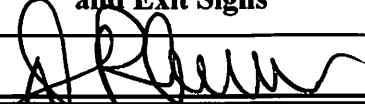


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Electrical/Electronics</b>	<b>Procedure Number:</b>	<b>E-10</b>
<b>Subject:</b>	<b>Maintenance of Emergency Battery Lights and Exit Signs</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All emergency battery lights will be maintained in accordance with the manufacturer's specifications and recommendations and per N.F.P.A.

**Purpose**

To ensure cleanliness and proper operations.

**Procedure**

Monthly:

1. Clean.
2. Tighten connections as needed.
3. Fill batteries as needed.
4. Take hydrometer reading as required.
5. Test operation. Thirty seconds once per month 90 minutes once per year.

**In case of emergency:**

Contact R&D Batteries, Inc.  
Phone: 952-890-0629 or toll free 800-950-1945

Grainger  
1300 Third Street  
Perrysburg, OH 43551  
Phone: 419-666-3320

**Graybar**  
133 E. Manhattan  
Toledo, OH 43608  
Phone: 419-729-1641