

College Operating Procedures (COP)



Procedure Title: Exterior Lighting Reports
Procedure Number: 08-0812
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.64; 1001.65; 1013.12
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: To establish a procedure for the on-going inspection of campus exterior lighting and reporting problems.

Guidelines:

To establish a procedure for the on-going inspection of campus exterior lighting and reporting problems.

Procedures:

- I. A Public Safety Officer inspects all exterior campus lighting for deficiencies on a nightly basis.
- II. Non-functioning lighting is noted for immediate repair. Problems with building lights are noted on the Daily Outdoor Campus Lighting Report and parking lot lights are tagged with a piece of yellow "caution" tape.

The Daily Outdoor Campus Lighting Report is given to the in-house electrician for immediate repair/replacements. Inspection reports are kept on file in both the Public Safety and Facilities Planning Offices.