

**ROOF ENTRY ACCESS
Procedure 521.10R1**

10/12/2025
Revised

Bill Grabowski
Association President

Previous 521.10

PURPOSE OF THIS PROCEDURE

The purpose of this procedure is to provide a clearly documented set of minimum requirements for access to HVAC equipment mounted on the roof of the Association, provide an access trail via a log and to set inspection requirements. For insurance purposes the log allows the office to provide information to first responders that someone might be on the roof in case of fire or another emergency.

It is further the policy of the Association to recognize that there are special circumstances. Three of these circumstances are:

1. An emergency where first responders need roof access immediately
2. An emergency repair resulting from equipment failure. Those requiring roof access during unstaffed hours and possessing a key or equivalent are required to call The Tides office and leave a detailed message describing access parameters. This information will be transcribed into the "Roof Access Log" by The Tides Office Manager.
3. Inspection by roofing professionals or others with certified credentials as may arise.

Other circumstances will be considered by The Board of Trustees as they arise.

For this procedure, a "Tides Agent" is defined as a person with some authority at the Tides, namely Office or Maintenance staff or Board member.

SCOPE OF THIS PROCEDURE

This policy applies to all individuals or companies requiring roof access

RESPONSIBILITIES AND AUTHORITIES

The Board of Trustees maintains the responsibility and authority to make necessary changes to this procedure. This authority may not be delegated. The Office Manager has the responsibility and authority to execute the procedures listed herein. Transactions falling outside this policy require Board of Trustees action. In the event of an emergency (potential damage to property, life, limb and including wellness checks, etc.), the Office manager or the Board can short cut these procedures.

PROCEDURES

- The Office Manager will maintain a "Proof of Insurance file" (i.e. Certificate of Insurance) and a "Roof Entry Log."
- All contractors or individuals seeking roof access shall have on file or will immediately provide a Tides Agent a current copy of proof of adequate insurance.
- Subsequent to providing proof of insurance, a key or equivalent shall be issued to the individual or the company desiring access and **the individual or contractor shall be verbally briefed, shown the Roof Access Briefing for Contractors (last page of this procedure), shown or given a copy of this procedure with emphasis on "Care must be taken..." bullet.**
- The "Roof Entry Log" shall provide, at a minimum, space to indicate the following:
 - Reason for access; Repair, Post repair inspection or Routine inspection
 - Date & Time
 - Name of individual
 - Unit number of equipment or Type of Inspection
 - Reason for access or Result of Inspection

Comments or Corrective Action (If any)

- **Roof access** is contingent upon the individual or contractor completing the "Roof Entry Log." If a Tides Agent is unavailable to escort and open the door/gate to the roof, a key or combination will be provided after the "Roof Entry" and "Key Logs" are filled out. Refer to Procedure 521.20 TCA Key Management for details.
- Additional space shall be provided in the "Roof Entry Log" to record a **post-completion inspection**, which shall consist of date and time of inspection, name of inspecting individual, results of the inspection and corrective action taken if any.
- Space shall also be provided in the "Roof Entry Log" for **routine inspection**. Entries shall include: date and time of inspection, name of inspecting individual, results of the inspection and corrective action taken if any. Tides staff will inspect the roof periodically; a minimum of once every two weeks is suggested.
- ***** Care must be taken to prevent compromise of the roof membrane.** To that end, **ALL** materials must be transported by hand or on balloon-tired hand trucks. Solid tired hand trucks will not be allowed. All objects which could potentially compromise the membrane will be placed on suitable support material to protect the membrane, e.g. plywood or cardboard. The use of torches requires **extreme caution. Fire extinguishers or other fire-fighting equipment shall be kept near any torches.** The roof area will be clean of any debris at the completion of the work. **NO** materials of any kind will be left on the roof. *******
- Tides staff may inspect the area after completion of work. *If a discrepancy is noted, the individual or contractor will be asked to return and correct the discrepancy.* Corresponding entries shall be made in the "Roof Entry Log". *If a contractor or individual fails to return to rectify a discrepancy noted in a post-completion or routine inspections the contractor or individual shall have his roof access privileges suspended until the discrepancy is rectified.*
- Failure of the Tide's Staff to maintain the log, conduct roof inspections or notify a party of roof damage shall not relieve the party in question of liability associated with their roof access or any related damages.
- Should a compromise in the roof membrane be suspected, the roofing contractor shall be called immediately.

OWNERS RIGHTS UNDER THIS POLICY

Each owner is entitled to the following:

- To have their HVAC or other contractor enter the roof area to perform mechanical work as required
- To be promptly notified (email, telephone, in writing) of any problems arising as a result of that roof entry
- To expect that the roof access to be handled impartially

RELATED PROCEDURES

521.20 TCA Key Management

521.30 Non-Owner Unit Access

RELATED DOCUMENT

None

YEAR: _____

[illegible]

ROOF ACCESS BRIEFING FOR CONTRACTORS

1. Provide or confirm that the Tides Office has an up to date Certificate of Insurance. If not, have your office fax or email a copy immediately
2. Fill out the Roof Access Log before accessing the roof. If you notice any issues after being on the roof, please make a comment on the Roof Log, send an email (tidescapemay@comcast.net) or call/leave a message at **609-884-0670**
3. If need combination to the Roof Key Box or a key, provide the necessary information to the Tides staff so they can fill out the Key Log. Alternatively, they may escort you to the roof
4. If you were given a key, it must be returned personally to a staff member or deposited in the Office mail slot
5. **Care must be taken to prevent compromise of the roof membrane. To that end:**
 - **ALL materials must be transported by hand or on balloon-tired hand trucks. Solid tired hand trucks will not be allowed.**
 - **All objects which could potentially compromise the membrane will be placed on suitable support material to protect the membrane, e.g. plywood or cardboard.**
 - **The use of torches requires extreme caution. Fire extinguishers or other fire-fighting equipment shall be kept near any torches.**
 - **The roof area will be clean of any debris at the completion of the work.**
 - **NO materials of any kind will be left on the roof.**