


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	General Maintenance	Procedure Number:	GM-01
Subject:	Corridor Hand Rails and Corner Guards-Visual Inspection	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

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.