


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Grounds</b>	<b>Procedure Number:</b>	<b>G-12</b>
<b>Subject:</b>	<b>Morning Break &amp; Afternoon</b>	<b>Effective Date:</b>	<b>May 1993</b>
		<b>Revised Date:</b>	<b>December 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

The University of Toledo Grounds crew will take their fifteen (15) minute morning break from 9:30-9:45 a.m. HSC and 1:30-1:48 p.m. HSC.

**Purpose**

To place the morning break at a more logical and efficient place in relation to the Grounds Department normal daily schedule.

**Procedure**

1. The Grounds crew will normally take their scheduled morning break from 9:30-9:45 a.m.
2. The timing of this break may be adjusted to provide the University of Toledo with better service during some activities such as snow removal.