

# CUSTODIAL TRAINING GUIDE



## CLEANING LIGHTS AND CHANGING BULBS



# Objectives and Materials



- Light fixtures are changed to create working light.
- Fixtures are cleaned frequently to prevent fires.
- Light fixtures should be maintained as needed.
- They should be checked weekly.
- Materials needed include:
  - Replacement light bulbs
  - a feather duster
  - an extension pole
  - Cleaning rags
  - a ladder



# Safety



- When cleaning and changing light fixtures keep in mind these general safety instructions.
  - Always turn off the power switch before replacing light bulbs.
  - Use caution when working with light bulbs, they are usually very hot!
- Read and follow instructions on the ladder.
- Seek assistance for very high lights or heavy fixtures.

**Print4Safety** SAFETY INSTRUCTIONS L1009

## STEP LADDERS

**SAFETY PRECAUTIONS & WARNINGS**  
It is in the interests of those operating this equipment, and for the safety of others, that these SAFETY PRECAUTIONS & WARNINGS are carefully read and understood before operating this equipment.

**PURPOSE**

1. This type of ladder is designed as a full supporting free standing ladder. They can range from a small two step foldable to large multi step ladders.

**PERSONAL SAFETY**

2. This equipment is designed for use by an able bodied adult. Always with either temporary or permanent disability must read and understand before using it. It must not be used by minors, or by anyone under the influence of drugs or alcohol.
3. If the equipment is not used in a safe, careful and controlled way, personal injury or death can occur.
4. As work with this equipment is undertaken at heights, for safety reasons it is important that you familiarise yourself with the equipment and the location of functions.
5. Care must be taken when entering the ladder, adjusting it and when moving it.
6. Before starting your work, look and also ahead to ensure you, and others around you, will be working in a safe environment.
7. When using this equipment, it is recommended that the following items of Personal Protective Equipment (PPE) be worn:
  - Safety helmet or EN395 or BS3958
  - Strong, non-slip safety shoes/boots or safety boots to EN345 or BS2039/EN345Note: Other types of work, or environment, may require a higher level of PPE.

**OPERATING AREA SAFETY**

8. Before commencing work, ensure that the area you are to use the ladder is in a safe environment. Erect safety barriers and warning signs as necessary.
9. Make sure that the work area is clear of obstructions and hazards (powerlines, cables, pipes, etc.) and that no one is close by that could distract you when using the ladder. After moving or transporting the ladder, be aware of work hazards.
10. Ensure that both legs are on surfaces and there is clear contact to the ladder on ground and feet.
11. Ladders are not to be used in areas where there is a risk of collision from vehicles and people.
12. Tall step ladders are not to be used in windy or wet environment.
13. Anybody who is working near to you will also need to wear the appropriate PPE.
14. Before commencing work, warn others who may be working in the vicinity of the equipment, to keep clear. If possible place safety barriers, and signs around your work area.

**SAFETY CHECKS**

21. Visually inspect the ladder for accessibility (completions, signs of damage, under some working of steps, etc.). Do not use the equipment if found damaged or worn. Contact the firm company immediately.
22. Before attempting to operate the equipment, ensure the steps and ladder sides (rails) are clean and not slippery.

**ERECTING STEPLADDERS**

23. Ensure that the legs are spread so far as the ladder steps permit. Some stepladders are fitted with 'stop blocks', ensure that they are fully engaged and locked before using.
24. Do not clutter the ladder steps with tools or materials.

**CLIMBING, DESCENDING AND MOVING LADDERS**

25. When transporting ladders, be aware of their length and swaying. Do not permit them to swing or overbalance and control their movement at all times.
26. Be aware of the route you take when transporting the ladders, i.e. stairs, windows, corners, railings and other objects they may present a hazard.
27. Always use both hands and face the ladder when climbing or descending.
28. Always climb and descend ladders in a steady, but firm, manner, one step at a time.
29. Always face the ladder when working, do not lean, reach or look too far with your body to one side.
30. Both feet must be in contact with the ladder at all times.
31. Be aware of overhead obstructions and projections (e.g. light fittings, cables, pipes, etc.).
32. To ensure safety and stability, do not venture onto the top step of the ladder, unless the ladders are fitted with a rated safety rail.

**CONTINUED ON OVERLAY 2-0-0**

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# Procedure



- Identify the light bulbs that need to be replaced.
- Use a ladder to reach the fixture.
- Open the light fixture cover.
  - There are several different types of covers.
    - ✦ (latch, screw, hinge)
- Carefully remove the bulb.
  - Use caution, bulbs are very hot!
  - Each type of bulb attaches into the fixture differently.
    - ✦ (snap, screw)
- Use the old bulb to match a new one.
- This must be a perfect match.
- If you cannot locate a perfect match, notify your supervisor.
- **Do not substitute!**





## Procedure continued...



- Use the feather duster or a portable vacuum to remove dust from the light fixture and cover.
- **Do not use an oiled rag** as it could cause a fire and odors.
- Place the new bulb in the fixture.
- Replace the cover.
- Check to see that the new bulb works.

# Clean up



- Check to make sure that covers are fastened securely.
- **DO NOT USE OILED RAGS!**
- Make sure light operates
- Return all materials used to the custodial closet.





# Special Considerations



- Fluorescent bulbs **CANNOT** be thrown in the garbage.
- They must be recycled or crushed in special bulb crushers that require special permits.
- If a bulb is dropped and breaks, take special care in cleaning the debris.
- If you have questions, see your Supervisor.



# Summary



- Identify bulbs that need to be replaced.
- Use a ladder to reach the fixture.
- Open the light cover.
- Carefully remove the bulb.
- Use the old bulb to find a replacement.
- Use the feather duster or portable vacuum to remove dust. **DO NOT USE OILED RAGS.**
- Place the new bulb in the fixture.
- Replace the cover.
- Make sure the replacement bulb works.
- Dispose of old bulbs properly.

