

## 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.

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 \_\_\_ / \_\_\_ / \_\_\_