

Messiah University
Light Bulb Replacement Policy and Procedure
February 2026

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 (June through August) while students are not in school year housing.
6. Campus and Building Services employees may opt to change more lights than the above expectation.
7. Campus and Building Services 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.

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| Scott Zeigler, Form creator | Electronically signed by Scott Zeigler on 02/16/2026 7:33:30 AM |
| Director of Buildings and Grounds | Electronically signed by Mark Graybill on 02/16/2026 7:41:23 AM |
| Director of Facility Services | Electronically signed by Brian Miller on 02/16/2026 7:59:30 AM |
| Campus & Building Services Manager | Electronically signed by Laura Price on 02/16/2026 11:44:10 AM |
| Manager of Facility Services | Electronically signed by jarrod sites on 02/16/2026 9:35:06 AM |
| C&BS Assistant Manager - 3rd Shift | Electronically signed by Theresa Day on 02/16/2026 8:04:35 PM |
| C&BS Supervisor - Academic Buildings | Electronically signed by Jacob Graybill on 02/16/2026 7:54:59 AM |
| C&BS Supervisor - Res Halls | Electronically signed by Donna Herman on 02/16/2026 10:54:09 AM |
| C&BS Supervisor - 2nd Shift | Electronically signed by Justin Jans on 02/19/2026 7:34:16 PM |
| C&BS Supervisor - 3rd Shift | Electronically signed by Kelly Potteiger on 02/16/2026 8:14:10 PM |
| Facility Maintenance Service Supervisor | Electronically signed by Amy Stephan on 02/16/2026 8:39:15 AM |