UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

<table>
<thead>
<tr>
<th>Section:</th>
<th>General Maintenance</th>
<th>Procedure Number:</th>
<th>GM-05</th>
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<tbody>
<tr>
<td>Subject:</td>
<td>Corrective Maintenance of Vinyl and Carpet Flooring</td>
<td>Effective Date:</td>
<td>January 1980</td>
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<td></td>
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<td>Revised Date:</td>
<td>November 2016</td>
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<td>Facilities Officer:</td>
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<td>Reviewed Date:</td>
<td>December 2016</td>
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**Standard Operating Procedure**

Torn or damaged vinyl flooring or carpet will be repaired or replaced immediately.

**Purpose**

To eliminate potential hazards caused by damaged flooring.

**Procedure**

1. Environmental Services personnel will report flooring hazards to their immediate supervisor, who will notify maintenance verbally or by work order of the hazard.
2. Upon notification indicating a possible flooring hazard, a maintenance worker shall be immediately assigned to make repairs.
3. Loose or frayed ends of carpet shall be cut away.
4. Loose carpet or vinyl shall be re-glued.
5. Time for repairs shall be recorded on work sheet.