

Messiah College
**Ceiling Tile Replacement
Policy and Procedure**

Policy: Campus Event Personnel will assist with Ceiling tile Replacement

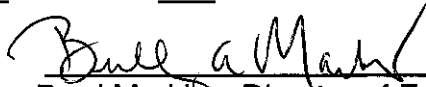
Objectives: Designed to provide ceiling tile replacement and upkeep all over campus

Equipment: Acoustical tile in sizes of 2'x2' and 4'x2'

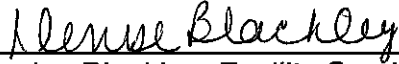
<u>Step</u>	<u>Action</u>
1	Ceiling tile that is stained, noticeably cracked or has a hole in it shall be deemed necessary for replacement
2	Campus Events will make a determination who will replace the tile as per the following steps.
3	Campus Events will replace ceiling tile that can be reached from a six foot step ladder that do not exceed a height of eight feet.
4	Campus Events will replace ceiling tile that does not require cutting.
5	Campus Events will request a supply of ceiling tile via work order from the Facilities Department. Facility Maintenance personnel will deliver ceiling tile to buildings
6	Facility Maintenance will change all ceiling tile that require cutting.
7	Facility Maintenance will replace all ceiling tile where there is a smoke/heat detector, sprinkler head, or any other fire safety device, other than EXIT signs. Damaged ceiling tiles where there are EXIT signs will be replaced by a Facility Services Electrician. This work must be coordinated with the Department of Safety to make sure devices are turned off.
8	Campus Events employees may opt to change more ceiling tile than the above expectation, except where special circumstances are noted in line items 6 and 7.
9	Campus Events will submit a work order to Facility Services for ceiling tile replacement that requires cutting or contains a fire safety device. These facts must be specified on the work order.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

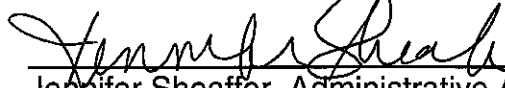
X Approved ___ Reviewed ___ Revised



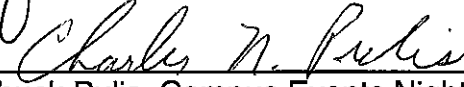
Brad Markley, Director of Facility Services



Denise Blackley, Facility Services Administrative Coordinator



Jennifer Sheaffer, Administrative Assistant to Facility Services



Chuck Pulis, Campus Events Night Time Administrator



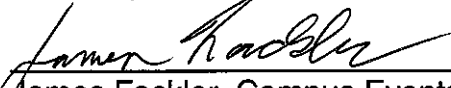
Don Heistand, Campus Events Crew Leader



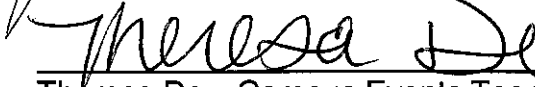
George Blackburn, Campus Events Day Light Administrator



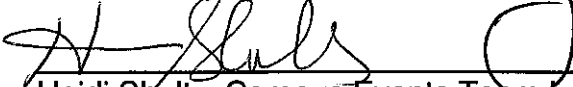
Ted Gingrich, Campus Events Team Leader



James Fackler, Campus Events Team Leader



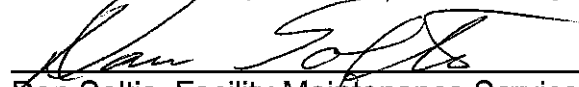
Theresa Day, Campus Events Team Leader



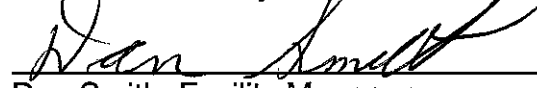
Heidi Shultz, Campus Events Team Leader



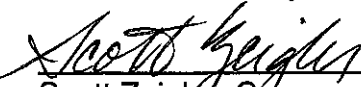
Bob Brubaker, Special Duties/Inventory Control Coordinator



Dan Soltis, Facility Maintenance Services Supervisor



Dan Smith, Facility Manager



Scott Zeigler, Campus Events Manager