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| Electrical Maintenance | | | | | Task: | Interior and Exterior Lighting | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Is the exterior lighting adequate in all walking areas, including the parking lot? (DC-96)** * Has the emergency lighting been tested and found to be working? (DC-96)   **CAUTION:** Wear clean gloves when cleaning lights that have aluminum reflectors. Do not touch the reflector with your hands otherwise the oil from your fingers will harm the surface. If the reflector surface is inadvertently touched, clean it with a cloth moistened with appropriate cleaner. Clean such reflectors only if this is absolutely necessary.  **Interior Lighting**   * Inspect all light fixtures. * Relace bulbs as needed; make sure replacement bulb is the same "color" (Kelvin Rating), diameter, CRI (color quality) and wattage. * Check lighting fixture for damage. * Dust or clean all fixtures. Remove covers to clean debris/dust/insects from inside the cover.   **Exterior Lighting**  **NOTE:** All exterior lighting is of high importance. The lights form an essential part of the Kingdom Hall security system. Repair faulty lights as quickly as possible.  **Cleaning and Maintenance**   * Clean the lens, lamps, reflectors and photocells with glass cleaner and dry with a paper towel. * Make sure that no tree branches or obstacles are in front of each fixture. * Check poles for rust or corrosion and touch up as needed. * Remove any spider webs.   **Parking Lot Lights**   * Verify that all of the lights turn on. * Only a qualified bucket truck operator should replace a faulty light. * Check for damaged fixtures. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |