

# Hosting a UNH T<sup>2</sup> Center Workshop

Workshop Host for non-equipment workshops receive 4 free seats\* to the workshop. Up to two unused free seats may be applied to another UNH T2 workshop of equal or lesser value (free seat has no cash value) but must be used within 3 months of the workshop date and is dependent upon seat availability. *Please send the names of employees that should be registered for free host seats to [t2.center@unh.edu](mailto:t2.center@unh.edu).* \*FREE WORKSHOP SEATS CANNOT BE “HELD” or “SAVED” so we encourage hosts to contact UNH T2 to reserve space in the workshops they’re interested in right away, to avoid a workshop filling before free host seats have been registered or applied. UNH T2 can transfer registrations if attendance plans change later.

## **Standard space requirements:**

- Indoor space that meets ADA accessibility requirements
- Table and chair space for at least 20 people
- Parking for attendees
- Restrooms to accommodate the number of attendees
- Appropriateness for classroom-style learning- adequate temperature control for heat and air, adequate lighting, minimal background noise, etc.
- A restaurant/caterer/food source close enough to provide lunch
- WiFi available for instructor/UNH T2 use as related to instructional needs
- Helpful but not necessary (please inform UNH T2 if your facility is not equipped with or able to provide the following):
  - Projector Screen

## **Other workshop space requirements:**

In addition to the above standard requirements, some workshops have more specific needs:

### **Chainsaw Maintenance and Safety**

- Adequate tables for attendees to work on as a 3-5 person team, in order to take chainsaws apart
  - NOTE: Tables will get dirty (T2 can provide paper covering for tables, if needed)
- A location at which trees can be felled, limbed, bucked (trees that can be used must be identified by host)

### **Excavating & Trenching for the Competent Person**

- Outside area large enough to dig a trench that can hold a trench box
- Excavator/Backhoe (if trench box is steel)
- Lifting chain (certified grade 80) and tagline
- ***DigSafe must be checked by host and confirmation made available to UNH T2 upon request***

### **Flagger Certification**

- Area large enough to set up and perform skills test
- If it’s outside and is an active traffic flow area-parking lot, etc. then a work zone would need to be established to administer skills test

## **Installation & Maintenance of Culverts with hands-on portion**

- Approval from your select board
- Written approval from your town's insurance company

## **Lines, Levels, Layouts**

- Unpaved area roughly 200' long to set up transits, drive stakes, lay out a square building, shoot grades
- If area is flat, then sandbags and a piece of pipe are needed

## **Mowing/Chipping**

- Tractor/mower and chipper available to review parts of equipment

## **Snowfighters' Seminar**

- A truck setup with a manual hydraulic spreader and loaded with salt
  - Spreader should be a two-knob manual hydraulic spreader controls to set conveyor speed and spinner speed.
  - Spreader can be a slide in V hopper or live body which has visual access to view conveyor shaft
- Loader or other means of returning salt to truck or pile
- Traffic cones for blind spot activity
- Carriage or jacks for loading plow blade

## **Heavy Equipment Workshop Requirements**

- In-person hands-on heavy equipment training is done in "private" class style onsite at the requesting public works department's site. UNH T2 provides the instructor. The requesting facility must provide the equipment, fuel, location, DigSafe.
- A minimum of two (2) participants are required to host a hands-on equipment training, or a minimum of \$150 per day fee. No more than four (4) individuals can participate in a hands-on training per day.
- Completion of the virtual classroom is *mandatory* before in-person hands-on training will be scheduled
  - There is no cost for the public works employees for the virtual classroom
  - There is a \$75 per person fee (minimum \$150 per day) for
- Equipment must have sufficient fuel for the duration of the training day(s).
- ***DigSafe must be checked by host for ALL training that requires digging, and confirmation made available to UNH T2 upon request***
- Preference given to traffic-free zones
  - Areas with active traffic flow area, such as a parking lot, will require a work zone to be established and all traffic to be appropriately diverted or otherwise managed around the workshop work zone.
- Lunch and refreshments are not provided by UNH T2, but appropriate break time will be accommodated for participants.
- All hands-on participants will be assessed by the instructor using a Skills Assessment evaluation at the end of the hands-on instruction. Participants will be provided a copy of the completed Skills Assessment, although it is *not* intended to be a justification or confirmation of UNH T2's judgment or recommendation for an operator's readiness, comfort, or ability to operate machinery.

### **Backhoe**

- A 10-12' long area to be able to dig short trenches (they will be filled back in afterwards)
- A space to set up a skills exercise
- Area to be dug must be Dig Safed

### **Excavator Hands On Only**

- 10-12' space to dig numerous short trenches,
- Space to dig holding ponds (4-5' in diameter, 2-3' deep)
- Space to build a mound large enough to put the excavator on
- Area to be dug must be Dig Safed

### **Excavator & Loader Hands On Only**

- 10-12' space to dig numerous short trenches,
- Space to dig holding ponds (4-5' in diameter, 2-3' deep)
- Space to build a mound large enough to put the excavator on
- Area to be dug must be Dig Safed

### **Basic Grader (NOVICE)**

- Large gravel pit or a roughly .5 mile stretch of road
- An area roughly 200' long for skills portion
- Area to be graded must be Dig Safed

### **Grader II Hands On Only**

- Gravel road(s) longer than .5 miles with challenging terrain
- An area roughly 200' long for skills portion
- Area to be graded must be Dig Safed

### **Snow Plowing for New Operators**

- Plow truck w/ auto transmission (to accommodate CDL restrictions)
- Cones, barrels (an area to set up skills similar to the plow rally course)
- Wing
- Hard top is preferred
- An area large enough to accommodate a plow rally type course

*For further questions regarding workshop requirements, please contact us at [t2.center@unh.edu](mailto:t2.center@unh.edu).*