


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-21</b>
<b>Subject:</b>	<b>Wall Hanging Guidelines</b>	<b>Effective Date:</b>	<b>December 1979</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All wall hangings shall be done by and through the Department of Facilities and Construction.

**Purpose**

To ensure consistency in the usage of materials throughout The University of Toledo.

**Procedure**

All pictures, photographs, diplomas, etc., which are to be hung inside offices, conference rooms or halls shall be installed by the facility/maintenance department or authorized installer.

Repair costs for any damage to the wall done by an unauthorized installer will be charged to, and the personal responsibility of, that unauthorized installer.

No tape or other forms of adhesive material may be used on the walls as it will damage the paint and plaster upon removal.