



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective August 18, 2004, Revised June 30, 2020**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 5.006**

**Subject: Interior Re-lamp**

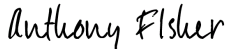
**Purpose and Scope:** To formalize Facilities Maintenance with procedures for Interior Re-lamps.


**Procedure:** Facilities Maintenance is responsible for maintaining all building mounted interior lighting. Desk lamps and floor standing light fixtures are the responsibility of the department.

1. Request for burned-out bulb will be assigned to maintenance personnel.
2. Switch off power controls to the light.
3. Replace the bulb while wearing safety glasses and gloves. Turn switch to “on” position.
4. If bulb is not working, secure switch (lock out – tag out). Disassemble fixture to ballast. Examine ballast, if obviously burned out, remove and replace. If it is a T12 lamp, upgrade the fixture to T8 status by changing tubes, tombstones, and ballast. Clean the reflector and lens.
5. If ballast appears to be in good condition, turn on power source and take voltage reading at fixture. With proper voltage at fixture, secure power; remove and replace ballast.
6. Dispose of spent bulbs and ballasts in proper recycling bins.

**Developed by:** Facilities Maintenance

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