

Messiah University
Light Bulb Replacement Policy and Procedure
February 2024

Policy: Campus and Building Services personnel will assist with specific light bulb replacement and Facility Maintenance personnel will assist with cleaning of fixtures

Objectives: This is designed to provide prompt bulb replacement and upkeep all over campus

Equipment: Standard bulb definition includes:

- Fluorescent Light Bulbs - 4', 3', "u" shape, compact with a standard screw in socket
- Incandescent Bulbs with a standard screw in socket

Procedure:

1. Campus and Building Services will replace light bulbs and clean light fixtures that can be reached from a six foot step ladder, not stepping above or to the height of OSHA restricted step height.
2. Campus and Building Services will replace bulbs in standard ceiling or wall fixtures, but not those requiring decorative or nonstandard bulbs, fixtures that are hard to disassemble or fixtures requiring tools.
3. Campus and Building Services will request a supply of bulbs via work order from Facilities Services Department. Facility Maintenance personnel will deliver bulbs to buildings.
4. Facility Maintenance will change all light bulbs that are not designated to be changed by Campus and Building Services.
5. During the school year, Facility Maintenance will be in charge of replacing bulbs in Resident Hall rooms and apartments. Campus and Building Services will take charge of replacing bulbs in these areas during the summer months (May through August) while students are not in school year housing.
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Scott Zeigler, Form
creator Signature
