

Method Statement
For the Maintenance of the
External Lighting System
At
15 Davies street
MS ID LAns1

Scope of Works

Lighting System

Personnel

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Site Overview

15 Davies Street is a multi-tenanted building, Landsdowne Partners occupy 2 floors . A high specification building, consistently customer facing, therefore a high level of awareness is required at all times.

Sequence of Work

36-01 LIGHTING

Introduction

The design and installation of lighting systems should be in accordance with the [CIBSE](#) Code for Interior Lighting and to ensure that the design conditions are maintained, regular maintenance is necessary. Failure to carry out that maintenance will lead to reduced lighting levels, lower efficiency and energy wastage. It must be stressed that lighting is often a significant cause of energy wastage through illuminations, poor controls and not using modern energy saving lamps.

The maintenance of lighting installations covers four main sectors, these are:-
 Local wiring and cabling, i.e. at entry and/or exit of fitting or control.

Fittings including luminaries.
Lamps,
Controls.

Normally for wiring and cabling little maintenance is required unless alterations or temporary arrangements have been made. For luminaires and fittings the cleanliness of the environment is an important factor dictating the frequency of cleaning, dirty fittings and tubes cause loss of light with the consequent effect on the efficiency of the work station and the accuracy of the work being carried out. In a dirty environment frequent cleaning may be necessary.

In the case of lamps, bulbs or luminaires the manufacturers quote a rated life. The rated life is the best average of life for a manufactured batch.

There is also another factor which may dictate replacement frequency and that is accessibility. Often it is cost effective to replace lamps on a regular basis based on the recommended life of the lamps. Clearly in certain situations such as a shop or hospital or where access is very difficult a regular replacement schedule may be the most sensible option and this should be agreed with the client.

36-02 LIGHTING – SWITCHES - INTERNAL AND EXTERNAL

ITEM	FREQ.	ACTION	NOTES
1. Operation.	12m	Check action.	This includes pull switches and remote operated sensor (i.e. infra-red) switches.
2. Earth bonding.	12m	Check and correct if defective.	
3. Dimming switches.	12m	Check operation.	
4. Solar operated switches (external and internal).	12m	Clean detector surface. Check: switching function,	
		Sensitivity.	Note: sensitivity of solar radiation detection cell may fall with time and should be replaced if

			sensitivity has fallen below manufacturer's recommended limit.
5. Fireman's switch (external display lighting).	12m	Check action.	
6. Automatic switching controls (e.g. timers).	12m	Check operation and time settings.	Adjustments for BST should be made by the client on the appropriate dates. For external lighting regular adjustments should be made to compensate for changes in daylight hours. This will reduce energy wastage.

36-03 LIGHTING FITTINGS including LUMINAIRES – general

ITEM	FREQ.	ACTION	NOTES
1. Cleanliness.	12m	Clean fittings where necessary.	Frequency of cleaning will depend on environment, in dirty areas more frequent cleaning may be necessary. Contract should state whether this is part of the maintenance contract.
2. Lamps a)tungsten filament.	12m	Check for failed lamps or signs of deterioration. Replace as required.	Tungsten filament lamps are inefficient with regard to energy use and could be replaced with more efficient lamp types.
b) fluorescent.	12m	Clean and replace any failed or suspect lamps.	Care should be taken in handling as broken glass from broken tubes/lamps can be

			dangerous. Disposal of tubes/lamps should be in accordance with H&S and Environmental regulations.
c) discharge.	12m	Clean and replace any failed or suspect lamps.	In readily accessible areas failed lamps should be replaced as soon as possible to avoid damage to control gear. Re-lamping - maintenance contract should be specific with regard to the responsibility for the provision and/or replacement of lamps.
3. Security of fitting.	12m	Check security fixings and suspensions.	
4. Cable terminations.	12m	Check externally for security and signs of arcing or overheating.	To be checked by agreed sample
5. Flexible down leads and connectors.	12m	Check for deterioration renew if necessary.	Tighten or secure as necessary.
6. Diffusers and reflectors.	12m	Clean and correctly adjust before re-assembly.	
7. Lamp control gear.	12m	Check operation and compatibility with lamp.	
8. Switches.	12m	Check operation.	Replace if faulty.

36-04 EXTERNAL LIGHTING including ILLUMINATED SIGNS

WARNING: Equipment may operate at voltages above 415 and extra precautions should be taken.

ITEM	FREQ.	ACTION	NOTES
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1. Condition.	6m	Clean and check: For physical damage. Signs of water ingress or condensation, if present check seals and report to client.	On plastic surfaces avoid a build up of static which will re-attract dirt. Cleaning materials should be compatible with sign fabric. If evidence of need for re-painting observed, notify client.
2. Electrical wiring.	12m	Check integrity and report to client if renewal necessary.	
3. Earth continuity.	6m	Check and remedy if necessary.	
4. Lamps or tubes.	12m	Check for failed or blackened tubes or lamps. Replace as necessary.	Replacement procedures should be agreed with the client as recommended life can vary with type of luminaire. Tube or lamp colour should conform with original colour specification. Disposal of tubes should be in accordance with H&S and Environmental regulations.
5. Cold cathode tubes.	12m	Check for faulty tubes of low brightness. Replace or re-process as necessary.	Disposal and re-processing of tubes (particularly mercury tubes) should be in accordance with statutory regulations. Where replacement of a single tube reveals a loss of brightness in the remaining tubes, consideration should be given to block replacement or re-processing. In-fill gas mixture of replacement tubes must be compatible with the circuit design.

<p>6. Control gear.</p>	<p>12m</p>	<p>Check for correct operation.</p>	<p>Replacement equipment must be compatible with that removed. Replacement cold cathode transformers should be re-calibrated to the design mA output.</p>
<p>7. Security of fittings.</p>	<p>12m</p>	<p>Check condition and security.</p>	<p>If corrosion has occurred, inform client of need for re-painting or replacement.</p>