



*For Maintenance
and Custodians*



Missing Ceiling Tiles

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Properly installed ceiling systems allow smoke detectors, heat detectors, and fire sprinklers to operate correctly in the event of a fire. They also provide a barrier to the spread of smoke and fire. Breaking, displacing or removing ceiling tiles enables hot gases and smoke from a fire to rise and accumulate above detectors and sprinklers. Doing so delays their activation, enabling fires to rapidly grow larger before an alarm and response occur.

Ceiling tile breakage, displacement or removal often occurs as a result of mechanical system repair or maintenance or when electrical, telephone or computer cables are installed. Occupants also often move aside or remove ceiling tiles in an effort to alter ventilation air currents. Because fires are unpredictable, intact tiles must be returned to their positions as soon as possible following such repairs.

Missing ceiling tiles are not just a risk to those in the area where the tiles were removed. Space above a drop ceiling system often provides a route for air to be drawn back to a conditioner ductwork and fan that re-circulates the air. Therefore, smoke that enters this space can be spread to other areas in the building, exposing other occupants to smoke and toxic gases.

Minimizing the number of unnecessary ceiling tile openings will make the building safer for all occupants, helps the building look maintained and will keep the fire marshal happy.



Missing and damaged ceiling tiles