


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	General Maintenance	Procedure Number:	GM-19
Subject:	Wet or Damaged Ceiling Tile	Effective Date:	January 1999
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

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).