

ROOF ACCESS FORM

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BY UNIT OWNER AND CONTRACTOR BEFORE A ROOF KEY WILL BE ISSUED, BOTH ORIGINAL AND COPY MUST BE RETURNED TO A BOARD MEMBER.

NOTIFY A BOARD MEMBER WHEN WORK IS COMPLETED. THE BOARD MEMBER WILL INSPECT THE AREA OF THE TECHNICIAN'S RESPONSIBILITY WITH THE TECHNICIAN AND SIGN THE FORM AND GIVE COPY TO THE TECHNICIAN.

UNIT OWNER RENTER PRINTED NAME _____

BUILDING NO. _____ UNIT NO. _____

UNIT OWNER OR RESPONSIBLE PARTY ACCEPTING ROOF ACCESS KEY FOR THE CONTRACTOR;

SIGNATURE _____ PRINTED NAME _____

TYPE OF CONTRACTOR REQUIRING ROOF ACCESS;

CHECK ONE; LICENSED ELECTRICIAN LICENSED HVAC TECHNICIAN

ROOFER OTHER SPECIFY
License # _____

TECHNICIAN'S
COMPANY NAME _____ PHONE NO. _____

TECHNICIAN TAKING RESPONSIBILITY FOR ANY PENETRATION OR DAMAGE DONE TO THE ROOF, GOOSE NECKS, PIPING, WIRING, DISCARDED MATERIAL LEFT ON THE ROOF, ETC IN THEIR IMMEDIATE AREA OF RESPONSIBILITY FOR THE ABOVE UNIT NUMBER;

SIGNATURE _____ DATE _____
TECHNICIAN PRINTED NAME _____

INSPECTING BOARD MEMBER STATES; DISCREPANCIES CORRECTED OR NON-SIGHTED.

MEMBER'S SIGNATURE _____ DATE _____
PRINTED NAME _____ TITLE _____