



JOINT HOUSE RULES POLICY ROOF RULES

All persons accessing the roof must understand and comply with these rules.

1. Access to the roof is restricted to minimize traffic on the membrane.
 - 1.1 Access to the roof is controlled by card reader. A card reader also controls return access from the roof.
 - 1.2 Security will only allow access upon approval of Data Center Operations Staff.
2. Sign the Roof Access Log before accessing the roof and after leaving.
3. No smoking is allowed on the roof.
4. Stay on designated walkways as much as possible.
 - 4.1 Limit traffic to areas necessary to conduct work.
5. Wear footwear with good traction, as the roof can become slippery.
 - 5.1 Do not wear high-heeled shoes or any form of spiked-sole shoes on the roof.
6. Handle materials carefully to avoid damage to the roof.
 - 6.1 Protect staging areas where material is being hoisted up to the roof with both a layer of 2" extruded polystyrene, covered with 5/8" plywood.
 - 6.2 Transport heavy materials on a cart or hand truck resting on 5/8" plywood. Pneumatic-tired hand trucks may be run directly on the walkways, so long as the load they are transporting is less than 100 pounds.
7. Exercise caution when working on the roof.
 - 7.1 Prevent tools and materials from damaging the membrane.
 - 7.2 Do not place tools and materials directly on the membrane. Lighter materials may be placed on rubber mats. Heavier materials shall be placed on a minimum of either 5/8"x4'x4' plywood or 2"x4'x4' extruded polystyrene.
 - 7.3 Utilize 5/8"x4'x4' plywood at the base of any ladders to prevent the ladder from damaging insulation.
8. Use blankets or other materials to prevent solder, molten metal, or metal shavings from coming in contact with the membrane.
 - 8.1 Follow appropriate hot work procedures, including building hot work permit.
9. Do not allow sharp metal objects (nails, screws, cut metal, etc.) to come in contact with the membrane.
10. Do not step on or rest heavy loads on pipe insulation.
 - 10.1 Damage to the insulation jacket allows the insulation to become wet and the heat trace to fail.
 - 10.2 Use ladders or step stools to access humidifiers and condensers, with plywood at ladder base.
11. Practice good housekeeping.
 - 11.1 Remove all debris generated from the work and dispose of it off site.
 - 11.2 Leave the roof cleaner than found.
12. Immediately report any roof or other problems to Data Center Operations Staff.
 - 12.1 After cleaning up the work area, inspect the membrane for any tears.
13. Failure to comply with these Roof Rules may result in denial of access to the roof.