STANDARD OPERATING PROCEDURE # FDO 3.211

Subject: Exterior Relamp

Purpose and Scope: To formalize Facilities Management departmental procedures for exterior relamps.

Procedure: The Facilities Maintenance Unit is responsible for maintaining all E & G exterior building mounted and parking lot/street lighting. All work shall be performed in accordance National Electric Code.

1. Verify electrical power and proper voltage is present.
2. Verify photocell / time clock working properly.
4. If bulb is not working, secure power source, (lock out – tag out). Disassemble fixture to ballast. Examine ballast, and if it is obviously burnt, 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 recycle bins.
7. Maintenance should complete exterior relamp within 24 hours of notification.

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