



Building Roof Access CO-CS-PR15

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Environmental Health & Safety

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Errors or changes to: aim@uta.edu

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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.

RESPONSIBILITIES

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

UT System Administration Policies and Standards	Other Policies and Standards
	<i>Key and Lock Control</i> (Procedure 6-15)

APPENDICES

N/A

CONTACTS

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

Subject	Office Name	Telephone Number	Email/URL
Safety Access	Environmental Health & Safety	(817) 272-2185	ehsafety@uta.edu
Facilities	Office of Facilities Management	(817) 272-3571	ofm@uta.edu
Access (after hours)	UT Arlington Police Department	(817) 272-3381	plicedepartment@uta.edu
Website access	Administrative Information Management	(817) 272-0222	aim@uta.edu

WEBSITE ADDRESS FOR THIS PROCEDURE

N/A