

PORTLAND STATE UNIVERSITY  
RADIO FREQUENCY (RF) DEVICE  
SUBMITTAL PACKET

CONTENTS:

- Letter of Explanation detailing what the Vendor wants and plans (location, sq. footage, footprint/drawing of planned installation, power/utility requirements, cabling/wiring requirements, connection to local telco requirements, etc.)
- Site Application for All Radio Frequency (RF) Transmitters/Receivers
- Application for New RF Antenna Installation
- PSU Standards for Electrical Circuit Identification and Cabling

July 2006

## **PORTLAND STATE UNIVERSITY (PSU) RF EQUIPMENT LETTER OF EXPLANATION**

The purpose of this RF equipment submittal packet is to:

- Provide the Applicant with an RF application and a PSU permit application for the proposed installation of RF equipment, cabling, antennas, etc. for PSU review.
- Ensure that new installation complies with PSU/FCC requirements.
- Ensure that new installations are properly documented for PSU's RF database.
- Ensure PSU requirements are met.

Technology growth and changes presented a need to identify and regulate use of radio/cellular communication systems. This would include locating, mapping, labeling and describing the use of all existing RF devices at PSU.

Facilities and Planning (FAP) will provide an estimate of costs to perform the design review and other requested services (i.e. supply drawings, escort applicant to site, etc.). The Applicant must agree in writing to reimburse actual costs incurred by FAP for review, PRIOR to start of FAP services.

An Applicant must submit the *Site application for All Radio Frequency Transmitters and/or Receivers* for the installation of any proposed RF equipment, devices, antennas, dishes, etc., along with submitting an *Application for New RF Antenna Installation* for Port review. PSU will review the applications for compatibility or interference with other RF devices and specifically those devices in close proximity to the proposed installation. The submitted information will also provide PSU with the proposed location of equipment rooms within the leased areas, location of proposed rooftop devices, cabling routes and space requirements for the equipment.

Also attached is a copy of PSU's *Standards for Electrical Identification* to be used for equipment and conduit labeling requirements.

If the proposed RF equipment will replace existing equipment, please remove all old non-operational equipment, including conduit and cabling back to its source.

### In Review:

- Complete and submit the *Site application for All Radio Frequency Transmitters and/or Receivers*.
- Complete, sign and submit the *Application for New RF Antenna Installation* with three (3) sets of supporting construction drawings and specifications.
- Send completed application and supporting documents to:

**Francis McBride**  
**FPP Coordinator/Facilities and Planning**  
**Portland State University**  
**202 University Services Building**  
**617 SW Montgomery Street**  
**Portland, Oregon 97207-0751**  
**Phone: 503-725-8944 FAX: 503-725-4329**  
**E- mail: [mcbridef@pdx.edu](mailto:mcbridef@pdx.edu)**

**SITE APPLICATION FOR ALL RADIO FREQUENCY (RF) TRANSMITTERS AND/OR RECEIVERS**

Applicants are required to complete this application for any RF devices that are proposed to be installed on Portland State University (PSU) property. Completion of this application is required for new installations and any proposed modifications or alterations.

Date: \_\_\_\_\_

Applicant's Company Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Point of Contact:

Name: \_\_\_\_\_  New Application  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Modification Application  
E-Mail: \_\_\_\_\_ FAX: \_\_\_\_\_

Applicant's call sign (if unlicensed, specify FCC Part and Paragraph that describes service):  
\_\_\_\_\_

Applicant's operating frequencies: \_\_\_\_\_

Applicant's output power (ERP); if CC licensed, provide safety zone information:  
\_\_\_\_\_

Provide manufacturer's antenna specifications:  
\_\_\_\_\_  
\_\_\_\_\_

Equipment location(s) and proposed space requirements: Submit as part of drawings.

Submitted by: \_\_\_\_\_  
(signature)

Print Name: \_\_\_\_\_

**APPLICATION FOR NEW RADIO FREQUENCY (RF) ANTENNA INSTALLATION**

Date: \_\_\_\_\_

Applicant's Company Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

FCC License No: \_\_\_\_\_ Transmitting Frequencies: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

The Applicant hereby requests a permit from Portland State University (PSU) to install antennas, dishes, and/or radio frequency devices for transmitting/receiving from PSU properties or facilities.

Applicant and Contractor agree to abide by the conditions set forth on the back of this application.

