



Physical Plant Policy & Procedure #10

TITLE: EXTERIOR LIGHTING MAINTENANCE

OBJECTIVE AND PURPOSE: To assure existing exterior lighting is maintained in an operable manner for the safety and security of campus Faculty, Staff, Students and visitors

RESPONSIBILITY: ACTION

MAINTENANCE DEPARTMENT (MERIDIAN)

- ◆ Conduct Monthly Lighting Tour (visual inspection) of all exterior campus lighting including buildings, parking lots and streets. (Work Order for tour is automatically generated from MP2).
- ◆ Generate Lighting Tour Report from the visual inspection (reference **Attachments "A", "B", and "C"**).
- ◆ Initiate a Tour Deficiency work order for repair of lights identified as not working.
- ◆ Provide Physical Plant a copy of the Lighting Tour Report on the 15th of each month.
- ◆ Provide weekly repair progress/status update to Physical Plant on the Monthly Lighting Tour Report.

PHYSICAL PLANT

- ◆ First week of each month conduct a visual lighting inspection based on the latest progress report provided by maintenance.
- ◆ Update Monthly Lighting Tour Report with additions/deletions to buildings, parking lots and streets as physical modifications to the campus occur.

REFERENCE: ◆ Maintenance Contract

ATTACHMENTS

- ◆ **Exterior Lighting Report for Buildings – Attachment "A"**
- ◆ **Exterior Lighting Report for Streets – Attachment "B"**
- ◆ **Exterior Lighting Report for Parking Lots – Attachment "C"**

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APPROVED:	Vice President	Associate V.P.	Director