


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-02</b>
<b>Subject:</b>	<b>Exit and Stairwell Lamp Replacement</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**

Exit and stairwell lamps will be replaced as soon as possible.

**Purpose**

To assure that exit light and stairwell lamps are functioning for regular use and in the event of an emergency.

**Procedure**

Daily:

1. Maintenance personnel assigned to floors shall check exit lamps and stairwell lamps while making prescribed rounds.
2. Work orders requesting replacement of lamps shall be assigned to the MRW on that floor and shall be given first priority on that day shift.
3. Replaced lamps shall be recorded on work.