

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Access to University Building Roofs

**Regulation and Procedure
Number: URP: 04.540**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU") seeks to establish standard procedures to control access and maintain security, safety standards, and integrity of all TWU campus building roofs.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. General

- A. All TWU Students, Faculty, Staff, and Guests ("TWU Community") must comply with appropriate federal and state legislation, including the national fire protection codes, industrial security regulations, Life Safety Code, and other federal and state laws that relate to the university safety and security programs.
- B. It is the responsibility of all members of the TWU Community, supervisors, and department heads to enforce and comply with the policies and procedures outlined herein to control unauthorized access to the highly hazardous and sensitive roof areas of campus buildings.
- C. Only authorized personnel have shall have access to highly hazardous and sensitive roof areas for the purposes of maintaining University roof systems and any equipment(s) housed therein.

- D. Unescorted access to roofs will be limited to essential maintenance personnel only. No exceptions to the access to roofs by unauthorized University personnel will be granted without a written request to and approval from the Director, Physical Plant in the Facilities Management & Construction (“FMC”) department. Upon approval, unauthorized University personnel must be escorted to roof access by an authorized University personnel.

II. Responsibilities

- A. It is the responsibility of the TWU Community and all department heads to ensure compliance with the following safety procedures:

1. Department property will not be stored in roof access areas or on roofs. Any exception to this directive must be requested in writing to the Director, Physical Plant.
2. All department personnel should be fully aware that building roofs are highly restricted and will not be used for any purpose other than the intended function of providing weatherproof cover to the structure.
3. Periodic inspections of roof accessibility will be conducted by Physical Plant personnel to determine whether roof access is unsecured or not securable. Appropriate safety measures will be taken in the event of an unsecured or non-securable roof access. Under no circumstances should unauthorized members of the TWU Community be on building roofs.

- B. All maintenance supervisors are responsible for instructing authorized personnel under their direction to maintain security and equipment housed on the roofs and comply with safe operating procedures at all times when working on roof systems. Responsibilities include, but are not limited to, the following to ensure that authorized personnel:

1. Understand the importance of securing roof access areas and complying with roof security procedures at all times; and
2. Keep roofs clear of discarded parts, trash, etc.

- C. University faculty, staff, and students are subject to all campus security and safety regulations. Compliance with the following is vital to the security and safety of campus personnel and facilities:

1. Use only authorized storage areas for personal property;
2. Do not access any building roof except with authorized personnel or special approval from the Director, Physical Plant; and

3. Report unsafe conditions, practices, or equipment to the appropriate department supervisor.

D. Responsibilities for the control of access and general housekeeping of campus building roof systems include:

1. Under safety classifications, building roofs are considered hazardous areas with the potential to cause injury and/or illness for persons not properly protected and/or lacking knowledge of safe access procedures.
2. Roof access areas will be secured at all times. Security is essential for safety and protection of the roof systems.
3. Access to campus building roofs is restricted to authorized personnel only. Authorized personnel are defined as maintenance employees required to perform operational checks and maintenance on the roof systems or equipment housed on the roofs. No other personnel will be permitted onto this area unless access has been approved by the Director, Physical Plant and they are accompanied by an authorized employee.
4. It is imperative that anyone who gains access to a campus building roof understands the critical and sensitive nature of that roof system. The following checklist will be standard procedure for any access to campus building roofs.
 - a. Stay on walk treads where provided.
 - b. Exercise caution when working with chemicals to prevent spills.
 - c. When walking on the roof, avoid stepping on roof blisters or other deficiencies.
 - d. When working with tools, put down a protective layer of plywood or other material.
 - e. When crossing firewalls, parapets, or expansion joints, exercise caution to prevent "kick holes" in base flashings, movement of metal caps, or tearing of expansion joints.
 - f. Remove all debris, obsolete material, containers, etc., when work is completed.
 - g. When using a wheel cart, ensure that the tires are of sufficient size to prevent overstressing the roof.

- h. Avoid pushing, pulling, or dragging equipment or tools across the roof.
- i. If any disturbance to the roof system or adjacent components should occur, notify the FMC Work Control Center at (940) 898-3137 immediately.
- j. If any portion of the roof or roof detail is to be altered during work, authorization must be obtained from the Director, Physical Plant to ensure roof warranties are not voided.
- k. Special safety precautions must be followed for access to any roof with an antenna. All access must be coordinated with and approved by the Director, Physical Plant at least five (5) days prior to access to the roof.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

Publication Date: 12/01/2021

Revised: (MM/DD/YYYY)