



**Title:** Cleaning of Lighting Fixture

<b>SOP No.:</b>		<b>Revision No.:</b>	00
<b>Effective Date:</b>		<b>Supersedes No.</b>	Nil
<b>Review Date:</b>		<b>Page No.</b>	1 of 3

**1.0 OBJECTIVE:**

To lay down a procedure for cleaning of lighting Fixture.

**2.0 SCOPE:**

This SOP is applicable for cleaning of lighting Fixture.

**3.0 RESPONSIBILITY:**

Officer / Executive-Engineering

**4.0 ACCOUNTABILITY:**

Head-Engineering

**5.0 ABBREVIATIONS:**

Amps            Ampere  
ER              Engineering  
ID No.         Identification Number  
Ltd              Limited  
MCB            Miniature Circuit Breaker

**6.0 PROCEDURE:**

**6.1 CHECKS BEFORE START THE CLEANING OF LIGHTING FIXTURE:**

- 6.1.1** Inform to all Concerned Department about cleaning schedule of lighting fixture.
- 6.1.2** Take the necessary Tools, Spares, Waste Cotton etc. items.
- 6.1.3** Cleaning of lighting fixture shall be done as per **Annexure-I. "Check List for Cleaning of Lighting Fixture"**.

**6.2 PROCEDURE FOR CLEANING OF LIGHTING FIXTURE (MONTHLY):**

- 6.2.1** Switch off the light from Miniature circuit breaker (MCB) / Distribution feeder from where power supply to light is connected.
- 6.2.2** Take working on height permit if applicable.
- 6.2.3** Open the light fittings remove the tube rod and clean the tube with dry cloth.
- 6.2.4** Clean the light with clean dry cloth.
- 6.2.5** Switch on the light from MCB/ distribution panel.



# PHARMA DEVILS

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<b>Review Date:</b>		<b>Page No.</b>	2 of 3

**6.3** Enter the details in the **Annexure-I**.

## **7.0 ANNEXURES:**

<b>ANNEXURE No.</b>	<b>TITLE OF ANNEXURE</b>	<b>FORMAT No.</b>
Annexure-I	Check List for Cleaning of Lighting Fixture	

**ENCLOSURES:** SOP Training Record

## **8.0 DISTRIBUTION:**

- Controlled Copy No. 01      Quality Assurance
- Controlled Copy No. 02      Engineering
- Master Copy                      Quality Assurance

## **9.0 REFERENCES:**

Not Applicable

## **10.0 REVISION HISTORY:**

### **CHANGE HISTORY LOG**

<b>Revision No.</b>	<b>Change Control No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>



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<b>Review Date:</b>		<b>Page No.</b>	3 of 3

## ANNEXURE-I CHECK LIST FOR CLEANING OF LIGHTING FIXTURE

**Name of Equipment:** \_\_\_\_\_ **Frequency** : Monthly

**ID No.** : \_\_\_\_\_ **Model No.** :

**Department** : \_\_\_\_\_ **Location** :

**Preventive Maintenance Done On:** \_\_\_\_\_ **Preventive Maintenance Due On:** \_\_\_\_\_

S.No.	Check List	Activity Done
<b>Checks before starting cleaning of light fittings. :</b>		
1.	Switch off the light from Miniature circuit breaker (MCB)/ Distribution feeder from where power supply to light is connected.	
2.	Take the necessary Tools, Spares, Waste Cotton etc. items.	
3.	Clean the lighting fixture as per check list	
<b>Procedure for cleaning of light fittings (monthly):</b>		
1.	Switch off the light from Miniature circuit breaker (MCB)/ Distribution feeder from where power supply to light is connected.	
2.	Take working on height permit if applicable.	
3.	Open the light fittings remove the tube rod and clean the tube with dry cloth.	
4.	Clean the light with clean dry cloth.	
5.	Switch on the light from MCB/ distribution panel.	

**Done By:**  
**Engineering Officer/Executive**  
**Sign & Date**

**Checked By:**  
**Head Engineering**  
**Sign & Date**