrical building systems as they relate to building life safety, infrastructure, and code compliance
- Will NOT (desired band plan) compromise U-M uses of shared and/or unlicensed spectrum

Note to Applicants:

- Access to university property by non-university organizations requires an Access/License Agreement. Please contact the Real Estate Office at 763-2302 for additional information.
- License agreements with commercial wireless carriers are maintained by Information and Technology Services – Infrastructure (https://its.umich.edu/infrastructure) in partnership with Real Estate Office and Procurement. Requests for new antennas or modifications to existing installations under these agreements are initiated with ITS Infrastructure.
- Antenna requests are not guaranteed and there may be a fee associated with the request.
- Applicants will have to fully indemnify the University and carry applicable insurance naming University as additional insured.
- Applicants are required to fully restore the area to the same condition it was prior to installation.

PROCEDURE:

1. Prior to installation of an antenna, submit a request form and required information to:

   Planning and Communication
   Architecture, Engineering & Construction
   326 East Hoover
   Ann Arbor MI 48109-1002

   Kristi Gilbert
   Phone: 734-276-2379
   Email: AEC-PlanningAndCommunication@umich.edu

2. Depending on the complexity and quantity of the planned antenna(s), requests must be submitted at least **three to six months prior** to the desired date of installation. Requests made with less than three months' notice will be considered if time permits for the review process. Updates to existing antenna facilities involve an expedited process and fewer approvals to avoid impacting project timelines or disrupting the delivery of critical services to campuses and, therefore, typically take less time.

3. The submittal and review process is as follows:

   A. Preliminary Consultation—OPTIONAL

   Preliminary consultation with Planning and Communication (PAC), ITS Infrastructure, and potentially the Exterior Elements Review Committee (EERC) to provide early input and answer any questions is optional. The consultation and any subsequent follow-up are not included within the three- to six-month review time frame.

   B. Preliminary Drawing Submittal and Review

   Before distributing the preliminary information to EERC to review, as well as additional technical reviewers, PAC and ITS Infrastructure will conduct a preliminary review of the submittal to ensure the request form is complete, all of the required information and signatures are included and it is compatible with current facility planning and campus plan(s). PAC will also review the request with REO to confirm there are no encumbrances preventing placement of the antenna(s) and if an Access Agreement is required or if there is already one in place.

   C. Environment Health and Safety (EHS) Plan Review

   PAC will submit the proposed installation plans and drawings, including RF emission information and evaluations, to EHSPlanReview@umich.edu and indicate a time frame for returning comments. This is based on the date of the EERC meeting during which the applicant will present the request.

   Each section at EHS will review the documents and determine if they need to comment on the proposed project. EHS sections having any concerns with the project will collectively submit their comments to PAC at AEC-PlanningAndCommunication@umich.edu. Comments provided by EHS will include the names and contact information of the individual reviewers supplying comments. Applicants can discuss and resolve issues directly with individual reviewers as appropriate or necessary.

   EHS-Radiation Safety Service will review RF emissions information supplied by the applicant for all *transmitting* antennas to determine if the information adequately demonstrates the installation will comply with FCC Maximum Permissible Exposure (MPE) limits. All installations must comply with the FCC MPE guidelines and regulations. The applicant should presume that exposed individuals will be "Members of the Public" for the purposes of demonstrating FCC compliance.

D. EERC Review

EERC, and other technical reviewers, will review preliminary drawings and required submittal materials regarding the antenna(s) system and licenses; safety; location and potential property restrictions; installation, maintenance and repair and aesthetics. The applicant will present the project to the committee during its monthly virtual meeting, which is the second Thursday of the month from 2:00-3:00 pm. This can be coordinated with the applicant upon the initial submittal of the Antenna Request Form and required submittal materials. The review will be an iterative process until approvable drawings are generated and submitted.

E. Updated Drawings and Resubmittal

Having incorporated EERC's comments/directions and EHS's plan review comments into the updated design and installation documents, the applicant will submit the updated drawings to PAC to facilitate the final review by EERC and additional technical reviewers, as necessary.

4. After receipt of all comments by EERC and/or technical reviewers, PAC will communicate the results of the reviews to the applicant as either: project approved for maximum of three years, approved for maximum of three years with requested modifications, or rejected with reasons listed*.

5. If approved, the applicant will be responsible for installation and maintenance of the equipment, its review and renewal every three years if the requested duration is longer than three years and removal if, and when, required.

*Ten-years is the license agreement term for cellular service provider antennas. For additional information, refer to U-M Information and Technology Services Cellular on Campus website page. Noncellular service provider antennas may remain in place longer than three years; however, the installation must be reviewed and renewed every three years to ensure there has been no damage to the building(s), structure(s) or ground(s) and that the equipment is still operating properly.

Facilities and Operations
March 2024

ANTENNA REQUEST FORM

Requests for antennas must follow the University of Michigan's
Guidelines for Installing Antennas on University Buildings, Structures or Grounds

U-M Applicant Contact Information

U-M Sponsoring Unit (school, college, department, unit) _____

Name[1] _____ Title _____

Signature _____ Date _____

Phone _____ Email _____

Antenna System(s) and License(s)

Antenna Request (check appropriate) New Install ____ Modification ____ Cellular Carrier ___

Antenna System (check appropriate) Receiving _____ Transmitting ____

Transmitting License (check appropriate) FCC ____ FCC Exempt ____

If FCC license, list the licensee _____

If FCC exempt, list the FCC rule for exemption _____

Total number of antenna(s) ___

Antenna(s) Business Need

_____

_____

_____

Antenna(s) Installation and Removal

Requested installation date _____

Review/Renewal date (if not temporary) _____

Removal date (if temporary) _____

Building/Structure Facility Manager[2]

Name _____ Building _____

Signature _____ Date _____

F&O Real Estate Office Encumbrance and Access Agreement Review

Name _____ Date _____

Signature _____

Required Submittal Information

- Completed request form with map or site plan showing proposed location(s) for antenna(s); submit floor plans for interior antenna(s)
- Photos showing site(s) before and after; include photorealistic renderings of antenna(s)
- Preliminary drawings and equipment specifications, including power source and frequency (submit pictures that clearly depict size, color, etc., of equipment)
- Description of method of installation and name of installer (U-M provider or other)
- If the antenna(s) system will be operated under a FCC license, submit a preliminary RF Site Safety Evaluation in accordance with FCC OET Bulletin 65.
- If the antenna(s) system is certified under FCC Part 15 for operation without a license, supply FCC-approved manufacturer's testing reports that show the MPE calculation along with any user manual information that instructs on safe use of the equipment.
- A License/Access Agreement may be required by the Real Estate Office if one isn't already in place.

Submit this form and the above listed documents to the Planning and Communication office:

[1] Administrative officer for the unit requesting/sponsoring the antenna (Dean, Director, etc.)

[2] If more than one building/structure and/or Facility Manager, please submit an additional page with name, signature and date