



University Operating Procedure

University Roof Access for Academic or Research Use

Overview

All facility roofs on the University campus are off limits for academic or research purposes except for the Votey Hall and Aiken Center roofs, where all procedures contained here will govern. These are the only two University facilities whose roofs are presently available for academic use. The Director of Capital Planning and Management may make exceptions upon request, with the prior approval of the Department of Police Services, the Department of Risk Management, and the dean's office of the academic unit conducting the research. Maintenance staff accessing roofs for non-academic purposes must also adhere to the safety requirements of this Procedure as well as any other applicable safety training programs or regulations.

Procedures

Application for Access: Applications for roof access for academic or research purposes must be submitted to Capital Planning and Management by means of a Roof Access Request Form. The Dean of the requester's academic unit must sign the request. Capital Planning and Management will require a minimum of 30 days' processing time before it acts upon an application; the time may be longer if exceptions are sought.

The decision on the application, including applicable permit conditions, will be communicated to the applicant in writing by electronic or other appropriate means of communication. If an application is denied, the applicant will be provided a brief written explanation of the basis of the decision.

Faculty, staff, students, contractors, and others who require roof access must be fully trained and knowledgeable of the issues and work procedures associated with rooftop access. Capital Planning and Management must approve all applications before entry and may prohibit access if unsafe conditions exist. Permissions granted may be revoked by Capital Planning and Management at the last minute due to hazardous weather conditions or other potentially dangerous situations, or upon the request of the dean's office of the academic unit conducting the research, the Department of Police Services, or the Department of Risk Management. Access to roofs is allowable only during day lit hours.

Egress: Rooftop access doors and hatches will be locked to exclude passage by those who lack the required authorization and training. Access routes to roofs via a door or hatch will be clearly marked.

CATCards: Persons with access privileges on their CATcard must *not* lend their CATCard to anyone under any circumstances. If an authorized person loses their CATCard or believes it has been stolen, they are to call the CATCard office *immediately* at (802) 656-4509. UVM Police Services, (802) 656-3473, can deactivate and reactivate CATcards 24 hours a day if the CATCard Office is not available.

Training: UVM's Risk Management department has designed an OSHA Compliance and Situational Awareness training program that addresses all aspects of safety for non-maintenance personnel to conduct research on the roof of a UVM facility. Before access will be granted, each applicant must complete this program to the satisfaction of Risk Management. The training specifically addresses the following hazards:

- Falls from roof edges
- Potential exposure to hazardous materials, chemical, biological, radiological, including exhaust from fume hoods
- Slipping due to rocky surface, slick roofing material, weather or environmental conditions
- Tripping due to equipment, cables or other materials
- Electrical and mechanical
- The creation of overhead hazards, i.e., items that could potentially fall onto pedestrians below.

Consequences of Damage Caused by Authorized Use: If any damage results from authorized use, the responsible department will be charged the \$1,000 property deductible imposed by the University of Vermont's property insurance policy. Any injuries to UVM faculty or staff resulting from authorized use will be handled in accordance with the University of Vermont's Officer and Employee Indemnification Policy and Workers' Compensation procedures in accordance with Vermont State Statute. Student injuries will be processed through their required health insurance coverage. UVM contractors will process injury claims according to their company's policies and procedures.

Consequences of Unauthorized Use: Unauthorized use of institutional facility roofs is a violation of this procedure and may violate other applicable University policies or civil or criminal laws. Abusing access privileges by allowing unauthorized persons to access a roof will result in the immediate revocation of all access privileges. Further, demonstrated violation of policy or law may result in disciplinary or legal action against violators.

The University reserves the right to promptly discontinue unauthorized uses without compensation to persons, groups, or organizations acting in violation of this policy. Any damage resulting from unauthorized use may be charged back to responsible departments or individuals. The University of Vermont makes no promise to compensate any individual for injuries resulting from unauthorized use.

Definitions

None

Contacts/Responsible Official

Questions related to the daily operational interpretation of this procedure should be directed to:

Robert B. Vaughan, Director
Capital Planning & Management
109 South Prospect Street
(802) 656-2219
Robert.Vaughan@uvm.edu

The Vice President for University Relations and Administration is the official responsible for the interpretation and administration of this procedure.

Forms

Academic Research Roof Access Request Form
<http://www.uvm.edu/~cpm/?Page=arra-form.html&SM=formmenu.html>

Related Documents/Policies

Facilities and Grounds Use Policy
<http://www.uvm.edu/~uvmppg/ppg/facil/facsched.pdf>
No-Trespass Notices Procedure
http://www.uvm.edu/~uvmppg/ppg/general_html/notrespass.pdf

Effective Date

Approved by the Responsible Official September 1, 2011