**PLEASE READ AND SIGN THE BACK OF THIS APPLICATION**

Scope of Work: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Office and Cell Phone \_\_\_\_\_

**Submit three (3) copies of drawings, roof plans and specifications showing proposed antenna locations. Include a safety zone plan identifying hazardous exposure areas, transmitting and receiving frequencies and applicable signage with this completed and signed form.**

**PROCEDURES:**

**Complete the *Site Application for All Radio Frequency Transmitters/ receivers* and *Application for New RF Antenna Installation* and submit it to the Facilities and Planning Division, along with three (3) sets of detailed plans, maps, drawings, specifications and/or other pertinent information.**

PSU staff reviews all applications and, **if all required information is submitted with the application, processing should take a minimum of ten working days.**

**Neither the Site Application nor the Application for a New Antenna Installation foregoes the need to obtain other jurisdictions' permits. Applicable permits should be applied for after obtaining PSU approval of your application.**

In consideration of the approval of this application, the Lessee, Applicant and Contractor shall:

1. Install ALL radio frequency transmitters or receivers strictly in accordance with the approved plans and conditions as set forth by PSU Facilities and Planning.
2. Obtain ALL required FCC licenses and shall comply with applicable laws and codes in addition to PSU rules and regulations.
3. Comply with all applicable FCC guidelines and IEEE standards governing the placement and installation of any required RF advisory or warning signs on the Premises. In addition to the minimum required content, all such signage shall include contact name, address and phone number for PSU to use should PSU desire to access Premises. Also, provide PSU a copy of the worksheet or calculation used to determine the minimum safe distance from and length of time of RF signal.
4. Ensure all conduit and wiring is subject to compliance with PSU Standards for Electrical Identification.
5. Ensure that abandoned conduits, equipment and cabling will be removed from the work area.
6. Make such alterations, modifications or additions strictly in accordance with the PSU permit and approved plans. Improvements will commence within one (1) month of issuance of the permit and be completed in a timely manner. Contractor will restore contiguous areas affected by the improvements to original condition.
7. Obtain all necessary federal, state, county and city permits and shall comply with all applicable laws, codes, and regulations in addition to any Portland State University rules and regulations. Contractors working on Portland State University controlled facilities or property must be duly licensed by a local jurisdiction and provide proof of adequate insurance.
8. Post performance & payment bonds to PSU as outlined in ORS279C.380 (1) & (2), unless PSU waives this requirement as allowed by state statute.
9. Indemnify and save harmless Portland State University, the State of Oregon, the State Board of Higher Education, and their agents and employees from any and all claims, costs and damages which may arise directly or indirectly from any of the Contractor's work or from Contractor's representations made pursuant to a permit or for the work, action or negligence of Contractor's contractors, agents or addition to Oregon's Worker's Compensation statutes commensurate with the project.
10. Understand that the issuance of a permit, review or approval of plans or inspections of the work by Portland State University, its agents or employees shall in no way be construed as approval of the design or method of construction as far as structural soundness or compliance with applicable codes or regulations is concerned.
11. Agree that the issuance of a permit is not to be construed as an alteration or amendment of any lease or operating agreement with Portland State University.
12. Agree to notify Portland State University seven (7) days prior to commencement of construction. Contractor will schedule a pre-construction meeting with Portland State University when applicable and understands that all work is subject to Portland State University inspection and further agrees to notify Portland State University twenty-four (24) hours prior to completion of work for a final inspection by Portland State University.
13. Agree to accomplish the work described in the permit application without interference with any other construction, maintenance, operation or other activity authorized by Portland State University and understands that Portland State University has the right to suspend the permitted work when any conflicts or interference's occur for such time as it deems necessary.
14. Agree to submit to Portland State University, within **15** days of completion of the work, two (2) hard copies and one electronic copy (.tif) of as constructed plans, and one (1) copy of the final inspection signed-off City of Portland permit.
15. Submit record construction documents (drawings and specifications) to FAP at the completion of a project.

**By signature below I ensure that I have read, understand and agree to abide by the condition as listed above as well as those that might be specified in the permit. I also agree not to start any work as identified on the application prior to the issuance of a permit and if so, do accept the responsibility of meeting any conditions specified in the permit and if a permit is not granted to restore any affected area to its original condition.**

**Authorized Applicant Signature:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Francis McBride  
FPP Coordinator/Facilities and Planning  
Portland State University  
202 University Services Building  
617 SW Montgomery Street  
Portland, Oregon 97207-0751  
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## ELECTRICAL CIRCUIT IDENTIFICATION AND CABLING

### All wire/cabling must comply with the following:

#### WIRE

120/208 Volt Color Code:

Black

Red Blue

277/480 Volt Color Code

Brown

Orange

Yellow

#### CABLING

Cable paths must be shown on the red line drawings submitted at the end of the project.

DEVICES - All devices must have the following:

Labels indicating panel, and circuit originating from, with permanent material pre-printed in black on white, with adhesive backing, (Brady, 3M, or Equal).

Labels must be placed on all junction boxes, disconnects, starters, relays or any other location containing terminations or splices.

Where multiple circuits are to be used, wire must be labeled at both ends and each junction point with a black on white adhesive backed tape on dispenser roll, (Brady, 3M, or Equal).

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January 2007