



Hard copy of this document, if not marked "CONTROLLED" in red,
is by definition uncontrolled and may be out of date.

Policy
for
Roof Equipment Installation

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN1441	Updated link to SUNY Poly Contractor's Forms Internet Page	8-25-17	B. Borden	P. O'Dea

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equipment installed on roof areas:

- a) is done in a safe manner
- b) does not damage the roofing system or membrane
- c) does not interfere with the operation, function or maintenance of existing equipment on the roof
- d) is removed when no longer in use.

The policy encompasses all buildings on the CNSE site as well as Kiernan Plaza. The policy includes, but is not limited to, equipment used for research and experimentation.

This policy does not apply to any equipment installed under a Construction Building Permit or a Facility Modification Sign-Off Process (EHS-00038).

2 RESPONSIBILITIES

Compliance with this policy is the responsibility of the tenant or SUNY Poly CNSE employee responsible for the equipment.

3 ASSOCIATED DOCUMENTS

The installation of equipment must comply with applicable 'Environmental Health and Safety' and 'Construction and Facilities Management' policies and procedures. These can be found on the SUNY Poly Intranet (<http://intranet.sunycnse.com/>) or at:

<https://sunypoly.edu/research/albany-nanotech-complex/contractor-forms-training.html>

3.1 CFM-00020-F1 Roof Equipment Installation Request Form

4 PROCEDURE

4.1 Complete a 'Roof Equipment Installation Request Form' (CFM-00020-F1)

4.1.1 Form can be found at:

- 1) SUNY Poly Intranet <http://intranet.sunycnse.com/>
- 2) SUNY Poly website

<https://sunypoly.edu/research/albany-nanotech-complex/contractor-forms-training.html>

- 4.2 **Submit** 'Roof Equipment Installation Request Form' for review.
- 4.2.1 CFM-00020-F1 Form shall be submitted in the 'work permit drop box' on the wall outside CESTM conference room CR-1.
- 4.2.2 Allow a minimum of three (3) business days for review of permit.
- 4.2.3 Additional information may be requested to fully assess the impact of installation.
- 4.3 **Approved Form** will be returned to the requestor.
- 4.3.1 The requestor will be notified when the form is approved and how to obtain a copy.
- 4.3.2 The installation of equipment shall not proceed until the form has been approved.
- 4.4 **Installation of Equipment** may proceed.
- 4.4.1 Installation means and methods must comply with all with applicable 'Environmental Health and Safety' and 'Construction and Facilities Management' policies and procedures. Such as 'Fire Protection System Daily Permits', 'Hot Work Permits', etc.
- 4.4.2 Installers shall protect the roof from damage during installation.
- 4.4.3 Installation shall follow the agreed upon installation means and methods on the approved Roof Equipment Installation Request Form. Any changes shall be approved prior to performing the work.
- 4.4.4 All debris, packaging, excess materials, etc. shall be removed upon the completion of the installation by the installers.
- 4.4.5 Notify Facilities Representative listed on permit when installation is complete. Installation will be reviewed for compliance with installation methods on approved form.
- 4.5 **Removal of Equipment**
- 4.5.1 Equipment shall be removed once it has ceased functioning or is no longer in use.
- 4.5.2 Facilities will periodically audit roof top equipment to assure obsolete or unused equipment is removed by the equipment owner.

5 PREVENTIVE MAINTENANCE

- 5.1 The installed equipment shall be properly maintained by the equipment owner to prevent damage to: the roof system, and other adjacent rooftop equipment; or to prevent harm to personnel working on the roof.

6 RECORDS

- 6.1 Completed Roof Equipment Installation Request Forms (CFM-00020-F1) shall be kept on file (electronically) by the Facilities Operations Group for at least three years.