

Interior Re-lamp Procedure

Summary

Plant Operations has established procedures for interior re-lamps.

Purpose

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

Procedure

Plant Operations is responsible for maintaining all mounted light fixtures. Desk lamps and floor standing light fixtures are the responsibility of the department.

The replacement of bulbs should be assigned to maintenance personnel if the fixture is at an elevation of ten (10) feet or more.

1. Turn the switch off that controls power to the light.
2. Replace the bulb while wearing safety glasses and gloves.
3. Turn switch to “on” position.
4. If the new bulb does not light, unplug the fixture and submit a work order, through the eQuest system, to Plant Operations for the removal and repair of the fixture.
5. If Plant Operations determines the bulb is not working, secure switch (lockout/tag out), disassemble fixture to ballast, and examine ballast. If ballast is burned out, 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