

# SOP Template: Lighting Adjustment and Maintenance Instructions

This SOP provides detailed **lighting adjustment and maintenance instructions** to ensure optimal illumination and energy efficiency. It covers procedures for adjusting light intensity, positioning fixtures, routine cleaning, bulb replacement, and troubleshooting common lighting issues. The goal is to maintain a safe and well-lit environment while prolonging the lifespan of lighting equipment and reducing maintenance costs.

## 1. Purpose

To outline standardized procedures for the adjustment and maintenance of lighting systems to ensure safety, efficiency, and adequate illumination.

## 2. Scope

This SOP applies to all staff responsible for operating, adjusting, and maintaining lighting systems within the facility.

## 3. Responsibilities

- Facilities personnel: Perform adjustments, cleaning, and maintenance as specified.
- Supervisors/Managers: Ensure SOP compliance and document maintenance activities.
- All staff: Report lighting issues promptly.

## 4. Safety Precautions

- Always disconnect power before performing any maintenance.
- Use appropriate personal protective equipment (PPE), such as gloves and safety glasses.
- Ensure ladders or stools are stable when accessing overhead fixtures.

## 5. Procedures

### 5.1 Adjusting Light Intensity

1. Identify areas with insufficient or excessive lighting using a light meter, if available.
2. Adjust dimmer switches or settings where installed.
3. If manual adjustment is required, reposition adjustable lamps or fixtures.
4. Confirm lighting meets required standards for the workspace.

### 5.2 Positioning Light Fixtures

1. Assess room layout and lighting needs.
2. Safely move or rotate fixtures as needed for optimal coverage and reduced glare.
3. Securely anchor fixtures in place after repositioning.
4. Test lighting to ensure uniform illumination.

### 5.3 Routine Cleaning

1. Schedule cleaning of fixtures, covers, and bulbs at least quarterly.

2. Turn off and cool down lights before cleaning.
3. Wipe fixtures and bulbs with a soft, dry cloth or manufacturer-approved cleaner.
4. Check for dust buildup in vents or heat sinks.

### 5.4 Bulb Replacement

1. Turn off and allow lights to cool before replacing bulbs.
2. Select the correct bulb type and wattage as specified by the manufacturer.
3. Replace bulbs carefully to avoid damage to fixtures.
4. Dispose of used bulbs according to local regulations.
5. Test new bulbs to verify proper operation.

### 5.5 Troubleshooting Common Issues

- **Flickering lights:** Check for loose bulbs, faulty wiring, or incompatible dimmer switches.
- **Non-functioning fixtures:** Confirm power supply, check circuit breakers, and inspect wiring.
- **Unusual noises or overheating:** Discontinue use and report to maintenance immediately.

## 6. Documentation

- Record all maintenance activities, bulb changes, and incidents in the maintenance log.
- Report persistent issues to facility management for further investigation.

## 7. Revision History

Date	Version	Description	Author
2024-06-25	1.0	Initial SOP template created	Facilities Team