ISTB IV

**ROOF**

**ISAAC ACCESS & SAFETY CONTRACT**

Ira A. Fulton Schools of Engineering

ARIZONA STATE UNIVERSITY

**This form must be completed in order to gain access to the ISTB4 rooftop equipment platform.**

* The Personal Information section must be completed by the requester.
* Students must provide an Affiliated Faculty name.
* You must justify your reason for access in the ISTB4 Roof Access Application.
* The ISTB4 Roof Access Application section requires Faculty review and signature.
* Read the ISTB4 roof safety requirements, sign and date indicating your agreement.
* Return the completed form to Goldwater Center, GWC-112, for approval.

**Personal Information (please print legibly)**

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| **Requester (Last, First, MI.)** | **AFFILIATE Number (10-digits)** |
|  |  |
| **Department** | **Telephone Number** | **E-mail Address** |
|  |  |  |
| **Title (Undergrad, Graduate, Staff, Faculty)** | **Affiliated Faculty** | **Date** |
|  |  |  |
| **Type of Access** | **Badge ID Number** *(required)* 5 or 6 digit number on the back of Sun Card, following “2\*” |
| € New  Renewal |  |
| **Circle Desired Access period** |
| **Semester Summer Year** |
| * *The following end dates apply to access period selection: Fall ; Spring , Summer .*
* *You will not be reminded of pending access period closure.*
* *Normal approval processing time is typically between 2 and 4 days.*
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**ISTB4 Roof Access Approval Signature**

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| **ISTB4 Perimeter & Elevators** | Jonathan Klane/EDO or Travis Warman/EDO |  |

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| **New Device Installation:**  |
| **Description of the project:** |
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| **Please include a diagram with the relative dimensions of the space required for instrument:** |
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| **Please list all chemicals to be used or located on the roof:** |
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| **How will any equipment be affixed to the roof deck?** |
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| **Are there any power requirements for this device? If so, what voltage is necessary?** |
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| **Other relevant issues, concerns, and/or hazards?** |
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**ERC Roof Safety Requirements and Policy**

The open roof proper of the Engineering Research Center is classified as an *Unoccupied Equipment Platform* per building safety and fire codes. ***It is not and cannot be used as a laboratory or office.*** Use of the roof is limited to unattended operation of experimental apparatus.

Please observe the following requirements:

1. Permanent or Long-Term Installations: All equipment located on the roof that is intended to be there on a permanent basis must be secured to the metal platform. Ensure that the metal platform is secured to the roof proper and that the equipment load does not exceed 100 lb/ft2.
2. Temporary or Short-Term Installations: Materials that cannot be secured to the roof will not be permitted to remain on the roof beyond the duration of experimental setup, data collection, or maintenance. In particular:
	* NO materials can be stored on the roof.
	* Loose sheds are not permitted on the roof. Storage enclosures must be a part of a building upgrade and meet all building design codes.
	* NO file cabinets, furniture, cabinets, shelving or any other loose materials may be on the roof at any time.
	* NO loose plywood floors are permitted.
3. Aging Studies: Items to be subjected to environmental aging must be confined to a designated and clearly identified area.
4. Operation of all equipment located on the roof must be conducted from one of the existing control rooms.
5. All plumbing and electrical connections and equipment must be installed by a qualified electrician and plumber and must meet all appropriate building and safety codes. Assistance for securing equipment to the roof or ordering electrical and/or plumbing may be requested by contacting Ron Milsom with Engineering Laboratory Services group at (480) 965-7102.
6. Access to the roof is via ISAAC card only. Secure access to the roof must be maintained at all times. Doorways to the roof must never be propped open. The Permit form following this list of requirements must be completed, reviewed and approved before ISAAC access will be granted.
7. All materials, apparatus, enclosures, aging study items, etc. are responsibility of Permit holder and sponsoring faculty; at the termination date for the experiment, as listed on the permit, all materials must be removed from the roof. Any materials left beyond 30 days past the end date on the permit will be removed by the University; costs will be back charged to the home department. Any damages to the roof or the building infrastructure caused by researchers will similarly be repaired at departmental expense.

*Assistance for securing equipment to the roof or ordering electrical and/or plumbing may be obtained from our Engineering Laboratory Assistance group, (480) 965-7102.*

Dean’s Office

ASU Fire Marshal

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**JUSTIFICATION FOR ACCESS:**

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If granted access to the ERC rooftop, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by the *(print full name)*

safety requirements as set forth by the ASU Fire Marshall and FSE Dean’s office.

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Signature Date

**ISTB4 Roof Permit Application**

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| --- | --- |
| \*Researcher Name: |  |
| \*Researcher Phone Number: |  |
| \*Name of Project: |  |
| Brief Description of Project and any known hazards: |  |
| Temporary or Permanent Installation, Number of Items: |  |
| \*Project Start and End Dates: |  |
| \*Sponsoring Faculty Name and Departments: |  |
| \*Faculty phone number: |  |
| Faculty e-mail address: |  |
| Justification for access to the ERC Roof: |  |
| **I agree to abide by the ISTB4 Roof Safety Requirements Policy as set forth by the ASU Fire Marshall and the Ira A. Fulton Schools of Engineering Dean’s Office.** |
| Printed Name and Signature: |  |
| Faculty Name and Signature: |  |
| Date: |  |

***Return completed forms to the Engineering Technical Services Main Office in Goldwater Center, Room 112***