

## USU Roof Access Policy

For safety and security reasons, roof access at USU must be strictly controlled. Authorization for access to roof areas is obtainable through the following process.

1. Persons desiring roof access must review the Guidelines for Temporary Use of USU Facilities and initiate a Request For Temporary Use of a USU Facility with Facilities Customer Service. Facilities Customer Service will review all initial requests and will grant permission for access if it is justified, if appropriate release forms are signed, and other risk control measures (such as those mentioned below) are taken.
2. Following the completion of the Request for Temporary Use of a USU Facility form, USU Facilities may discuss/review request with USU Risk Management (797-1844) as might be necessary to reach a decision. If the requested use is approved, then the roof access event will be scheduled with the Facilities roofers, who will be responsible for unlocking any access doors/hatches, and who will be in attendance at all times during access event.
3. High risk activities will not be permitted. Any activity within 6 feet of roof edge requires OSHA approved safety equipment and procedures, and must be performed by trained Facilities personnel.
4. USU police will be notified of scheduled roof access events. For appropriate requests by staff, students and academic units, there will be no charge. Facilities reserves the right to bill for services rendered for any other approved roof access events.
5. The request for roof access should be placed with Facilities Customer Service at least 48 hours before the proposed event is scheduled to take place. This is necessary in order to make arrangements with the Facilities roofers, USU Police and the Safety Office (if necessary).