


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-40
Subject:	Interior Finishes	Effective Date:	June 1995
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All interior finishes will be approved prior to installation or application.

Purpose

To ensure consistency with facilities interior finish and to comply with life safety codes and building standards.

Procedure

1. Work orders for interior finish changes such as paint, wallpaper, furniture and carpeting will be reviewed.
2. Request to build furniture and casework will be subject to review.
3. Work orders for the construction and/or installation of shelving, cabinets, bulletin boards, desks, tables, and similar items in public areas shall be approved by Facilities Management.