



## Hosting a UNH T2 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 three 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
- Ability to access the classroom space at the designated time
- Tables and chairs 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. Please let us know at least 48 hours before class if you need T2 to provide paper coverings for the tables.)
- A location at which trees can be felled, limbed, bucked (trees that can be used must be identified by host)

#### **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**

- Location of a culvert for a field activity
  - If the culvert location requires the class to travel via car, there must be enough parking at the culvert location.

## **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**

- Tractor/mower available

## **Snow Plowing 101**

- Large parking lot area that is closed to the public for the full day, to setup a course (about 200x100 feet)
- Six-wheeler truck with plow
- One ton truck with plow
  - Attendees from other municipalities will be asked to bring their own truck(s)
- Significant number of cones and barrels to use for the course markout (at minimum at least 30 cones and 4 barrels but more are appreciated)

## **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, and DigSafe.
- A minimum of three (3) participants are required to host a hands-on equipment training, or a minimum of \$300 per day fee. No more than four (4) individuals can participate in a hands-on training per day.
- Completion of the classroom session is *mandatory* before in-person hands-on training will be scheduled
- 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 Hands On**

- 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**

- 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

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