

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services
TITLE: Roof Access Procedure
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

PROC. NO: FS-PR-3.23
ORIG. DATE: 8/31/2021
EFF. DATE: 08/31/2021

SCOPE

Due to their inherent danger, access to all roofs is restricted to authorized personnel only. This document sets out the intended policy for the safe access to roofs of University buildings.

The Facilities Services department will maintain procedural guidance to ensure permitting of appropriate roof access for the purpose of continued operational performance

This procedure will provide general guidance to maintain operational support of the physical assets necessary to carry out the College mission in a safe and appropriate manner.

DEFINITIONS

Facilities Services – The Facilities Services Department’s objective is to serve the College community by providing a safe, comfortable, clean and aesthetically pleasing environment for our College students, faculty, staff and visitors. The Facilities Operations group within Facilities Services provides day-to-day maintenance support of all College facilities totaling more than 3.2 million square feet.

Personnel – People with various skills, knowledge, and expertise managed to serve the needs of the College with regards to physical assets. This includes both College employees and contract employees.

Processes - Practiced and proven policy, procedures, guidance, and instruction usually in the form of written procedure.

ROLES AND RESPONSIBILITIES

Associate Vice Chancellor of Facilities Services – Overall responsibility for continuity of operations and providing for a safe, comfortable, clean and aesthetically pleasing environment for our College students, faculty, staff and visitors.

Facilities Operations Director – Responsible for management of resources in support of continued College operations.

Trades Supervisor – Responsible for ensuring proper adherence to procedures and utilization of available resources to provide for scheduling, execution, and closure of work order tasks.

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PROCEDURES

- I. Facilities Services is responsible for a formal inspection and assessment of all college roofs within the College District.
 - A. This includes all properties owned by the District.
 - B. Leased or let facilities are excluded as maintenance responsibility falls upon the owner of the property.
 - i. Edge Center.
 - ii. Business Center.
 - iii. ISD facilities.
- II. Access to District Roofs are restricted.
 - A. Roof hatch access will be locked when not actively in use.
 - B. Signs will be posted stating: “*Authorized Personnel Only*”
- III. Roof related activities will require review of written risk or hazard assessment.
 - A. Fall related hazards
 - B. Note that roofs of science, culinary, and industrial spaces, might have hazardous gasses present.
 - i. Fume hoods
 - ii. Culinary vent hoods
 - iii. Ventilation systems in welding and automotive environments.
- IV. Access to District roofs require prior permission.
 - A. Approval through AVC Facilities Services and Director of Operations.
 - i. Roof Access Permit. *Appendices*
 - a. Outlines who is accessing roof.
 - b. Reason for access and dates.
 - c. Potential hazards.
 - d. Safety Precautions.
 - ii. Utilization of accompanying Emergency Action Plan. *Appendices*
 - a. Outlines Hazard
 - b. Identifies plan of action for emergencies.
 - a. Methods of communication
 - b. Methods of rescue
 - B. Appropriately training personnel and contractors only.
 - i. Position must be identified as necessary for access.
 - ii. Individual must be appropriately trained in fitment and use of fall protection and prevention equipment and practices.
- V. Unsafe practices, equipment, and materials must be reported for continuous improvement action.

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VI. Appendices

- A. Roof Access Permit (attached)
 - i. Documenting access request
- B. Emergency Action plan
 - i. Provided through OEM

Roof Access Permit

San Jacinto College District • Facilities Services
8060 Spencer Hwy, Pasadena, TX 77505 • C34 • (281) 476-1854

PERMIT MUST BE POSTED AT JOB SITE

START DATE & TIME: _____ END DATE & TIME: _____

BUILDING / LOCATION DESCRIPTION: _____

THIS PERMIT MUST BE COMPLETED BY ENTRY PERSONNEL AND RECEIVE SJC AUTHORIZATION PRIOR TO ENTRY. PRINT & KEEP THIS PERMIT AT THE WORKSITE DURING OPERATIONS. RETURN COMPLETED PERMIT TO DIRECTOR OF OPERATIONS.

A SEPARATE PERMIT IS REQUIRED FOR EACH JOB LOCATION.

PERSON(S) TO BE ACCESSING ROOF:

DEPARTMENT:

DESCRIPTION OF ACTIVITIES TO BE CARRIED OUT: _____

CHECK ALL THAT APPLY	
POTENTIAL HAZARDS	SAFETY PREPARATION
<input type="checkbox"/> Skylights <input type="checkbox"/> Slippery When Wet <input type="checkbox"/> Perimeter Leading Edge <input type="checkbox"/> Pitched / Steep Roof <input type="checkbox"/> Parapet Wall < 42 in High <input type="checkbox"/> Asbestos <input type="checkbox"/> Roof Openings (Ladder Openings, HVAC Units, Holes, etc.) <input type="checkbox"/> Different Roof Levels Requiring Access <input type="checkbox"/> Other:	<input type="checkbox"/> Minimum of 2 Persons Performing Work (Required) *There may never be a person alone on the roof for any reason. <input type="checkbox"/> Radio Communication To / From Ground (Required) <input type="checkbox"/> Fall Protection / Work Plan (Required) <input type="checkbox"/> Roof Holes Covered / Guarded with Standard Railing <input type="checkbox"/> Rules for Use of Mechanical Equipment Reviewed <input type="checkbox"/> Lighting Provided for Night Work <input type="checkbox"/> Weather Conditions Safe <input type="checkbox"/> Hot Work Permit <input type="checkbox"/> Other:

REVIEW / ACCESS AUTHORIZATION

IMPORTANT NOTE: PERMIT REVIEWER(S) **CAN NOT** BE PERSONS ACCESSING ROOF.

ROOF ACCESS REQUESTED BY:

MANAGER / SUPERVISOR NAME (of persons who will access roof):

SIGNATURE:

SIGNATURE:

DATE:

PHONE:

DATE:

EMERGENCY NUMBERS

Emergencies / Rescue: 911

College Police Dept.: (281) 476-9128

Central Maint: (281) 476-1854