Adopted February 6, 2019

XV. School District Roof Inspection Protocol Policy

Per A.R.S. §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. §41-1033 for a review of the statement.

A. School District Roof Inspection Protocol Required

A.R.S. §15-342.01 requires each school district to have a policy developed that establishes requirements for the procedures for any work that is to be completed on any building roof in the district. Any inspections are required to be made by a structural engineer registered in the State of Arizona. The SFB expects all school districts to have such protocols.

B. Roof Inspections and Structural Analysis

These roof inspections and structural analysis are part of the normal preventative maintenance responsibilities of the school district. As such, the school district is expected to have these inspections and structural analysis completed before bringing any project that will require work on a roof to the SFB for funding.

C. Policy Implementation Transition

Until December 31, 2018, the SFB will continue to support school districts by funding these inspections and structural analysis as a means to allow school districts to budget for these future expenditures. After that date, school districts will be expected to have these inspections and structural analysis completed before submitting any project to the SFB for funding.

D. Requirements for Structural Analysis

The minimum required information for the structural analysis shall include:

- Site visit with photos.
- Review of current as-built conditions of the roof structure.
- Weight verification of existing weight(s) to new system weight(s).
- Structural analysis of existing structure showing that the new work does not overstress existing structure.
- Structural design recommendation(s) if the existing structure is overstressed by the new work.
- Sealed structural analysis report with all the above minimum information.