



BARC PROJECT REQUEST FORM

This form must be completed and submitted to the school administration for review and approval before any work begins.

Project Name: _____ **Date Created:** _____

Project Number (YYMMP#): _____

Project Type (check one):

- Structural or Penetrating
- Non-Structural or Decorative
- Electrical / Antenna / Cable Routing

BARC Member(s) authorized to perform the work:

Date work is expected to be completed: _____

(give at least 2 weeks from submission date, all work must stop by the projected completion date, pending a review from the school)

Purpose of Project:

Project Description:

Sketch Area (or attach additional page if needed):

Note: Attach additional pages if proposal details exceed the space provided.

BARC Safety Director Approval: _____ Date: _____

School Representative Approval: _____ Date: _____

BARC President Approval: _____ Date: _____

WORK CANNOT START UNTIL ALL SIGNATURES ARE PRESENT



Bellbrook Amateur Radio Club – Project Type Classification Sheet

Purpose:

To clarify which types of work in the school-donated radio room require prior approval from the school and which may proceed under a general, pre-cleared policy.

General Guiding Principle:

Any work that alters or penetrates building structure, utilities, or fire-rated surfaces requires prior approval. Light decorative or reversible work (e.g., hanging photos) may proceed only under a general agreement with the school.

Type of Work	Examples	School Permission Needed	Notes
Structural or Penetrating	Drilling through brick/block; drilling, cutting, ceiling; creating openings for cables; mounting heavy or electrical items to the wall or ceiling	Yes	Always submit a plan (even if its brief). These may affect utilities or potential fire ratings.
Non-Structural or Decorative	Hanging framed photos, plaques, or signage with small anchors or removable hooks	A one time approval, unless new types of anchors or removable hooks or other device is used	Covered by one time approval, which the school or BARC can request the other party to review or update. Concern is the block in the room. IE where is a small hook or molly going to be put (brick or mortar, etc)
Temporary or Non-Invasive	Tape, Command Strips, or free-standing displays	No	
Electrical Antenna Cable Routing	Power, coax, ethernet, or antenna cabling (rotators) that penetrate walls, ceilings, including using existing openings	Yes	Always submit a plan (even if its brief). These may affect utilities or potential fire ratings.

Steps for Establishing a Clear approval Process

Step	Description	Responsibility
Project Proposal	BARC provides a brief written description; sketches or photos of intended work and a brief description of why the club wants to do the work	Club
Project Submission	BARC Safety Officer approves, and BARC President sends the project form to the school and puts the hard copy into the logbook	Club
Review and Comment	School maintenance team and/or business manager reviews, requests changes, asks for clarifications	School
Work Authorization	Email confirmation to the president and written signature by school in the log book are required before a project can begin	School/Club
Project Approval	The BARC President upon receiving the email approval will sign the logbook and contact the club members doing the work once all three signatures are in place	Club
Post-Work Check	Optional inspection or photo verification upon completion	School/Club