Relamping

Frequency

Emergency, work order generated, or planned

Materials & Equipment

Lamps
Ladder
Blue microfiber cloth
Vacuum
Waste lamp/Universal waste container or box

Areas Where Applicable

All buildings

Preparation of the Area

Care should be taken when relamping as possible fall injuries or lamp breakages can occur. Also, review ladder safety procedure. When practical, relamping should be done with two people. Building Services staff should not normally use anything higher than a six foot ladder. If you have received specialist training or have been authorized to do so you may use a larger ladder. Otherwise, put in a work request. Planned relamping should occur at the following intervals: T12 every 2 years, T8 every 3 years, and T5 every 4 years.

Procedure

1) Check area for hazards before relamping.
2) If possible, turn off the power to the fixture.
3) Make sure you know how to remove the lamp cover.
4) Place ladder under the light fixture.
5) Remove cover and wipe or vacuum debris.
6) Carefully remove old lamps and set them down somewhere safe. If you accidentally break a lamp, please refer to the proper broken lamp procedure.
7) Replace lamps.
8) Turn on power to fixture.
9) If lamp fails to light, a work order must be placed for the electrician.

Cleanup

All burnt lamp types must be collected in an original container or other sturdy container to prevent breakage. There should be a different container separating T8, T12 and T5 lamps.
from screw in and smaller type lamps. The container must be labeled properly as soon as the first bulb is placed in it. Correct labeling procedures include “Waste Electric Lamps” and the accumulation start date along with a contents line. The contents line is filled in when container is full indicating the total number of lamps in the container. The box is then ready to be transported to Physical Plant.

NOTE: Monthly inspections must be conducted to ensure that all lamps are stored in a container, that all containers are closed and labeled properly, that the start date on container does not exceed one year and that any broken lamps are in a separate container and marked as broken.

Safety & PPE Recommendations

PPE Recommended includes safety glasses and gloves.

Performance Standards

Lights fixtures should be free from debris and in working order.