

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	General Maintenance	Procedure Number:	GM-02
Subject:	Exit and Stairwell Lamp Replacement	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:	<i>Paul A. Dowling</i>	Reviewed Date:	February 2023

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.