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.