



Document Number	Memorial Benches SOP D.21.01
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Related Policies and Procedures	

1. Purpose/Introduction

The decision of who and what event qualifies to be memorialized on university property rests with University Advancement, therefore all requests for installation of memorial benches shall be directed to University Advancement.

The purpose of this Standard Operation Practice (SOP) is to establish a standard procedure for installation of memorial benches for the use of the Facilities Department.

This SOP describes the responsibilities of the various areas in Facilities associated with selection of location and installation of memorial benches.

2. Definitions

- **Type and Size of Benches:**

Type and Size:

- The standard exterior wood bench is Meridian-Teak Wood Bench by Country Casual. The standard painted metal bench is the Victor Stanley, Inc., Steel Sites RB Bench Model RB-28, color matching Victor Stanley-Tavern Square Green. Selection of the type of bench is based on the proposed location of the bench.
- 2"X 6" brass plaque from Wells Trophy

Installation Type:

- Natural landscape area with or without concrete platform, depending on location.
- Anchored into ground or concrete platform depending on location.

3. Procedural Steps

3.1 Procedure:

- 3.1.1 All requests for installation of a memorial bench must be directed to University Advancement. Donations associated with installation of memorial benches shall be made through University Advancement.
- 3.1.2 The Assistant Director for Grounds is responsible for maintaining a campus map indicating location of existing campus benches and location of potential campus benches in keeping with the campus master plan.

3.1.3 University Advancement shall contact the Assistant Director of Grounds to request a recommendation of potential locations and type of bench.

3.1.4 The Assistant Director of Facilities Design and Construction will review proposed final location and ensure there are no conflicts with the University Master Plan.

3.1.5 Assistant Director for Grounds will oversee installation.

3.2 Financial Responsibility:

3.2.1 Annual Giving Office will maintain bench fund and oversee ordering of benches.

3.2.2 The standard donation for a campus bench is \$5000

3.2.3 Facilities will provide maintenance of the bench and surrounding area.

3.2.4 The life expectancy of the campus benches is estimated at 15 years. It is the responsibility of University Advancement to fund replacement of benches:

- At the end of their expected useful life
- When necessary on account of acts of nature (storms for example)
- When caused by vandalism

3.2.5 It is the responsibility of University Advancement to fund replacement of brass plaques that disappear on account of vandalism.

4. Revision Table

Revision #	Section #	Summary of Changes	Approval Date