

Louisiana State University

Office of Facility Services

Operating Instruction 6202

Revision: 1
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SUBJECT: ROOF ACCESS PROCEDURES

I. General

- A. This document establishes important guidelines and restrictions regarding building roof access at Louisiana State University (“LSU” or the “University”). This document is not exhaustive of all responsibilities, but is intended to outline certain specific responsibilities.
- B. Any work performed on roof tops must first be approved for application/design by Facility Services. Before approval is granted by Facility Services, additional work may be required, including, but not limited to, adding roof paths, conduit and penetration installations, design fees, and various University approvals as applicable where the installation of such equipment involves radio transmissions, Information Technology Services (ITS), and/or presents other functionality/safety concerns.
- C. All access (excluding Facility Services and/or work coordinated by Facility Services) must be requested through the applicable building coordinator (Please see “LSU Building Coordinators List” for the current appointee) and approved by Facility Services.
- D. If approval is granted, the applicable building coordinator will request any key(s) required for access from Facility Services

II. Instructions for Obtaining Roof Access Keys

Departments requesting to grant access to departmental employees:

- A. Designate a responsible individual (i.e., building coordinator) to maintain roof access information.
- B. Fill out all documents completely.
- C. Return the signed original Roof Access Application Form to the responsible individual (i.e., building coordinator).
- D. Responsible individual (i.e., building coordinator) forwards signed original Roof Access Application to Facility Services for review/approval.
- E. All departmental employees requesting roof access must have a valid reason (as determined by the respective Dean, Director, or Department Head).
- F. Prior to granting approval for roof access to an individual, the department supervisor and building coordinator must ensure that the individual is aware of the hazards and safety precautions necessary for the specific activity on the roof and provided with proper safety equipment. Adherence to OSHA rules for repair or construction work on a roof is LSU policy. An exception to the OSHA rules for fall protection is allowed when inspections, investigations, or assessments are being conducted. However, if any individual is exposed to a fall of over 6 feet, protective measures as required by OSHA rules must be in place. Consult with Environmental Health and Safety (EHS) on any questions about safety rules or precautions.

Individuals requesting to obtain a roof key:

- A. Responsible individual forwards signed original Roof Access Application to Facility Services for review/approval.
- B. Include a written statement giving the reason roof access is required as well as start and stop dates for project.
- C. Make arrangements to obtain appropriate training or supervision through Facility Services.

- D. Make certain all safety measures have been taken. Roof safety is the responsibility of the department and the individual granted an access key. Personal fall protection equipment and proper training are the responsibility of the department, and should be described in the Roof Access Application Form. Proper use of this equipment and adherence to OSHA rules governing roof safety are the responsibility of the individual. The need to follow OSHA rules and proper use of fall protection equipment and procedures cannot be overstated.
- E. Any violations could result in serious injury or death and the loss of roof access privileges.

Lost Roof Key/Documentation and Re-issue

- A. Everyone requesting access to campus roofs must be aware that safety and security are a top priority for all campus roofs. The best way to ensure security is to keep unauthorized people off the roofs. The only way this can be accomplished is to maintain control of all roof keys.
- B. Facility Services has collaborated extensively with LSU Police, Risk Management, and other units to develop an avenue by which University personnel may access roofs for approved University business while maintaining security.
- C. When any department or individual checks out a roof key, they become a critical link in the process and must accept their portion of responsibility for maintaining the first line of defense, which is access.
- D. Access to campus roofs is strictly limited to individuals with an appropriate reason for being there, (as determined by Facility Services).
- E. In the event a roof key is lost or stolen, the individual responsible for that key must immediately report the loss to Facility Services and LSU Police. If the key cannot be located, the locks will be rekeyed at the expense of the department responsible for the lost key. Keys will then be re-issued through the regular channels provided by Facility Services.

III. Rules for Access to University Roofs

- A. Smoking is not allowed on any roof.

- B. Only activities related directly to University or departmental business may be conducted on roofs
- C. No one under eighteen (18) years of age is allowed on any roof.
- D. Throwing any object from the roof is prohibited.
- E. Lifting or lowering objects from the edge of the roof is prohibited unless:
 - 1. The work is performed by trained personnel using the proper lifting equipment.
 - 2. Fall protection measures are in place.
 - 3. Ground safety measures are in place.
 - 4. OSHA rules are being followed at all times.
 - 5. Facility Services has been notified.
- F. Loose objects that can blow off the roof may not be left unattended.
- G. Tampering with any existing roof equipment is strictly prohibited.
- H. Roof access doors must remain locked at all times.
- I. Roof keys may not be loaned to another individual for any reason.
- J. All equipment no longer in use must be removed from roof
- K. Do not access the roof surface when ice, snow, or frost is present
- L. Notify Facility Services of any damage immediately.
- M. All departmental equipment on University roofs must be labeled with the department name and a contact number. Facility Services may remove any equipment not labeled or reported in the "Equipment Inventory" section of application form.
- N. Do not access roof at night without proper lighting and LSU Police present.

- O. Do not access roof in times of limited visibility such as heavy fog or rain
- P. For concerns/questions, please contact LSU Facility Services at 225.578.3186 or e-mail at workcon@lsu.edu
- Q. A list of approved personnel with access to building roofs will be maintained by OFS.
- R. Keys to access the roof(s) must be signed out by personnel approved to access building roof(s). The key(s) check-out list will be maintained by OFS.

Roof Access Application Form

Date: ___/___/___ Requestor's Name: _____ Title: _____

Contact Information: Phone _____ Cell Phone _____ E-mail _____

Department: _____ Roof Location: _____
Building Name(s)

Reason for Access: State reason for requesting access, access frequency, equipment installations, type of equipment, installation requirements, attach diagrams and equipment specifications.

Equipment Inventory:

Duration of access: Beginning Date: _____ Ending Date: _____

Name(s) of those who will be accessing roof: *All personnel requiring roof access must read "Roof Access Procedures", which includes instructions for obtaining access, and outlines the rules for access. These documents must be on file and made available to Facility Services upon request.*

Name: _____	Title: _____	Extension: _____
Name: _____	Title: _____	Extension: _____
Name: _____	Title: _____	Extension: _____
Name: _____	Title: _____	Extension: _____

I, (print your name) _____, have read and agree to follow the 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 Services and may be withdrawn at anytime. I further agree that, at the request of Facility Services, I will relinquish my roof access key and have my name removed from my department's list of approved personnel for roof access. **Under no circumstances am I to install, modify, penetrate, or alter in any way any roofing materials, structure, equipment, component, wiring, etc. Violations of the rules governing roof access may lead to disciplinary action up to and including termination, expulsion, and/or legal action.**

Requestor: _____	Date ___/___/___
Department Head: _____	Date ___/___/___
Building _____	
Coordinator: _____	Date ___/___/___

Office of Facility Services (OFS) Approval: Name: _____ Date: ___/___/___

OFS Comments: