

Exterior Re-lamp Procedure

Summary

Plant Operations has established procedures for exterior re-lamps.

Purpose

The purpose of this document is to describe the procedures for exterior re-lamps.

Procedure

Plant Operations is responsible for maintaining all exterior building mounted and parking lot/street lighting.

All work shall be performed in accordance with established safety guidelines.

1. Verify electrical power and proper voltage is present.
2. Verify photocell/time clock working properly.
3. Secure power source (lockout/tag out), examine bulb, and, if it appears bad, remove and replace. Clean reflector lens. Turn power source on.
4. If bulb is not working, secure power source (lockout/tag out), disassemble fixture to ballast, examine ballast, and, if it is obviously burned out, remove and replace.
5. If ballast appears to be in good condition, turn on power source and take voltage reading at fixture. If proper voltage is present at fixture, secure power, and remove and replace ballast.
6. Dispose of spent bulbs and ballasts in proper recycling bins.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations