

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	General Maintenance	Procedure Number:	GM-05
Subject:	Corrective Maintenance of Vinyl and Carpet Flooring	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:	<i>Paul A. Douling</i>	Reviewed Date:	February 2023

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.