

## TENANT EQUIPMENT SETTING ON ROOFS AND ROOF WORK PROCESS

There are over 2.9 million sq.ft. of roofing on the Central Passenger Terminal Complex (CPTC) at Hartsfield-Jackson Atlanta International Airport. To ensure proper care, maintenance, and modifications are made that are consistent with manufacturer's recommendation and compliant with manufacturer's warranty requirements for protection of said roofs, this policy has been developed to provide oversight of roof related projects and services. However, 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 and warranty requirements. **Tenants are responsible for the costs of repairs due to damages or improper installations made by their contractors.**

### 1. Limiting Roof Work to Preferred Roofing Contractors

- 1.1. There are three Preferred Roofing Contractors (PRC)
  - 1.1.1. MOPAC Building Services
  - 1.1.2. Dixie Roofing
  - 1.1.3. Tip Top Roofing
- 1.2. MOPAC is also the contracted Roofing Maintenance Contractor (RMC) for the entire CPTC.
  - 1.2.1. Tenant/contractor will be responsible for fees associated with the RMC to perform pre and post roof work inspections to ensure integrity of roofing system is maintained. Pre and post roof work inspections by RMC are billed at a rate of \$65/hr.

### 2. RMC and PRC Responsibilities

- 2.1. All PRCs will be responsible for coordinating all roofing activities for the tenants/contractors for their projects.
  - 2.1.1. In addition to the following activities, PRCs must coordinate pre and post-inspections of accessible roofing work area with the RMC. (See 1.2)
- 2.2. All PRCs must submit all warranty paperwork to AATC before any roof work commences. (Note: Approval from manufacturer could take up to 2 weeks.)
- 2.3. All roof work requests must include drawings approved by DOA P&D and the DOA P&D number must be provided in the appropriate space on the Roof Work Request form.
- 2.4. All PRCs Must Provide All Requirements Necessary for Warranty Submittal Package
  - 2.4.1.1. PRC provides drawings approved by DOA P&D for roof work
  - 2.4.1.2. PRC Provides Roof Scan Results, if applicable
  - 2.4.1.3. PRC Provides Electronic Copies of Pre-work Photos
  - 2.4.1.4. PRC Provides Spec./Cut/Product Sheets for Any Equipment to Be Installed
  - 2.4.1.5. PRC Provides Detailed Redline Roof Drawings for Work Area
  - 2.4.1.6. PRC Provides Roof Details for Work Area
  - 2.4.1.7. PRC Provides Structural Details for Work Area
  - 2.4.1.8. PRC Provides Roof Authorization Form (Warranty) Filled Out by Approved Roofing Subcontractor
  - 2.4.1.9. PRC Provides Lightning Protection Report by Approved Company
  - 2.4.1.10. PRC Provides an Established Schedule and Duration of Roof Work
- 2.5. AATC Receives Approval from Roof Manufacturer
- 2.6. AATC Issues NTP to PRC for Roof Work

### 3. Roof Work Process

- 3.1. Tenant/contractor's PRC provides Access to Roof for all project activities.
  - 3.1.1. For PRC to be able to check out a key for roof work, an approved AATC Roof Work Request Form must be on file for that specific project that coincides with the date and time for the key check-out. PRC must present a copy of their approved Roof Work Request Form when checking out a key from AATC.
  - 3.1.2. PRC must check-out and return roof access keys to AATC after each day's scheduled activities.
  - 3.1.3. At no time should a PRC allow access to any roofing system to any entity without properly checking in with and notifying AATC before access is granted.

- 3.1.3.1. PRCs that are found violating this requirement may 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.
- 3.1.3.2. PRCs that are found violating this requirement may also be removed from the preferred roofing contractors list.
- 3.2. PRC ensures that roof work is performed according to approved scope; appropriate means and methods; and approved DOA and AATC standards.
- 3.3. PRC monitors and ensures that other tenant project activities do not compromise the integrity of the roofing system.
  - 3.3.1. PRC makes necessary repairs according to manufacturer's specifications for damages due to the project activities.
- 3.4. RMC establish a Punch List Report to be completed by tenant/contractor, if necessary, as a result of the final closeout inspection with PRC.

**4. RMC Performs Final Completion and Project Closeout with PRC**

- 4.1. RMC reviews roof work and roof area to ensure integrity of roofing system.
- 4.2. RMC ensures that PRC's work meets manufacturers, DOA, and AATC's standards and requirements.
- 4.3. RMC establishes a Closeout Punchlist to be corrected by PRC, if necessary, that is submitted to AATC for follow-up.
- 4.4. RMC submits Post-work Photo Documentation for warranty to AATC.

**\*NOTE:** *AATC nor its RMC is responsible for validating the engineering design of roof work to be performed. Any design or engineering questions should be directed to the Engineer of Record for the project or the Department of Aviation, Planning and Development Department.*

**\*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.*