

Messiah College
**Campus Events Light Bulb Replacement
Policy and Procedure**

Policy: Campus Event 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:

<u>Step</u>	<u>Action</u>
1	Campus Events will replace light bulbs and clean light fixtures that can be reached from a six foot step ladder and do not exceed a height of eight feet.
2	Campus Events will replace bulbs in standard ceiling or wall fixtures, but not those requiring decorative or non standard bulbs, fixtures that are hard to disassemble or fixtures requiring tools.
3	Campus Events 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 Events.
5	During the school year, Facility Maintenance will be in charge of replacing bulbs in Resident Hall rooms and apartments. Campus Events will take charge of replacing bulbs in these areas during the summer months (May through August) while students are not in school year housing.
6	Campus Events employees may opt to change more lights than the above expectation.
7	Campus Events will submit a work order for a light fixture that does not

work after a bulb is replaced. This fact must be specified on the work order.

- 8 Facility Maintenance will clean out the light fixtures as they replace the bulb(s) in their area of responsibility.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".


Approved Reviewed Revised



Brad Markley, Director of Facility Services



Chuck Pulis, Campus Events Night Time Administrator




Don Heistand, CE Team Leader Second Shift




George Blackburn, Campus Events Day Time Administrator




Bob Brubaker, Special Duties/Inventory Control Coordinator



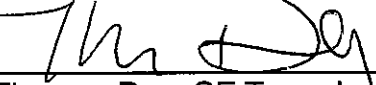
Ted Gingrich, CE Team Leader Residence Halls



Jim Fackler, CE Team Leader First Shift



Heidi Shultz, CE Team Leader Residence Halls



Theresa Day, CE Team Leader Third Shift



Dan Soltis, Facility Maintenance Service Supervisor



Dan Smith, Facility Maintenance Service Manager



Scott Zeigler, Campus Events Manager