



STANDARD OPERATING GUIDELINE

SOG-ELEC-0002

OPERATION OF REPLACEMENT OF LIGHTBULBS

PURPOSE & APPLICABILITY

The purpose of this Standard Operation Guideline (SOG) is to establish a uniform guideline for the operation of replacement of lightbulbs using staff that are not part of the Live Electrical Work Program. This work will be conducted with shutting the light circuit off utilizing the single-pole, 3-Way, 4-Way or Switch Rated Circuit Breakers. Lightbulb replacement will be completed in a de-energized setting to minimize the possibility of an Arc Flash/Blast event. WARNING: Florescent lights have ballast that may still be energized

QUALIFICATIONS

- Completion of SOG-ELEC-0002 training.

EQUIPMENT LIST

Safety Glasses
Correct bulb for replacement

PROCEDURE

1. Turn light switch in the off position. Identify all other possible light switches connected to fixture where bulb is being replaced.
2. Apply signs at switch, switches or Switch Rated Breaker (SWD) indicating that circuit must remain off during servicing.
3. Use proper size ladder to comfortably reach and service the fixture.
4. Remove light cover/lenses from fixture to replace lightbulb(s)
5. Remove lightbulbs and prepare them for proper disposal.
6. Install new lightbulbs and re-attach cover/lenses.
7. Turn light circuit on to see if lights are in working order.
8. If there appears to be a problem with lights after lightbulbs have been replace. Contact Service Operations Support (SOS) at 656-2560, or complete a [Service Request](#) on line to have a PPD Electrician contacted.