PROCEDURE OBJECTIVE

The purpose of this procedure is to establish standard procedures to control access and maintain security and safety standards of all UT Arlington campus building roofs.

SCOPE

This policy applies to all employees, students, contractors, and visitors requiring roof access.
The Environmental Health & Safety Office (EH&S) Responsible for the health and safety of personnel and related compliance. For the purpose of this procedure, EH&S will review and approve requests from unauthorized personnel for campus building roof access. EH&S will facilitate approved short term roof access.

The Office of Facilities Management (OFM) Responsible for campus building structures and/or equipment. For the purpose of this procedure, OFM will track roof access of authorized personnel. OFM will receive notification from EH&S if approval is granted for roof access to unauthorized personnel.

The University Police Department (UTAPD) Responsible for maintaining building security. For the purpose of this procedure, UTAPD will receive notification from EH&S if approval is granted for roof access to unauthorized personnel.

PROCEDURES

Section I. Roof Access

FORMS AND TOOLS/ONLINE PROCESSES

Roof Access Request (Form 8-77)

DEFINITIONS

Authorized Personnel: University personnel and/or approved contractors that have direct involvement with the installation, construction, operation, and maintenance of University buildings and/or associated equipment.

RATIONALE

The policy addresses the need to keep equipment and systems contained in these areas secure with controlled access only for effective operation of systems, maintenance and repair. This policy seeks to protect the health and safety of University personnel, students and the public. Additionally, the policy strives to ensure that the University's liability exposure is adequately controlled and minimized.
RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

<table>
<thead>
<tr>
<th>UT System Administration Policies and Standards</th>
<th>Other Policies and Standards</th>
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<tbody>
<tr>
<td></td>
<td>Key and Lock Control (Procedure 6-15)</td>
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APPENDICES

N/A

CONTACTS

If you have any questions about this procedure, contact the following departments:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office Name</th>
<th>Telephone Number</th>
<th>Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Access</td>
<td>Environmental Health &amp; Safety</td>
<td>(817) 272-2185</td>
<td><a href="mailto:ehsafety@uta.edu">ehsafety@uta.edu</a></td>
</tr>
<tr>
<td>Facilities</td>
<td>Office of Facilities Management</td>
<td>(817) 272-3571</td>
<td><a href="mailto:ofm@uta.edu">ofm@uta.edu</a></td>
</tr>
<tr>
<td>Access (after hours)</td>
<td>UT Arlington Police Department</td>
<td>(817) 272-3381</td>
<td><a href="mailto:policedepartment@uta.edu">policedepartment@uta.edu</a></td>
</tr>
<tr>
<td>Website access</td>
<td>Administrative Information Management</td>
<td>(817) 272-0222</td>
<td><a href="mailto:aim@uta.edu">aim@uta.edu</a></td>
</tr>
</tbody>
</table>

WEBSITE ADDRESS FOR THIS PROCEDURE

N/A