



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

**Pensacola, FL 32514-5750**  
**Effective October 20, 2004, Revised: August 21, 2020**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 5.011**

**Subject: Exterior Relamp**

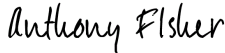
**Purpose and Scope:** To formalize Facilities Management departmental procedures for exterior re-lamps.


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

1. Verify electrical power and proper voltage.
2. Verify photocell / time clock working properly.
3. Secure power source, (lock out – tag out). Examine bulb, and if it appears bad, remove and replace. Clean reflector and lens. Turn power source on.
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 re-lamp within 24 hours of notification.

**Developed by: Facilities Maintenance**

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