### Standard Operating Procedure

Changing wet or damaged ceiling tile.

#### Purpose

To keep air born spores and bacteria from spreading when changing wet and/or damaged ceiling tiles.

#### Procedure

When Facilities Maintenance personnel are called to change a wet or damaged ceiling tile the Facilities Maintenance person will:

1. Spray the damaged tile with a mild solution of bleach and water;
2. Place the damaged or wet tile in a plastic bag;
3. Seal bag and dispose of the damaged tile(s).