


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-18</b>
<b>Subject:</b>	<b>Repair of File Cabinets</b>	<b>Effective Date:</b>	<b>October 1998</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

File drawers must be emptied prior to repair work being performed.

**Purpose**

To reduce or minimize the risk of injury to the facilities maintenance employee.

**Procedure**

File drawers must be emptied by the requesting department prior to the start of repair work. File drawers should be emptied starting at the top drawer and moving downward from there until you encounter the stuck or broken drawer. Facilities will assist at this point but will not empty contents.

The requesting departments are responsible for the removal and replacement of all file contents.