

Hosting a UNH T² Center Workshop

Workshop Host receives 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 twelve months of the hosted workshop date and is dependent upon seat availability. * FREE WORKSHOP SEATS CANNOT BE “HELD” or “SAVED” so we encourage hosts to contact T2 to reserve space in the workshops they’re interested in right away, to avoid a workshop filling. T2 can transfer registrations if attendance plans change later.

Standard space requirements:

- Table and chair space for at least 20 people
- Parking for attendees
- Restrooms to accommodate the number of attendees
- Helpful but not necessary:
 - AV equipment/projector screen/projector/wifi
 - A restaurant/caterer/food source close enough to provide lunch

Other workshop space requirements:

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

Bucket Truck

- Use of a bucket truck in a safe overhead work area (parking lot, etc.)

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)

Ditching

- Workzone, roadside set up or a gravel pit (with ditches)
- Excavator/loader/backhoe and a truck to put material in (if on road)

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

- 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

Heavy Equipment Workshop Requirements

- If host is offering heavy equipment usage, that same piece of equipment will be required for all Hands-On workshop days
- *Hosts for heavy equipment workshops will be offered 2 free workshops seats
- 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.

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

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- 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 [email](#) or call the UNH T² Center at 603-862-2826.