

ROOF ACCESS PROCESS

There are over 2.9 million sq.ft. of roofing on the Central Passenger Terminal Complex (CPTC) at Hartsfield-Jackson Atlanta International Airport. This policy has been created to ensure proper care is taken when accessing the roofs of the CPTC for regular maintenance activities, such as equipment inspections, repairs, and services. Although this policy is intended to prevent damages, it is the responsibility of the Tenant to ensure that its contractors adhere to acceptable roofing practices and to comply with DOA and AATC's roofing work procedures when accessing any CPTC roof. **Tenants are responsible for the costs of clean ups and/or repairs due to the activities of their contractors.**

1. Roof Access

- 1.1. Roof Access should be requested for only those activities (equipment inspections, maintenance, services, etc.) that will not disturb the integrity of the roofing membrane or system.
 - 1.1.1. Any work that may disturb the integrity of the roofing membrane or system (Roof Work) inaccurately requested as a part of a Roof Access request will be immediately halted when identified by AATC Staff.
 - 1.1.2. Contractor will be required to put in the proper paperwork and receive approval for "Roof Work" before any work that could disturb the integrity of the roofing membrane or system can proceed. (See "Roof Work" Process)
- 1.2. Tenant has to ensure that the Roof Access Request forms are submitted in a timely manner.
 - 1.2.1. Roof Access Should Be Submitted 72 Hours in Advance to allow for processing and notifications when possible.
- 1.3. AATC will provide Access to Roof for all approved Roof Access requests.
 - 1.3.1. For AATC staff to grant roof access, an approved AATC Roof Access Request Form must be on file that coincides with the date and time that Tenant Representative shows up for the appointment.
 - 1.3.2. Tenant Representatives must present copies of their approved Roof Access Request Forms when arriving to get access to the CPTC roofs.
 - 1.3.3. Tenant Representatives should arrive at the entrance gates or doors of the roofs to be provided access at the scheduled times of their appointments.
 - 1.3.3.1. Tenant Representatives arriving 15 minutes after their scheduled appointment times will be considered late.
 - 1.3.3.1.1. AATC staff will depart from appointment location after waiting 15 minutes after the scheduled appointment time for Tenant Representative.
 - 1.3.3.1.2. If AATC staff is not at appointment location upon arrival, Tenant Representative should contact AATC's Communication Center at (404)530-2112 to see if AATC staff is still available.
 - 1.3.3.1.3. If AATC staff is not available after leaving the location due to tardiness of Tenant Representative, the Tenant Representative will have to wait until the next AATC staff is available to assist with providing roof access or reschedule roof access for another date and/or time.
 - 1.3.3.1.4. If Tenant Representative arrives at appointed location on time and waits for AATC staff for more than 15 minutes, he/she should contact AATC at 404 530-2112 and AATC will dispatch staff to provide the necessary access to the roof. Tenant Representative will only be charged for the time that access is provided.
 - 1.3.3.2. AATC personnel will **NOT** provide a security escort to Tenant Representative.
 - 1.3.3.2.1. Tenants are responsible for arranging escorting in advance and remaining with all of their representatives that do not have the proper security clearance while on the roof.
 - 1.3.3.3. Tenant representatives who fail to show up for an appointment will be considered as "No-Shows".
 - 1.3.3.3.1. There will be a 1 hour minimum charge billed to all No-Shows.
 - 1.3.3.3.2. Tenant making request for roof access is responsible for fees and charges associated with that access. AATC will invoice tenant accordingly.

1.3.3.3.3. Tenant must remit payment to AATC within 30 days of billing or risk termination of services.

***NOTE:** *Anyone that is allowed to check out a roofing key will have to go through a roofing care and maintenance training before access is granted. Only those individuals that successfully complete this training will be certified to have authorization to access the CPTC roofs.*

***NOTE:** *Those authorized individuals that are found violating this policy may have their authorization revoked. Those that are found violating this policy may also be required to pay for an additional inspection (\$225) of the roofing system by the RMC to ensure that the unauthorized access has not resulted in damages to the accessed roofing system.*