

**Texas A&M University – Texarkana  
Environmental, Health and Safety**

<b>Section:</b>	Maintenance	<b>Effective Date:</b>	January 2023
<b>Subject:</b>	University Center (UC) 4 <sup>th</sup> Floor Balcony Maintenance	<b>Revised Date:</b>	January 2023
		<b>Document Custodian:</b>	Environmental, Health and Safety Office

**Standard Operating Procedure**

The placement of “Maintenance Personnel Only” signage on balcony doors and an established requirement that any UC 4<sup>th</sup> floor balcony maintenance work must be performed by no less than two maintenance personnel.

**Purpose**

To ensure the safety of our students, faculty, and staff and to prevent access onto the balcony from anyone other than maintenance personnel.

**Procedure**

1. A door watch is required to be present on the interior side of the door when a person(s) is on the exterior side of the door.
2. When exterior work requires more than one person there must be an additional person available for door watch.
3. When work requires the need to move along the exterior side of the building, the worker must follow proper fall protection requirements.
4. All personnel must be familiar with university emergency procedures.
5. No one is allowed onto the exterior side of the balcony door until they have been properly trained on this procedure.

*\*Door watch – any person that has been trained on this procedure and understands that their sole responsibility is to stay on the interior side of the balcony door and ensure that all exterior personnel can safely re-enter the building.*

*\*Maintenance Personnel – SSC maintenance classified personnel and external contractors under the supervision of SSC maintenance personnel.*

## REVISION STATUS

<b>CONTACT(S)</b>	<b>IMPLEMENTATION DATE</b>	<b>COMMENTS</b>
Heather Vogt, EHS Manager	January 2023	Created SOP

