

ENGINEERING RESEARCH CENTER
ISTB4 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.

- A Roof and Safety Contract must be completed by each requester.
- Students must provide an Affiliated Faculty name and your School's Lab Manager.
- You must justify your research needs for access in the ISTB4 Roof Access Application.
- The ISTB4 Roof Access Application section requires Faculty review and signature.
- *All must now take the EHS Roof Access/Safety course online. See link below.*
- Read the ISTB4 roof safety requirements, sign, and date indicating your agreement.
- Return the completed form to Goldwater Center ETS Front Desk, GWC-177, for approval.

ISTB4 Rooftop *No Access Areas and Shared Space Conduct:*

- *No Access to the rooftop crane(s).*
- *No Access to the fixed ladder staircases of the building.*
- *Do Not Interfere and Do Not Disturb other equipment or experiments-in-progress. If questions, discuss with your Faculty member, Lab Manager, or contact FSE DO Infrastructure & Safety Team.*
- *Do Not Enter spaces that are not part of your project.*
- *Please see the attached ISTB4 Roof Training Map and Note the Keep Away From Edge.*
- *The PI is responsible for maintaining a clean and secure area, as well as disposal / clean up of items at the end of the Project.*

Personal Information (please print legibly)

Requester (Last, First, MI.)		AFFILIATE Number (10-digits)	
Department (in Engineering – School & Dept):		Telephone Number	E-mail Address
Title (Undergrad, Graduate, Staff, Faculty)		Affiliated Faculty	Date
Project: new/existing	Badge ID Number(required) 5 or 6 digit number on the back of Sun Card, following "2*"		
<input type="checkbox"/> New <input type="checkbox"/> Renewal			
Circle Desired Access period		Your access: new or renewal?	
Semester	Summer	Year	<input type="checkbox"/> New <input type="checkbox"/> Renewal
<ul style="list-style-type: none">• <i>The following end dates apply to access period selection: Fall – 12/31; Spring – 5/15, Summer – 8/15.</i>• <i>You will not be reminded of pending access period closure. Please resubmit >2 weeks before expiration.</i>• <i>Normal approval processing time is typically between 2 and 4 days (but often less).</i>			

ISTB4 Roof Access Approval Signature

ISTB4 Perimeter & Elevators	FSE DO Infrastructure & Safety	Rita J. Bottesch	
-----------------------------	--------------------------------	------------------	--

New Device Installation:

Description of the project: with estimate of typical experiment duration (1 week, 1 month, ...)
Please include a diagram(s)/photo(s) with the relative dimensions of the instrument / space required:
Please list all chemicals, substances, batteries, equipment to be used or located on the roof:
How will any equipment be securely affixed in place (bolted, strapped, etc.) to the roof deck?
Are there any power requirements for this device? If so, what voltage is necessary?
Other relevant issues, concerns, and/or hazards?

ISTB4 Roof Safety Requirements and Policies:

The open roof proper of the ISTB4 Building 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 research apparatus.

Please observe the following requirements:

1. Your Equipment/Project should be labeled with identifying and contact information:
After the form has been successfully completed and processed, an Equipment/Project sign will be laminated for you. Please affix the sign to your Equipment/Project. You are responsible for ensuring the sign has updated information and remains affixed to your Equipment/Project.
{Sun Exposure and Weather may cause the sign to breakdown. Please replace any deteriorated signage – (Minimally, signage should be updated annually)}.
2. Permanent or Long-Term Installations: All equipment located on the roof that will be unattended must be secured to the metal decking. Ensure that the metal platform is secured to the roof proper and that the equipment load does not exceed 100 lb/ft².
3. Temporary or Short-Term Installations: Materials that cannot be secured to the roof will not be permitted to remain on the roof. In particular:
NO materials can be stored on the roof. NO loose plywood or floors are permitted.
 - Loose items 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.
4. Aging Studies: Items to be subjected to environmental aging must be confined to a designated and clearly identified area. End date must be noted on the Project Signage.
5. All equipment located on the roof must be operated from one of the existing control rooms.
6. 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 Facman at (480) 965-3633 or the Engineering Dean's Office Infrastructure – Research Support Shop (480) 965-7102.
7. 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.
8. Please contact the FSE DO Infrastructure and Safety Team to schedule training. The on-line EHS Roof Access and Safety course is not available at this time.
9. I will NOT allow any other persons onto the roof. Initials: _____ Date: _____
10. I will secure a weather-resistant sign on my/our Research Equipment/Project indicating at least one contact name, email, and phone number for emergency and after-hours needs.
Initials: _____ Date: _____
11. Schedule a meeting and ISTB4 Roof Tour with FSE DO Infrastructure & Safety Team regarding your research needs.

ISTB4 Roof Permit Application

Return completed forms to the Engineering Technical Services Main Office in Goldwater Center, Room 177

ISTB4 Roof Permit Application	
*Researcher Name (yours):	
*Researcher Phone Number:	
*Researcher Email:	
*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:	
School Lab Manager name:	
Justification for ISTB4 Roof access:	

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.

Title	Printed Name	Signature	Date
Researcher			
Faculty			
Lab Manager			

ISTB4 Roof Equipment/Project Signage:

ASU FSE ISTB4 Roof Equipment/Project Signage

v1.0/ RJB

*Researcher Name (yours):	
*Researcher Phone Number:	
*Researcher Email:	
*Name of Project:	
*Project Start / End Dates:	
*Sponsoring Faculty Name:	
*Department Name:	
*Emergency Contact Name:	
*Emergency Contact Phone Number:	
*Today's Date:	



- Keep Away from Edge - Stay Back 6 feet.
- Keep Area Near Elevators and Stairwells Clear.

Do Not Block Exits.

Do Not Block Aisles around other Research Project Areas.