

Facilities Officer:	<i>Paul A Dowling</i>	Reviewed Date:	February 2023
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Standard Operating Procedure

All wall hangings shall be done by and through the Department of Facilities and Construction.

Purpose

to ensure consistency in the usage of materials throughout the University of Toledo.

Procedure

All pictures, photographs, diplomas, etc., which are to be hung inside offices, conference rooms or halls shall be installed by the facility/maintenance department or authorized installer.

Repair costs for any damage to the wall done by an unauthorized installer will be charged to, and the personal responsibility of, that unauthorized installer.

No tape or other forms of adhesive material may be used on the walls as it will damage the paint and plaster upon removal.