



EXTERNAL LIGHTING OPERATIONS

EFFECTIVE DATE: 5/1/2024

Scope

This document outlines the operating procedures used within the Electric Shop to assess and repair external lighting around campus including but not limited to buildings, parking lots, garages, roads and pedestrian walk lights.

Reason for the Guideline

These guidelines aim to codify the process used to check the external lighting functionality across campus.

Basic Process

Weekly Reviews

1. On a weekly basis, Facilities Services tours the campus to identify the external lights (not including parking lots and garages) that need adjustments or are not working.
2. If a light is out, a work order is established and the repair process begins.
3. Repairs typically take an average of less than one week.

Annual Reviews

1. On an annual basis, Facilities/Construction Management (F/CM) participates in the Walk in the Dark main campus event hosted by UHPD. F/CM team members from the Customer Service team and the Electric Shop walk with the Walk in the Dark participants to capture information on any noted lights that are out.
2. UH F/CM has a lighting standard for the amount of lumen that is recommended in different areas. If areas do not meet this standard, they are noted during the Walk in the Dark and provided to F/CM Planning for future projects.

Parking Lot and Garage Light Reviews

1. Parking and Transportation Services regularly inspects the lighting for parking lots and garages and submits work orders to have these lights repaired.
2. Repairs typically take an average of less than one week.
3. QR Codes are available in the parking lots and garages for individuals to also be able to report any lights that are not working properly.

Additional Information

1. F/CM utilizes licensed electricians to conduct external lighting assessments and make repairs.
2. UH F/CM owns a bucket truck to help with the external light repairs which helps reduce the length of time to repair.
3. Each time a Work Order is received, the Electric Shop assesses the capabilities of the light fixture to be updated to LED lighting to reduce energy usage and frequency of lighting repairs required.
4. If a light pole is damaged and needs repair or replacement, lead time for parts are a minimum of six to eight weeks.
5. Time clocks for the external lights are adjusted twice a year prior to the Daylight Savings change overs.
6. If external lights are not working properly, students, faculty and staff are encouraged to contact FIXIT (www.uh.edu/fixit) to report the situation. Including the light pole number helps reduce the identification time.

Office of Authorship and Revision History

Facilities Services

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