STANDARD OPERATING GUIDELINE
SOG-ELEC-0002
OPERATION OF REPLACEMENT OF LIGHTBULBS

PURPOSE & APPLICABILITY
The purpose of this Standard Operation Guideline (SOG) is to establish a uniform guideline for
the operation of replacement of lightbulbs using staff that are not part of the Live Electrical
Work Program. This work will be conducted with shutting the light circuit off utilizing the
single-pole, 3-Way, 4-Way or Switch Rated Circuit Breakers. Lightbulb replacement will be
completed in a de-energized setting to minimize the possibility of an Arc Flash/Blast event.
WARNING: Florescent lights have ballast that may still be energized

QUALIFICATIONS
• Completion of SOG-ELEC-0002 training.

EQUIPMENT LIST
Safety Glasses
Correct bulb for replacement

PROCEDURE
1. Turn light switch in the off position. Identify all other possible light switches connected
to fixture where bulb is being replaced.
2. Apply signs at switch, switches or Switch Rated Breaker (SWD) indicating that circuit
must remain off during servicing.
3. Use proper size ladder to comfortably reach and service the fixture.
4. Remove light cover/lenses from fixture to replace lightbulb(s)
5. Remove lightbulbs and prepare them for proper disposal.
6. Install new lightbulbs and re-attach cover/lenses.
7. Turn light circuit on to see if lights are in working order.
8. If there appears to be a problem with lights after lightbulbs have been replace. Contact
Service Operations Support (SOS) at 656-2560, or complete a Service Request on line to
have a PPD Electrician contacted.