UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION Section: Administrative Procedure Number: ADM-11
Subject: Verification and Application of Effective Date: February 1989
' Interior Finishes Revised Date: October 2016
Facilities Officer:

Reviewed Date: February 2023

Standard Operating Procedure
The applications of all interior finishes are to be coordinated through the Facilities & Construction Department.
Projects that include interior finish upgrades will be reviewed to ensure continuity and consistency in the application or finishing to adjacent areas.
Purpose
To identify and ensure that all new interior finishes are in compliance with all relevant state and local building and fire codes, and aesthetically compatible as approved by the Interior Designer.
Procedure
For construction projects, interior finishes must be initiated

OFFICE E�QUIPMENT REFINISHING
Office equipment will be scheduled for refinishing only after inspection by the Director, Small Projects�/Interior Designer. This will not be done for cosmetic reasons unless approved through the Director of Facilities & Construction or recommended by the Interior Designer.
The scheduling for refinishing pertaining to a routine work order is the responsibility of the Interior Designer.
The scheduling for refinishing during a construction project is the responsibility of the Project Manager.
� Work orders for the construction and�/or installation of shelving, cabi