

Operating Procedure Outline Sheet  
Scheduled High-Rise Window Cleaning Maintenance  
One Liberty Center, Anywhere, California

**Project Overview**

One Liberty Center is 35 stories of steel frame construction with aluminum clad panels and glazing units. Construction was completed in 2001. This project has been "created" so we can show you what an OPOS for a "typical" downtown high-rise building includes.



**General Notes**

This OPERATING PROCEDURES OUTLINE SHEET (OPOS) is intended as a general guide for employer's use and as an instructional aid in the required training of employees on the procedures contained within this OPOS. This OPOS has been prepared in compliance with the requirements of the California Code of Regulations, Title 8, Section 3282 (p) 2, "General Requirements For All Window Cleaning Operations." All buildings must be constructed, and maintenance work performed in accordance with applicable Safety Orders which in the case of window cleaning are found, for the most part, in Article 5 - Window Cleaning, and Article 6- Powered Platforms and Equipment For Building Maintenance of General Industry Safety Orders, a part of Title 8 of the California Code of Regulations. The Labor Code requirements for window cleaning can be found in Division 1, Part 3, Chapter 3 - Safety Devices Upon Buildings to Safeguard Window Cleaners. Labor Code section 6405 related to building maintenance, in general, is also applicable.

- ✓ Periodic Equipment Inspection & Testing Requirements.
- ✓ Worker Qualification For Operating Equipment.
- ✓ Required Documents, Including System Manufacturers Manual.
- ✓ Communication Between Suspended Workers & Ground.
- ✓ Safety On The Ground Area Immediately Below Work Area.
- ✓ Access & Egress To The Roof Areas.
- ✓ Opening And Securing Roof Access Doors.
- ✓ Securing Of Small Equipment & Hand Tools.
- ✓ End Of Day & End Of Work Cycle Equipment Storage.
- ✓ Work Schedule Arrangement & Notification Requirements.
- ✓ Security Sign-In/Sign-Out.
- ✓ Obtaining & Returning Keys.
- ✓ Disclosure Of Other Owner, Manager, Security Or Building Requirements.

**Emergency Procedures**

Detail emergency procedures are always a part of any OPOS that covers the use of a suspended powered platform for EBM. All permanent platform systems must conform to CA OSHA regulations, including periodic independent inspections. Contractor supplied ground rigged platforms are subject to similar regulations designed to assure the safety of workers on the platform and anyone traversing the ground area underneath the platform. Typically, the procedures provided in this section focus on describing understandable standards for evaluating and acting upon an emergency based on the degree of urgency and risk to workers and others in the event of an equipment failure or other events resulting in the emergency.

**Controlled Descent Equipment**

Emergency procedures will be described where EBM is performed by workers suspended on the building exterior using Controlled Descent Equipment. These situations are limited to mid-rise buildings not exceeding 130' in height.

**Danger Zones**

Danger zones exist where there is a low parapet wall and no guardrail along a roof edge. The danger zone is an area measured six feet (6') from the roof edge onto the roof.

Personal fall arrest equipment is used to arrest a fall while working on the side of a building. This same equipment may also be used to prevent a fall over a roof edge, and must be used by every worker moving inside any danger zone. Typically, the equipment list includes:

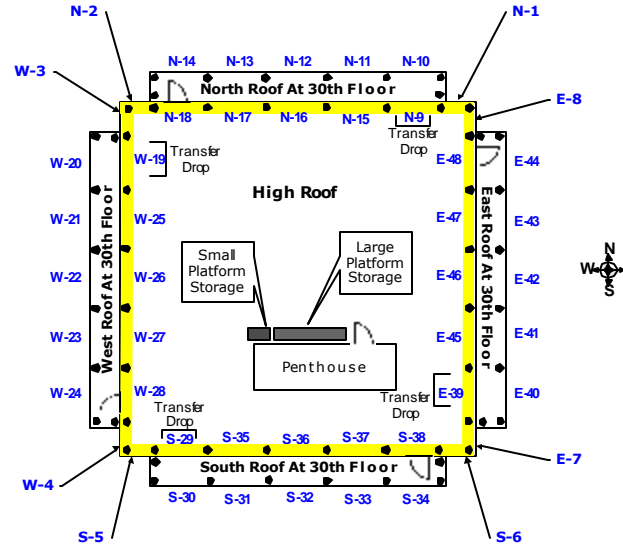
- Full Body Harness
- Shock Absorbing Safety Lanyard
- Rope Grab Device
- Independent Safety Line

A system of tie-back/safety anchors installed on the roof support the fall prevention and fall arrest purpose of the equipment. Alternatively, retractable lanyards may be installed and used with a full body harness for work in the danger zone.

The danger zone procedure describes both the equipment used for fall prevention and arrest, where the equipment must be used, how the worker remains attached to a safety line while transferring between lines, and what the worker must do before entering the danger zone, or climbing onto a platform suspended on the building exterior.

Lynn Safety  
can be found on the web at  
"www.lynnssafety.com"

**Roof Plan**



**Symbols & Legends**

- Socket/Davit Location
- Large Platform Drop Zone
- N-11 Small Platform Drop Zone
- E-8
- ⌋ Roof Access Door
- ⌋ Transfer Drop
- Danger Zone

**Procedures & Methods**

**Scheduled Maintenance**

Window cleaning is the most common "scheduled maintenance" performed on building exteriors. Whether a particular maintenance activity is "scheduled" or "unscheduled", depends on the frequency that workers approach roof edges to perform the maintenance, which is described in the regulations.

While the expertise of the EBM worker/contractor always comes first once equipment and crew is put to work, this section of the OPOS is designed to expose a basic work plan and procedures for the project. It is important to note that safety procedures and work plan will **ALWAYS BE UNIQUE TO EVERY BUILDING**, in our experience, even for buildings constructed using identical sets of plans. Here's some of what might be covered.

- ✓ Platform Operator Responsibility
- ✓ Roof Access & Egress
- ✓ Description Of Equipment Used
- ✓ Equipment Storage
- ✓ Drop Zone Locations
- ✓ Equipment Used By Zone
- ✓ Load Rating of Equipment
- ✓ Transfer Zones
- ✓ Equipment Stabilization
- ✓ Anchor & Tie-Back Locations
- ✓ Socket & Davit Locations
- ✓ Special Rigging Requirements
- ✓ Obstacles
- ✓ Power & Water

**Unscheduled Maintenance**

Unscheduled maintenance occurs with less frequency than scheduled maintenance, as described in the regulations. This section of the OPOS describes the application of scheduled maintenance procedures, which are the focus of the OPOS, to unscheduled EBM activities such as caulking, surface cleaning, glazing, painting, etc.

**O.P.O.S.**  
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**Specifications & Scope**

**OPOS Type:**  
Scheduled Maintenance  
High-Rise Window Cleaning

**OPOS Scope:**  
Suspended Powered Platforms  
Transferred Between  
Multiple Roof Levels

**OPOS Location:**  
One Liberty Center  
Anywhere, CA  
**Building Height** 432 ft  
**Number of Floors** 35  
**Fascia Material** Aluminum  
**Type of Glass** Vision

**OPOS Name:**  
One Liberty Center  
Scheduled High-Rise  
Window Cleaning

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