Physical Plant Approval form for Campus Sustainability Projects
Spring 2021

Sustainability Funding Project Overview
This form is intended to enable the Physical plant director and any other relevant College agencies to determine whether the proposed project is feasible and allowable given the Institution’s other needs and plans. As such, only completed forms will be evaluated and NO project should move forward with any action that involves the campus physical infrastructure without receiving approval and the signature of the physical plant director via this form. Any questions should be directed first to the Sustainability Chair (Elle Chiaradio, lauren.chiaradio@salem.edu) or faculty representative (Dr. Porter, traci.porter@salem.edu).

Approval process Timeline
Jan 31 - Proposal Writing Workshop (12:30pm in the Student Center)
Feb 7 - Proposal Writing Workshop (12:30pm in the Student Center)
Feb 14 – Final Proposal Writing Workshop (12:30pm in the Student Center)
Feb 21 - Physical Plant approval form due
Mar 11 - Response from Physical Plant
Mar 14 - Proposals due to Sustainability Fund Council to be reviewed

Project Title: ___________________________ Project Source (what class, club, etc):_________________________

Project members:
(One person must be designated as the contact and their email included)

1. **_______________________**contact info:________________________
2. _________________________ contact info:________________________
3. _________________________ contact info:________________________
4. _________________________ contact info:________________________
5. _________________________ contact info:________________________

**: This person must be the contact person for the group, This information is REQUIRED

Brief Project description & brief description of potential locations (preferably both preferred and alternate locations):
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Bulleted list of resources needs from the college:

Timeline of implementation:

**Long-term Impacts of the project:**
(This must include long-term positive impacts AND ongoing maintenance and upkeep needs)

**Project approval:** _______________________ Date: _________________
(Approve/Reject/Revise)

Comments/Feedback: