



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
1**

**PAGE
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**SUBJECT
BUILDING MAINTENANCE AND OPERATIONS**

SUB-TOPIC

LIGHTING

Proper lighting is particularly important in an educational institution due to the amount and variety of studying, research work and other activities.

If faulty lighting is detected which affects the work or study habits of UTD personnel, it should be reported to the Work Control Supervisor (Ext. 2177) immediately. Areas which would be affected include classrooms, offices and auditoriums.

If faulty lighting does not directly affect the work or study habits of UTD personnel, a properly completed Work Request form (see Exhibit G2) should be forwarded to the Work Control Supervisor. The problem will be scheduled and repaired based upon the priority it receives in relation to other requested jobs.

There are three types of lighting within UTD buildings, each with its own purpose and characteristics:

1. Incandescent - This light bulb variety is normally used in small areas or where even lighting is not required, such as in a tool shed or storage area.
2. Fluorescent - This lighting is the primary type of lighting employed in UTD buildings. It provides excellent even-lighting capacity in hallways, classrooms and the majority of offices. A faulty fluorescent light can be detected by the intermittent flashing of the light tube or a long dark area in a bank of lights.
3. Mercury Vapor, Metal Halide, Low Pressure Sodium - These types of lighting are used primarily in large open areas because of their economical operation while providing even lighting.