



**Subject:** Roofing Shop Roof Access Guidelines

**From:** Jeremy Chubbuck

**To:** Mike Rossignol

**Cc:** R. Brown, S. Harvey, S. Wilkerson, E. Clark, S. Peary, FM Project Managers,  
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This memo shall serve as guidance for the Roofing Shop when providing roof access for people who request it. Access shall be granted only after the following criteria have been met:

1. The roof access should be pre-arranged through FM Work Control, the Roofing Shop or FM Administration. Only in emergency cases shall this provision be excused.
2. A photo-ID (Maine Card, Driver's License, etc.) must be presented to be granted access to the roof.
3. The FM Safety Office must have documentation of formal fall protection training on file for any person requesting access. The Roofing Shop will contact the FM Safety Office for verification of this prior to allowing access.
4. An ongoing written roof access log shall be maintained by the Roofing Shop. For each person who is granted access to a University building roof, the log shall document following: Person's name, Organization, Date, Time, Building, Reason for access and University sponsor.

Please feel free to see me if you have any questions regarding this guidance. Thanks.

Jeremy M. Chubbuck, PE  
Associate Executive Director of Facilities