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**NITED STATES  
POSTAL SERVICE**

September 12, 2000

**DISTRICT MANAGERS  
PLANT MANAGERS**

**SUBJECT: Lamping Policy and Procedures**

P&DC	ACTION	INFO
SR FLT MGR		X
TAC P&DC	X	
OLY P&DC	X	
EVT P&DC	X	
SEA AWC	X	
SR MDO		X
MDO'S		
IN PLANT		X
MAINT	X	
SAFETY	X	
TRANSP		X
HR		
SECT		
CONT TECH		

As a result of recent inquiries from field and area offices, the following policy clarification guides field units in replacing lamps in lighting fixtures.

Fluorescent and incandescent lamps may be replaced by PS-2 and PS-3 Custodians. PS-2 Custodians may only perform this work from floor level, while the PS-3 Custodians may work from the floor, ladders, scaffolding and non-powered lift platforms. When powered lift platforms that require a Certificate of Familiarization and Safe Operation are operated, PS-3 Custodians are to be paid at the level 4 rate for the time spent actually operating the powered lift platform. Normally, Lockout/Tagout procedures are not required to perform routine replacement of burned out lamps.

For other types of lighting, such as: High Intensity Discharge (HID), Low or High Pressure Sodium, etc., local management should consult maintenance or safety personnel to determine the position description and any special procedures required. With the number of makes and models of these fixtures, along with the procedures necessary to access the lamps, a specific, national policy cannot adequately address all potential situations.

Other electrical repairs may NOT be performed by PS-2 or PS-3 Custodians. Use qualified postal maintenance employees or a contractor. Contact the maintenance organization serving your facility to determine the appropriate procedures.

Please forward this memorandum to installation heads in facilities, which have custodians.

Requests for further assistance in the area of Building Services, Building Equipment, or Safety may be directed to Wade Raines at 703/280-7896 or Tom Duchesne at 703/280-7872.

**J. Gerard Bohan  
Manager  
Maintenance Policies and Programs**

cc: **Managers, Maintenance Support, Area Offices  
Managers, In-Plant Support, Area Offices  
Managers, Operations Support, Area Offices**