# 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.