



**LEADERS HOLDING CO.<sup>TM</sup>**

Est. 1971

## Exterior Lighting Procedure

Your exterior lighting and the condition the system is in is one of the first impressions that the public gives you and your team. Follow these simple company policies to ensure maximum visibility and the best impression.

### Table of Contents

Inspection.....	1
When should my exterior lights be on? .....	1
How do I adjust my timer? .....	2

### Inspection

All exterior lighting should be manually turned on at least once per week to check for burnt out bulbs, fixtures and any other repair that may be necessary. This includes the inspection of the pylon sign if your location has one. Please report any concerns so they can be addressed.

### When should my exterior lights be on?

Exterior lights should be on the following schedule. Anything other than the following schedule will result in a loss of points on the Store Audit.

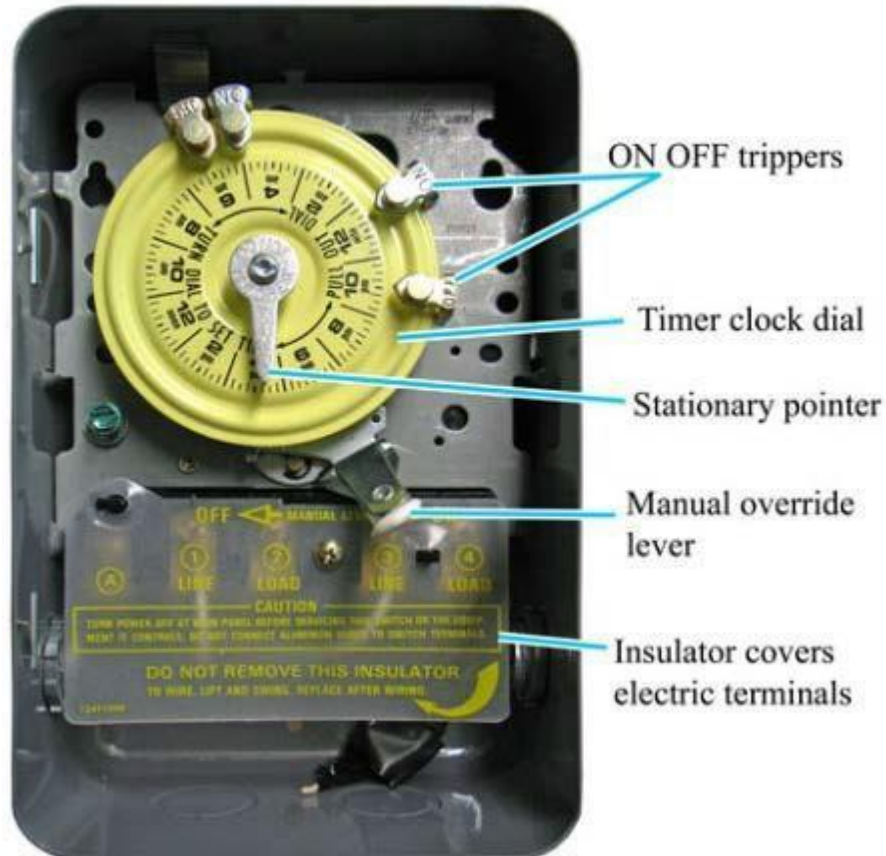
Please turn on Awning Lights Manually during an overcast/rainy day.

When	On	Off	On	Off
<b>January – December</b>	5:00am	*30 Minutes After Sunrise	*30 Minutes Before Sunset	1:00am
<b>Bad Weather</b>	ON MANUALLY	OFF MANUALLY		

\*To determine what time Sunrise and Sunset are, conduct a basic Google Search asking, “What time is sunset today?” or “What time is sunrise today?”

## How do I adjust my timer?

Most stores are on an Intermatic timer. Below is a description of the parts that make up the timer and how to adjust it properly. If you have a different timer that has push pins and you do not understand how to operate it, please ask. Please make sure your electric terminals are safely covered. If you see that the electric insulators are exposed please let [sales.leadership@leadersfurniture.com](mailto:sales.leadership@leadersfurniture.com) know immediately so a repair can be scheduled.



Part	What does it do?
On Off Trippers (You need two On and two Off)	Set the trips and tighten to turn the lighting on or off
Timer Clock Dial	Pull the dial out and rotate to set time
Stationary Pointer	Shows the current time the clock is set for
Manual Override	Manual switch to turn power on or off. Used in weekly inspection
Insulator Cover, Electric Terminals	<b>DANGER LIVE POWER. PLEASE MAKE SURE THIS IS COVERED.</b>