

# Rooftop Checklist

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|                             |                          |
|-----------------------------|--------------------------|
| Production                  | Location                 |
| Episode / Scene #(s)        | Shooting Date(s)         |
| Person Completing Checklist | Date Checklist Completed |

## Key Personnel

|                       |                               |
|-----------------------|-------------------------------|
| Location Manager      | Engineer (if present)         |
| Assistant Director    | First Aid / Medic             |
| Production Safety Rep | Production Manager / Producer |

This checklist is designed to help you recognize and remediate potential hazards on rooftop locations. It must be completed for each and every rooftop prior to starting prep. Answer the following questions and note any actions required. These requirements primarily reflect those of U.S. based productions. Additional or more stringent requirements may exist in your geographic area.

## Basic Procedures

1. Sufficient lighting provided for night work. Sturdy parapet wall or railing at least 42 inches high.
2. Ensure personnel are assigned to specifically monitor cast/crew, keeping them inside the barriers minimum 6 feet from roof edge (if inadequate parapet and railings/fall protection not possible).
3. Plan to monitor weather conditions for prep, film, and strike.
4. Method of safe access/egress determined. At least two exits available (may require more based on number of persons on rooftop).
5. Exit paths clear and accessible. Exit routes well lit and identified with appropriate signage.
6. If visible damage/weak spots are determined ensure engineer has evaluated and approved for safe use.
7. Sufficient lighting provided for night work.
8. Use of ladders within six feet of rooftop edge is strictly prohibited, contact Production Safety for guidance.

