



## **ROOF POLICY**

1. Roof access not permitted without authorization from Harbor Oaks management.
2. Roof access will be logged in and out.
3. Please contact the onsite manager or Network Real Estate 24 in advance for routine maintenance to individual AC units.
4. In the event of an emergency please contact Network Real Estate.
5. Using designated pathway is required.
6. When equipment is moved across the roof, protection of the membrane must be provided. The mat provided will be required when any tools or equipment are used.
7. The roof cannot be penetrated.
8. All trash and debris must be removed when leaving the roof.
9. Roof will be inspected by HO management after services are completed. Contractor will be liable for any damage to the roof.

Date\_\_\_\_\_

Name\_\_\_\_\_

Signature\_\_\_\_\_

Company name\_\_\_\_\_

Access approved by\_\_\_\_\_

Roof inspected by\_\_\_\_\_