



# MEMO

**To:** Store Managers / Employees

**From:** Manassas Mall Management

**Re:** Roof Access

Any contractor doing work on the roof must provide Mall Management with proof of insurance, and an OSHA fall training certificate. **No access to the roof will be granted if these documents are not on file with the mall office. Store employees will not be granted access to the roof under any circumstances.**

Please ensure that your contractors are approved by Mall Management before they arrive to complete their scheduled work. Management will not be responsible for any fees or charges incurred due to denial of access.

Once your contractor has been approved, they will only need to check in with the Management Office before being granted access. Their documents will remain valid for one year.

If you need work completed ASAP, the following contractors are currently approved:

- Affordable Aire
- All Season Aire
- Alpine Mechanical
- Ambient Air Inc (Nest)
- American Roofing
- Arminco Air
- Branham Mechanical
- Brines Refridgeration
- HVAC Mechanical Service, LLC.
- Industrial Steam Cleaning
- Lennox
- MetroTech
- Moores Electrical
- Quickservant
- Saia Plumbing and Heating

If your contractor is not on this list, they will not be given roof access until up-to-date documents have been provided to the mall office.

If you have any questions, please email [johnlowry@pyramidmg.com](mailto:johnlowry@pyramidmg.com) or call the mall office at 703-368-7232.

Thank you!



MANASSAS  
MALL

# ROOF PASS

**CALL SECURITY AT (571) 237-0825 OR OFFICE AT (703) 368-7232 WHEN FINISHED**

_____	will be working on the roof	_____
<b>COMPANY NAME</b>		<b>DATE</b>
for _____	to work on unit #	_____
<b>STORE NAME</b>		<b>UNIT #</b>
_____		_____
<b>TECHNICIAN NAME</b>		<b>CELL PHONE #</b>

**TO ALL HVAC/ELECTRICAL/ROOFING TECHNICIANS, TENANTS, OR ANY OTHER PERSON REQUIRING ACCESS TO THE ROOF AT MANASSAS MALL**

Please be advised that you are responsible for any damage to the roof as a result of any work done to the HVAC you are working on, and for the failure to remove any and all debris. **Any work that requires penetration (existing or new) of the roof or installation of new equipment (any heavy parts, compressors, etc) must FIRST be approved by the Mall Management Office.**

**THERE IS NO GLASS ON THE ROOF OR USE OF ANY LADDERS.** All roof work must be completed by 5:00pm unless previously approved by the Mall Management Office. The roof hatch will be locked at 5:00pm. There will be no access to the roof after 5:00pm unless in the case of extreme emergency. Weather conditions may prohibit roof access. Mall Management will advise if weather conditions are adverse to roof access.

The roof will be checked after each person signs out. If there is any remaining debris, workers will be charged a clean-up fee depending on the severity of the clean-up required. This fee can range from \$100 to \$500.

I have read and understand the policies and procedures regarding working on the roof at Manassas Mall.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Mall Office Authorization \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Time in    Time out    Date

Final Roof Check: \_\_\_\_\_ Date: \_\_\_\_\_