


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

|                            |   |                          |                      |
|----------------------------|---|--------------------------|----------------------|
| <b>Section:</b>            | <b>Personnel</b>  | <b>Procedure Number:</b> | <b>PE-31</b>         |
| <b>Subject:</b>            | <b>Renovation-Work Site Management</b>  | <b>Effective Date:</b>   | <b>February 1993</b> |
|                            |   | <b>Revised Date:</b>     | <b>November 2016</b> |
| <b>Facilities Officer:</b> |  | <b>Reviewed Date:</b>    | <b>December 2019</b> |

**Standard Operating Procedure**

Specific procedures will be followed to ensure that the job site is professionally and neatly maintained.

**Purpose**

To ensure an orderly, neat appearance and safe work place for oneself, fellow employees and the public.

**Procedure**

1. Make public and employees aware of the work being done by:
  - A. Posting signs.
  - B. Isolate the area with barriers, yellow warning tape, etc., as appropriate.
2. If there is carpet and is not to be torn up and removed, cover with drop cloth.
3. If job creates dust, provide a shield to confine it to the immediate area. Remove delicate instruments and machines, or cover with drop cloths.
4. When in doubt as to the need to protect equipment in an area, consult the personnel who occupy the space on a regular basis.
5. Clean up work area at the end of each day.