

This guide gives a general overview of the green roof installation process on NYC public schools. All school buildings have unique features and challenges, so you will need to first consult with certified building professionals and the NYC School Construction Authority (SCA). They will determine if a green roof is feasible and what the actual process, cost, and timeframe will be for your school building. The endeavor of installing a public-school green roof can run from 3- 5 years.

**Is your school community committed to the long-term and potentially costly process of installing a green roof?**

If Yes:

**STEP ONE: PLANNING**

- Is your roof currently accessible to students?

**YES**

**STEP TWO:**

**CONSIDERATIONS/REQUIREMENTS**

- How is the roof currently used with students?
- Are safety features current?
- How will a green roof be added to the current roof configuration?

**NO**

**STEP TWO: CONSIDERATIONS/REQUIREMENTS**

**Changing the Roof Certificate of Occupancy (CO)**

- Are there two means of egress?
- Is the roof accessible/ADA compliant for persons with disabilities?
- Will large or small groups of students use the roof?  
*(an ancillary roof with limited students has fewer requirements.)*
- Are there multiple roofs? Is one roof more accessible than another?
- Does the school have outstanding building violations which will need correcting for a new CO?

**STEP TWO: CONSIDERATIONS/REQUIREMENTS**

- What is the age of the roof membrane?  
*Inquire about the roof age and warranty with the Custodial Engineer. Green roof installations must comply with the requirements of the existing roof warranty if replaced in the past 15 years.*
- Is your school scheduled for roof replacement or other capital improvements to the building?
- Is your roof scheduled for a solar installation?

Contact: [sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov)

Attn: Solar Program Manager

**STEP THREE: CREATING A COMPELLING GREEN ROOF PROPOSAL**

- What is the purpose of the green roof?
- Research and visit other school green roofs to gain information and ideas.
- Highlight the myriad of ways the green roof will benefit your school population and surrounding community.
- Tap into the parent body to find architects, engineers, writers, graphic designers, fundraisers, etc. who can help you develop a proposal.
- Look for community support from local businesses and neighbors. Consider making a presentation at your local community board meeting.
- Present the project at a PTA meeting.
- Include renderings, project cost estimates, curriculum, environmental benefits, a long-term maintenance plan, and any other information that will sell your project.

**NEXT**