

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, Employees, Guests, and University Affiliates.

DEFINITIONS

1. "Authorized Personnel" means TWU employees and University Affiliates who must have access to Building Roof Areas for the purpose of maintaining University roof systems and any equipment housed therein. The Director, Physical Plant in the Facilities Management and Construction ("FMC") department designates Authorized Personnel.
2. "Building Roof Areas" means all areas of a building that provide weatherproof cover to the structure and which are not designed to be occupied by the general public. This also includes areas such as machine rooms that are only accessible by traversing a building roof area. These areas are considered to be highly hazardous and critical to campus security and safety.
3. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
4. "Escorted Individuals" means individuals who have only been approved to access Building Roof Areas while escorted by Authorized Personnel.

Escorted Individuals must have written approval from the Director, Physical Plant in the Facilities Management and Construction (“FMC”) department.

5. “Guest” means any individual not affiliated with TWU.
6. “Roof Access Areas” means the rooms or spaces that individuals must pass through to gain access to the roof, such as machine rooms where the door or ladder that provides access to a Building Roof Area is located.
7. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.
8. “University Affiliate” means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
 - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
 - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

REGULATION AND PROCEDURE

I. General

- A. 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 Building Roof Areas.

- B. Only Authorized Personnel shall have access to Building Roof Areas for the purposes of maintaining roof systems and any equipment housed therein.
- C. Authorized Personnel who are TWU employees are not permitted to access Building Roof Areas alone and must be accompanied by one (1) or more additional Authorized Personnel or Escorted Individuals approved per Section I.F below. The exception to this is in emergency situations, such as life safety system malfunctions or elevator entrapment rescues, when only one (1) Authorized Personnel is available, and the TWU Police Department is aware that the employee is accessing Building Roof Areas.
- D. Authorized Personnel who are University affiliated contractors are permitted to access Building Roof Areas alone but must notify their supervisor that they will be accessing Building Roof Areas and notify their supervisor when the work is complete and they are no longer accessing the Building Roof Areas. The supervisor will contact the Authorized Personnel if they do not receive notification at the expected time. If the supervisor is unable to contact the Authorized Personnel, the supervisor will contact the TWU employee responsible for the contractor's work.
- E. Authorized Personnel will not be issued keys or keycard access to Building Roof Areas. Authorized Personnel will gain access to Building Roof Areas as necessary through contacting TWU Police Dispatch, ID Services, or utilizing keys maintained in the FMC key control system. All keys checked out via the FMC key control system must be returned prior to leaving campus.
- F. Individuals who are not Authorized Personnel are only permitted to access Building Roof Areas with written approval from the Director, Physical Plant. Upon approval, such individuals (referred to as Escorted Individuals) must be accompanied by Authorized Personnel at all times while accessing Building Roof Areas. Escorted Individual approvals may be temporary or permanent, and the Director, Physical Plant will maintain a list of approved Escorted Individuals. Examples of Escorted Individuals include University Affiliates who need to occasionally access building roofs as part of their duties (e.g. State Fire Marshal's Office or State Office of Risk Management personnel).

II. Responsibilities

- A. It is the responsibility of the TWU Community, supervisors, and department heads to ensure compliance with the following safety procedures:
 - 1. Under no circumstances should members of the TWU Community be in Building Roof Areas unless they are Authorized

Personnel or have written approval as an Escorted Individual from the Director, Physical Plant and are accompanied at all times.

2. Report unsafe conditions, practices, or equipment related to roof access to FMC.
3. Materials may not be stored in Roof Access Areas or Building Roof Areas. Any exception to this directive must be approved in writing by the Director, Physical Plant.

B. All supervisors of University employees designated as Authorized Personnel, as well as employees responsible for University affiliated contractors who are so designated, are responsible for ensuring that Authorized Personnel:

1. Understand the importance of securing Roof Access Areas and complying with roof security procedures at all times.
2. Understand that Building Roof Areas must be secured at all times. Security is essential for safety and protection of the roof systems and other building systems.
3. Understand and comply with all safety requirements including the TWU's Fall Protection Program.
4. Keep Building Roof Areas clear of discarded parts, trash, etc.

C. Responsibilities of Director, Physical Plant:

1. Designate Authorized Personnel, and maintain this list.
2. Approve requests, in writing, for access to Building Roof Areas by individuals who are not Authorized Personnel.
3. Approve requests, in writing, for storage of materials in Roof Access Areas or Building Roof Areas.
4. Ensure that periodic inspections of roof accessibility are conducted and implement appropriate corrective actions to address any unsecured access to Building Roof Areas.

D. Responsibilities of Authorized Personnel:

1. Ensure Building Roof Areas are secured at all times. Security is essential for safety and protection of the roof systems and other building systems.

2. Never bypass or defeat any locking mechanism securing Building Roof Areas. Access to Building Roof Areas may only be gained through contacting TWU Police Dispatch, ID Services, or utilizing keys maintained in the FMC key control system. Keys must be returned to the FMC key control system prior to leaving campus.
3. Ensure that individuals who are not Authorized Personnel are prohibited from accessing Building Roof Areas unless they have been granted permission by the Director, Physical Plant. Such Escorted Individuals must be escorted by Authorized Personnel at all times.
4. Notify TWU Police Dispatch as soon as possible during an emergency situation requiring them to access a Building Roof Area unaccompanied.
5. Comply with the following when accessing Building Roof Areas:
 - a. Adhere to TWU's Fall Protection Program, including use of fall arrest and fall protection systems when within six (6) feet of an unprotected roof edge.
 - b. Avoid accessing Building Roof Areas during inclement or severe weather whenever possible. Authorized Personnel should maintain weather awareness.
 - c. Stay on walk treads where provided.
 - d. Exercise caution when working with chemicals to prevent spills.
 - e. When walking on the roof, avoid stepping on roof blisters or other deficiencies.
 - f. When working with tools, put down a protective layer of plywood or other material.
 - g. 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.
 - h. Remove all debris, obsolete material, containers, etc., when work is completed.
 - i. When using a wheel cart, ensure that the tires are of sufficient size to prevent overstressing the roof.

- j. Avoid pushing, pulling, or dragging equipment or tools across the roof.
 - k. If any disturbance or damage to the roof system or adjacent components should occur, notify the FMC Work Control Center at (940) 898-3137 immediately.
 - l. 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.
 - m. 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.
6. Supervise Escorted Individuals at all times while in Building Roof Areas, and advise them of all applicable responsibilities noted above.

E. Responsibilities of Escorted Individuals:

- 1. Do not access Building Roof Areas except as approved by the Director, Physical Plant, in writing.
- 2. Stay with assigned Authorized Personnel at all times when in Building Roof Areas, and follow their instructions.

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

[TWU's Fall Protection Program](#)

FORMS AND TOOLS

None

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