


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-11
Subject:	Verification and Application of Interior Finishes	Effective Date:	February 1989
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

The applications of all interior finishes are to be coordinated through the Facilities & Construction Department.

Projects that include interior finish upgrades will be reviewed to ensure continuity and consistency in the application or finishing to adjacent areas.

Purpose

To identify and ensure that all new interior finishes are in compliance with all relevant state and local building and fire codes, and aesthetically compatible as approved by the Interior Designer.

Procedure

For construction projects, interior finishes must be initiated utilizing the construction renovation project form.

All requests for the repair, replacement of interior finishes must be initiated utilizing the maintenance work order request form. The Facilities Maintenance Department will log in the request and schedule accordingly based on the following criteria.

PAINTING

An area will be repainted for one of the three following reasons:

1. The original paint has discolored due to aging, repeated washing or other causes.
2. The paint has been damaged, construction has occurred or changes have left holes in the walls.
3. Administration indicates that an area is to be repainted or redecorated.

COLOR CHANGES

The area shall be repainted the same color unless:

1. An interior designer specifies other colors within the scope of an approved project.
2. There is an administrative decision to permit a color change.
3. The present color cannot be matched.

OFFICE EQUIPMENT REFINISHING

Office equipment will be scheduled for refinishing only after inspection by the Director, Small Projects/Interior Designer. This will not be done for cosmetic reasons unless approved through the Director of Facilities & Construction or recommended by the Interior Designer.

The scheduling for refinishing pertaining to a routine work order is the responsibility of the Interior Designer.

The scheduling for refinishing during a construction project is the responsibility of the Project Manager.

Work orders for the construction and/or installation of shelving, cabinets, bulletin boards, desks, tables and similar items shall be forwarded to the Interior Designer for approval.

WALLCOVERING (WALLPAPERING)

Wall coverings shall be repaired unless the pattern is no longer available or the Interior Designer recommends replacement. The person in charge of the area may select from a limited choice of patterns, but the Interior Designer shall have final approval of the wall covering and pattern that may be used.

CARPETING REPAIR OR REPLACEMENT

Carpeting within an area will be repaired upon submission of a work order. If the carpeting cannot be repaired, the department head shall be notified of this fact. Worn carpeting may be replaced by the department at the expense of the department. The color and design of the carpet must be approved by the Interior Designer. Carpeting samples will be provided by the Interior Designer. Only carpet samples that are approved for use in a hospital setting will be provided.

CEILING TILE

Stained ceiling tiles will be replaced upon receipt of a work order and inspection of the area. The decision to replace all ceiling tile within an area must be approved by the Mechanical/General Maintenance Manager.

INTERIOR FINISHES

Interior finishes will be scheduled only after receipt of a properly approved work order request.

The area where the new interior finish is to be installed will be viewed by the Department Chairman. A schedule of work activities will be discussed in an attempt to minimize any conflicts with patients or staff. Any misunderstandings in scope of work required or approach will be resolved by the appropriate Administrator through the Director of Facilities & Construction.

DOCUMENTATION FOR ALL INTERIOR FINISHES INCLUDING COLOR SCHEDULES, MSDS SHEETS, AND FIRE RESISTANCE RATING IS MAINTAINED BY THE FACILITIES MAINTENANCE DEPARTMENT.