

# Request for Roof Access

Submit to the Office of Environmental Health & Safety at least 10 days prior to date requested for access

Roger Williams University authorizes the following departments to access and perform work on campus roofs:

**Capital Projects      Environmental Health & Safety      Facilities Management      Public Safety**

In addition, third-party service/maintenance contractors (e.g. HVAC, electrical, roofing, etc.) may access and perform work on campus roofs if accompanied by a member from one of the above-referenced departments.

All others (including, but not limited to, employees from other departments, faculty, students, student employees, etc.) may not access campus roofs without prior written authorization. Use the following form to request roof access:

## Requestor

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Building for which roof access is sought: \_\_\_\_\_

Date requested for access: \_\_\_\_\_ Time: \_\_\_\_\_ Anticipated length of time on roof: \_\_\_\_\_

Please provide a brief description for request of roof access below:

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Individuals who will be accessing roof (list all, use separate sheet if necessary):

Name	Relationship to RWU (e.g. student, contractor, vendor)
_____	_____
_____	_____
_____	_____
_____	_____

**Approval**      For internal use only      Y      N

Environmental Health & Safety:           

Signature of authorizing EHS Employee \_\_\_\_\_

Name of EHS / Public Safety / Facilities / Capitol Projects Employee providing escort \_\_\_\_\_

Conditions/limitations on access: \_\_\_\_\_

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