

**Messiah University**  
**Ceiling Tile Replacement Policy and Procedure**  
**February 2024**

*Policy:* Campus and Building Services 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 and Building Services will make a determination who will replace the tile as per the following steps.
3. Campus and Building Services 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 and Building Services will replace ceiling tile that does not require cutting.
5. Campus and Building Services 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 and Building Services needs assistance to cut ceiling tiles, a work order should be submitted by the Campus and Building Services 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 and Building Services 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 and Building Services 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.**

Scott Zeigler, Form  
Creator Signature

Electronically signed by Scott Zeigler on 02/13/2024 3:21:12 PM

Director of Facility  
Services Signature

Electronically signed by Bradley Markley on 02/13/2024 3:32:40 PM

Facility Services  
Administrative Coordinator  
Signature

Electronically signed by Denise Blackley on 02/14/2024 8:15:50 AM

Administrative Assistant  
to Facility Services  
Signature

Electronically signed by jennifer sheaffer on 02/14/2024 1:46:31 PM

Campus & Building  
Services Manager  
Signature

Electronically signed by Laura Price on 02/14/2024 7:44:29 AM

C&BS Supervisor -  
Academic Buildings  
Signature

Facility Maintenance  
Services Supervisor  
Signature

Electronically signed by Jarrod sites on 02/13/2024 3:22:24 PM

Assistant Director,  
Physical Plant Signature

Electronically signed by Brian Miller on 02/14/2024 12:46:59 PM

Assistant Director,  
Buildings and Grounds  
Signature

Electronically signed by Mark Graybill on 02/13/2024 3:37:45 PM