

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-19</b>
<b>Subject:</b>	<b>Wet or Damaged Ceiling Tile</b>	<b>Effective Date:</b>	<b>January 1999</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>	<i>Paul A Dowling</i>	<b>Reviewed Date:</b>	<b>February 2023</b>

**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).