

## University of Utah/Facility Operations Roof Access and Damage Agreement Contractors and Consulting firms

Roof access keys will not be issued to any individual who is not an employee of the University of Utah. Roof access keys must be checked out through a University project manager or other University employee.

Roof safety is the responsibility of the contractor or firm (hereafter referred to as firm) requesting access to University roof areas, and includes any individual working for or contracting with that firm. Individuals who intend to go onto any roof at the University of Utah must first follow the roof access procedures outlined on the Facility Operations web site under "Roof Access".

Personal fall protection equipment and proper training must be provided to each individual requiring access to roof areas.

OSHA requirements apply and must be followed at all times while working on University property.

In order to gain roof access, any firm contracting with the University must first agree to accept responsibility for damage caused by any individual working for or contracting with that firm.

Should any repair become necessary, any repair must be made by a roofing contractor certified to work on the type of roof to be repaired. At the first indication of a needed repair, contact Facility Operations Carpenter/Roofing Shop to schedule a site visit and together determine how the repair process will be accomplished.

All repairs must be inspected by the Facility Operations roofing department prior to final payment. If damage is present prior to commencement of work it must be brought to the attention of the University Project Manager before work begins.

Company Name \_\_\_\_\_

I (print) \_\_\_\_\_ agree to the above stated condition of access to University roofs. I further agree to follow all University rules and OSHA requirements regarding roof safety and personal fall protection.

Signed \_\_\_\_\_

University Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Check out date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Check in date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Facility Operations

### Rules for Access to University Roofs

Read and understand these University Roof Access Rules before signing. Safety and any other questions may be addressed to the Facility Operations Carpenter Shop at 581-8275.

1. Smoking is not allowed on any roof.
2. Only activities related directly to University or departmental business may be conducted on roofs.
3. No one less than eighteen (18) years of age is allowed on any roof.
4. Personal fall protection may be required. Please refer to the attached Fall Protection Summary Document for details.
5. Throwing any object from the roof is prohibited.
6. Lifting or lowering objects from the edge of the roof is prohibited unless:
  - a. The work is performed by trained personnel using the proper lifting equipment
  - b. Fall protection measures are in place.
  - c. Ground safety measures are in place.
  - d. OSHA rules are being followed at all times.
  - e. Facility Operations has been notified.
7. Sharp or pointed objects may not be placed directly on roof membrane. All equipment must be placed on pads or curbs and in such a way that damage to the roof membrane or roof components will not occur.
8. Loose objects that can blow off the roof may not be left unattended.
9. Tampering with any existing roof equipment is strictly prohibited.
10. Penetration through a roof membrane or roof component must be approved in advance by Facility Operations Carpenter Shop.
11. Roof access doors must remain locked at all times.
12. Roof keys may not be loaned to another individual for any reason.
13. All equipment no longer in use must be removed from roof.
14. Extreme caution must be used if accessing a roof during inclement weather or under adverse conditions.  
Roof surfaces, especially single ply membranes can be extremely slick when wet, covered with frost, ice, snow or hail.

High wind and lightning can be life threatening on a roof and should be avoided.

Persons accessing a roof must determine that roof top conditions allow safe access before proceeding onto the roof.

If possible roof top work should be deferred until conditions have improved.

If work cannot be avoided, stay on walk pads if provided.

A broom or plastic shovel (no metal edges) may be used to clear snow from walk pads.

15. Notify Facility Operations Carpenter Shop of any damage immediately.
16. All departmental equipment on University roofs must be labeled with the department name and a contact number. Facility Operations may remove any equipment not labeled.

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Retain for your records

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Remove and submit

I, (print your name) \_\_\_\_\_, have read and agree to follow the above stated rules governing roof access. I understand that failure to follow these rules may result in the forfeiture of my privilege to access University roofs. I also understand that approval for roof access may be granted only by Facility Operations Carpenter Shop and may be withdrawn at anytime. I further agree that, at the request of Facility Operations Carpenter Shop, I will relinquish my roof access key and have my name removed from my department=s list of approved personnel for roof access.

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Activity: (summary description of activities requiring roof access)

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Date Access Needed

For Duration of Current Position

or

From Start Date: \_\_\_\_\_ To Complete Date: \_\_\_\_\_