Roof, Ledge and Balcony Access - Morningside and Manhattanville

Effective Date: April 1, 2010

Policy Statement

Columbia University Facilities (CUF) recognizes the potential danger to the health and safety of University personnel, students and the general public of unauthorized roof, ledge and balcony access in buildings they maintain on and around the Morningside and Manhattanville Campuses. This policy states that the non-public roofs, window ledges and balconies of all University buildings are considered restricted to authorized users only.

Reasons for the Policy
By designating all non-public roofs, window ledges and balconies on Facilities maintained buildings as restricted, this policy seeks to protect the health and safety of University personnel, students and the public. Additionally, the policy strives to ensure that the University’s liability exposure is adequately controlled and minimized. The policy addresses the need to keep equipment and systems contained in these areas secure with controlled access only for effective operation of systems, maintenance and repair.

Primary Guidance to Which This Policy Responds
This policy relates to the Lerner Hall Building Policy and the Undergraduate Guide to Living Policies.

Responsible University Office & Officer
The Facilities Vice President, Operations, is responsible for the development, implementation and maintenance of this policy.

Revision History
There is currently no revision history for this policy.

Who is Governed by This Policy
All faculty, staff and affiliates of the University and all visitors to the Morningside and Manhattanville campuses.

Who Should Know This Policy
All faculty, staff and affiliates of the University and all visitors to the Morningside and Manhattanville campuses.

Exclusions & Special Situations
Roof terraces and balconies considered to be part of the occupied residential space in residential units in buildings maintained by Facilities are not designated as restricted areas.
**Policy Text**

Columbia University Facilities (CUF) recognizes the potential danger to the health and safety of University personnel, students and the general public of unauthorized roof, window ledge and balcony access in buildings they maintain on and around the Morningside and Manhattanville Campuses. This policy states that non-public roofs, window ledges and balconies of all University buildings are considered restricted to authorized users only. Unauthorized personnel may not access or use any restricted area for any purpose unless such usage is approved, coordinated, implemented, maintained and, in the case of contractors, under escort by authorized personnel.

Restricted access to roofs, ledges and balconies addresses the need to keep the equipment and systems contained in these areas secure with controlled access only for the effective operation of systems, maintenance and repair. At all times, only CUF approved personnel or contractors may access roofs, ledges and balconies.

Work on roofs, ledges or balconies will be in strict compliance with all applicable New York City and New York State and Federal regulations, codes, standards, policies, and procedures. All work on roofs and balconies will be properly controlled and supervised to assure that University safety requirements, construction methods and standards have been followed.

Doors accessing non-public roofs must remain closed and locked. If the door is to be open for an extended time period, it must be constantly monitored by CUF authorized personnel assigned to watch the door. The door MAY NOT BE LEFT OPEN UNATTENDED. If an unauthorized person attempts to access the roof while the door to it is open, Public Safety will be notified immediately.

When work is being conducted on roofs, ledges or balconies, trash, tools, unused equipment, in-use equipment, etc. may NOT obstruct any doorway and may NOT be placed in the stairwell. To do may be in violation of New York City Fire codes. All material used in work on a roof, ledge or balcony must be secured to prevent it from being blown around or off the roof. Anything not in active use must be stored inside in an approved location. Dropping or throwing items from a roof, ledge or balcony is strictly forbidden.

**Contacts**

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<tr>
<th>Subject</th>
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Cross Reference to Related Policies
Lerner Hall Building Policy
Undergraduate Guide to Living Policies

Definitions

**Restricted Area** - Any University Building, mechanical, electrical, telecommunications, elevator, custodial room, ceiling space, roof, window ledge, balcony, chase/riser area, utility tunnel, or other area so designated by the Columbia University Facilities for access by authorized personnel only.

**Authorized Personnel** - University personnel that maintain, repair, secure and/or use materials contained in restricted areas and have direct involvement with the installation, construction, operation and maintenance of equipment and systems in/on them. Such personnel are designated by Columbia University Facilities, including Public Safety.

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