Messiah University
Ceiling Tile Replacement Policy and Procedure
February 2022

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’

Step       Action

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, not stepping above or to the height of the OSHA restricted step height.
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. If Campus Events needs assistance to cut ceiling tiles, a work order should be submitted by the Campus Events worker.
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.