



# Facility Management

600 E. Boulevard Ave. Dept. 130 4<sup>th</sup> Floor 701-328-2471  
Bismarck, ND 58505

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Effective Date: 05-01-96

Policy Number: 01-94

## **SUBJECT: Access to Building Roofs**

It is imperative that anyone who accesses a building's roof understands the critical and sensitive nature of this roof system.

1. Stay on walk treads where provided.
2. Exercise caution when working with chemicals to prevent spillage.
3. Avoid stepping on roof blisters or other roof deficiencies.
4. Provide a protective layer of plywood when working with tools.
5. When crossing firewalls, parapets, or expansion joints, exercise caution to prevent "kick holes" in base flashings, movement of metal caps, or tearing of expansion joints.
6. Remove all debris, obsolete material, containers, etc., when completing work.
7. When using a wheeled cart, make sure the tires are of sufficient size so as to prevent overstressing the roof.
8. Avoid pushing, pulling, or dragging equipment or tools across the roof.
9. If any disturbance to the roof system or adjacent components should occur, please notify the Director of Facility Management as quickly as possible.
10. If any portion of the roof or roof details are to be altered during your work, please get authorization from the person indicated below so as not to void any roof warranties.

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PLEASE NOTIFY THE DIRECTOR OF FACILITY MANAGEMENT IN THE EVENT OF POSSIBLE DAMAGE.

John Boyle

John Boyle  
Director of Facility Management

2-13-2018

Date