

## Student Proposals for Construction or Space Needs

Building a structure (however small) or utilizing space on NAU's campus requires significant oversight and substantial approval from multiple departments. Each project will be unique but please use the following outline as a guide for getting approval, funding, and assistance with implementation. Share this document with your faculty/staff advisor.

- 1) Collect multiple Letters of Support as outlined in the Green Fund Proposal Application
  - a. Get letters from appropriate deans, chairs, building managers, existing land use stakeholders, any faculty or staff that have any role in the implementation or ongoing operations and maintenance (O&M) of the project. Two examples of letters of support are below.
  - b. Get a letter of support confirming with your department's chair and accountant that they understand and agree with the Green Fund's [reimbursement policy](#).
- 2) Proposal goes to NAU's Strategic Space Planning Committee (SSPC) for "Conceptual Approval." This is initial approval to move forward with planning. Final SSPC approval will be required before any construction, assembly or use of space can begin.
  - a. Read the office of Space Management's website
  - b. Email your proposal to [SpaceManagement@nau.edu](mailto:SpaceManagement@nau.edu)
    - i. Proposal must include financial plan with project and maintenance cost projections.
  - c. Ask if you have to complete a short [Space Allocation Request Form](#). Ask if there is anything else they need and what their timeline will be for providing you the conceptual approval.
- 3) Contact NAU's Planning, Design, and Construction (PD&C) department.
  - a. Send them your proposal with proof that the SSPC has given it conceptual approval.
  - b. Work with Facility Services to request that a Project Manager (PM) is assigned to review your proposal for technical accuracy, to confirm budget assumptions and obtain necessary construction permits.
- 4) Submit your proposal to the Green Fund.
  - a. The Green Fund committee only considers and votes on projects during the academic school year. They will only consider projects that have already collected the appropriate letters of approval and gone through the above steps.
  - b. Their budget is approximately \$110,000 a year and is allocated on a first come, first serve basis.
- 5) Resubmit final proposal to the SSPC for final approval.
- 6) Work with your designated PD&C PM to complete your project.

Example 1:

## LETTER OF SUPPORT

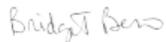
Dear Green Fund:

This letter is to confirm that NAU Civil Engineering, Construction Management, & Environmental Engineering (CECMEE) department is in support of efforts to install five solar air heaters on the south-facing wall and six photovoltaic (PV) modules on the roof of the CECMEE department C4P laboratory space located in the southeast annex of building 47A. The planned renewable power generation system also includes a real-time performance data monitoring system, the output of which is intended to be used by engineering students and faculty and incorporated into NAU's growing campus building dashboard system. We have met with the designers of the project and feel confident the heaters, PV and data monitoring systems will prove successful.

Our department supports this project as a first step in lessening our dependence on fossil fuels for our heating and electricity needs. Five of these solar air heating panels are expected to decrease our annual CO<sub>2</sub> emissions by approximately five tons. The PV array is expected to decrease our annual CO<sub>2</sub> emissions by approximately two and one half tons. This project will represent the first on-campus demonstration of the solar air heating technology combined with PV generation and a real-time building dashboard system. We expect the success of this project to further encourage the implementation of these technologies across campus.

If the Green Fund can approve payment for the purchase of the renewable power generating equipment and data monitoring system and the system proves to operate efficiently and achieve our heating and electricity reduction goals, the CECMEE department will work to maintain the system as needed.

Sincerely,



Bridget N. Bero, Ph.D., P.E.  
Professor and Chair  
Department of Civil Engineering, Construction Management and Environmental Engineering  
Northern Arizona University  
Box 15600  
Flagstaff AZ 86011  
928-523-2051  
[bridget.bero@nau.edu](mailto:bridget.bero@nau.edu)

Example 2:



Northern Arizona University  
PO Box 6016  
Flagstaff, AZ 86011  
(928) 523-6187

November 15, 2014

**LETTER OF SUPPORT**

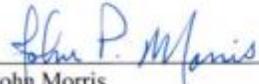
Dear Green Fund:

This letter is to confirm that NAU Facility Services is in support of efforts to install six Solar Thermix solar heaters on the south-facing wall of Campus Services. We have met with the designers of the project and feel confident the heaters will prove successful.

Our department supports this project as a first step in lessening our dependence on fossil fuels for our heating needs. Six of these panels will decrease our CO<sub>2</sub> emissions by three tons per year and if this proves to work we will be able to further implement this technology across campus.

If the Green Fund can approve payment for the purchase of the equipment and the equipment proves to operate efficiently and achieve our heating reduction goals then Facility Services will work to maintenance them as needed.

Sincerely,

  
\_\_\_\_\_  
John Morris  
Associate Vice President  
Facility Services

  
\_\_\_\_\_  
Jon Heitzinger  
Utility Director  
Facility Services

  
\_\_\_\_\_  
Patrick Fahey  
HVAC Controls Mechanic  
Facility Services

  
\_\_\_\_\_  
Scott Perelstein  
Operations Director  
Facility Services