


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-05</b>
<b>Subject:</b>	<b>Corrective Maintenance of Vinyl and Carpet Flooring</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**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.