

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-01</b>
<b>Subject:</b>	<b>Corridor Hand Rails and Corner Guards-Visual Inspection</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>	<i>Paul A Dowling</i>	<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

A visual check of hand rails and corner guards will be made on an annual basis.

**Purpose**

To ensure that hand rails are securely fastened and that corner guards are not splintered.

**Procedure**

Semiannual:

1. Test hand rails to determine that they are firmly anchored.
2. Visually inspect corner guards to assure that there are no holes, sharp or splintered edges.
3. Tighten or replace as necessary.