

Ceiling Tile Replacement Techniques

It is the custodians' responsibility to change any soiled or stained ceiling tile under 12 feet.

Tools needed to install ceiling tiles are:

8-foot ladder
Box cutter
Measuring tape
Personal Protective Equipment (PPE), including safety goggles and gloves.

If possible, identify the source of the leak. If it is still raining and the water flow is such that changing the tile is not going to prevent water from reaching the inhabited area, do not replace the tile. Instead, place receptacles capable of storing the water in the appropriate area. Notify the Maintenance Department of the leak immediately. Maintenance personnel will replace the tile once the repairs are made. Place the ladder so that the ceiling tile needing to be replaced is in front of you when you are on the ladder. Use PPE to protect eyes and hands from falling dust and debris.

If a work order is needed for replacement of ceiling tiles, be sure to identify the correct size. The most common sizes are 2 feet by 2 feet and 2 feet by 4 feet.