UNIVERSITY OF CINCINNATI
TELECOMMUNICATIONS POLICY AND PROCEDURES

THE POLICY
The purpose of this policy is to provide certain standards and requirements for the establishment of any antenna sites for wireless telecommunication services on all University of Cincinnati campus property by any University or non-University entity. “Antenna Sites for Wireless Telecommunications Services” means antennas attached to buildings or existing structures for the purpose of providing wireless telecommunication services, utilizing frequencies authorized by the Federal Communications Commission (FCC) including, but not limited to, any internal telecommunications equipment, “cellular,” “enhanced specialized mobile radio,” “paging systems,” and “personal communications systems” telecommunications services.

The University of Cincinnati would like to keep the number of antennas on its buildings and rooftops to a minimum. However, if it is determined by the Administration to be in the best interest of the University and/or if the carrier can demonstrate a significant benefit to the University through a new antenna license, the following procedure may be implemented.

THE PROCEDURE/REVIEW
Existing Telecommunication Equipment
On an annual basis, all telecommunication vendors who are currently occupying space on University buildings and rooftops will be required to notify the Director of Real Estate Administration (“DREA”) of any equipment or personnel changes within the calendar year. Any unused support materials or antenna shall be removed per lease terms or within thirty (30) days from date of notification of any lease expiration or termination by the University or the tenant.

New Telecommunication Equipment Requests
A one-page site application will be provided on the University of Cincinnati’s Real Estate Department’s website, www.uc.edu/realestate. The completed site application or a Request for Proposal (“RFP”) will then be sent to the DREA, Campus Planning + Design + Construction for consideration. The University shall establish a coordinated report process that shall be administered by the DREA verifying that each committee member provided below has approved the application for the telecommunication equipment. The DREA may request the applicant to provide additional information, this may include but is not limited to the following: facility maps, photographs, drawings, technical information as well as any specific maintenance requirements.

The site application having received preliminary consent from the DREA shall be reviewed by an Ad Hoc committee within the University comprised of the following member agencies for approval or rejection:

- **Director of Real Estate Administration, Campus Planning + Design + Construction**
  - Determine if the request is for an acceptable rooftop
- **University Architect/Senior Associate VP, Campus Planning + Design + Construction**
  - Drawing review
  - Exterior design sufficiency and compatibility with the buildings and grounds of the University
- **Associate VP/Associate Director, UCit Network & Telecom Services**
  - Determine capacity with Cincinnati Bell Wireless or any other antennas on campus
- **Director, Environmental Health & Safety**
  - Raise questions regarding safety issues
- **Director, Facilities Management**
  - Determine issues such as utilities, rooftop access, location of radio equipment, etc.

- **Manager, Public Safety & Technical Services**
  - Determine issues that might create public safety problems

- **University Engineer, Campus Planning + Design + Construction**
  - Review placement of telecommunications equipments and utilities

**Note:** The above departments shall have thirty (30) working days to review the proposal and respond in writing to the DREA. If additional information is required, applicant shall have five (5) days to provide the requested additional information. The University has ten (10) days after final submission of information to review and accept or reject the site application.

After approval by Ad Hoc committee members, the site application and coordinated report will be given back to the DREA to determine appropriate terms of a lease agreement including, but not limited to, rate, terms, removal, and testing conditions based on comments found in coordinated report. Once lease agreement is drafted, an A-910 will be circulated with the lease agreement to the Vice President of Finance and General Counsel for sign-off. However, if an RFP has been submitted and reviewed by the Ad Hoc committee members, it will then follow the procedures established by Purchasing.

**BUILDINGS NOT TO BE CONSIDERED FOR ROOFTOP ANTENNAS**

**East Campus**
- University Hall
- Kingsgate Conference Center
- Vontz Hall
- Care/Crawley Building
- Health Sciences Building (Opens 2019)

**West Campus**
- Edwards Center (Prominent Corner)
- McMicken Hall
- DAAP (Arnoff Center)
- University Park Apartment Building
- Corbett Center for Performing Arts
- Tangeman University Center
- Recreation Center (Main St. & Campus Green)
- Steger Student Life Center
- Richard E. Lindner Center
- Lindner College of Business (Opens 2019)
- Morgens Hall
- Scioto Hall
- High Rise on the Green (Opens 2018)

**EXISTING ANTENNAS/POTENTIAL ANTENNAS**

Existing antennas located on University of Cincinnati buildings and rooftops shall be examined bi-annually or as appropriate. The University may, at its discretion, decide that an antenna is not beneficial to the University, its property, people and image and, therefore, request the removal of the antenna. Conditions for modification or removal shall be outlined in amendments to lease agreements. Requests for modifications to or elimination of existing antenna located on University buildings and rooftops shall be submitted to the DREA.

All existing and new antennas will be required to update the DREA annually as to updates in contact information or any other changes required by the Telecommunication Company. This information will then be distributed to the remaining Ad Hoc committee members.