



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

StaO 11014.3D
3JE
13 NOV 1996

STATION ORDER 11014.3D

From: Commanding Officer
To: Distribution

Subj: RELAMPING

Encl: (1) Procedure for Changing Fluorescent Tubes

1. Purpose. To authorize responsibility for relamping of both incandescent and fluorescent lights throughout the Air Station.

2. Cancellation. Station Order 11014.3C.

3. Information. The enclosure is the procedure for changing fluorescent tubes and starters.

4. Action

a. Tenant units and departments may check out six foot ladders, twelve foot ladders, five foot bulb snatchers, and ten foot bulb snatchers from the Facilities Management Department Toolroom.

b. Departments, special staff and tenant units are responsible for procuring and changing their own incandescent and fluorescent light bulbs and starters. The Facilities Management Department will continue to change all high exterior security lights, ball park lights, hanger bay lights, and mercury vapor lights which require special trucks or equipment, and high interior lights which may require special trucks or equipment other than the available ladders or bulb snatchers. A typical example is building 1176, Station Chapel.

A handwritten signature in black ink, appearing to read "A. M. Torrance".

A. M. TORRANCE
By direction

DISTRIBUTION: B

PROCEDURE FOR CHANGING FLUORESCENT TUBES

1. Remove light covering completely and set aside. Do not permit it to hang as there is always the possibility of it coming loose and falling on someone or damaging the unit.

2. For fixtures with two-prong tubes: With or without starters, remove the tube by twisting it 1/4 turn in either direction, this permits the prongs to align vertically and come out of the slot in procedure, sliding the prongs vertically up into the tube socket slot as far as they will go, and then twisting the tube 1/4 turn, you will feel it spring lock into place.

3. For fixtures with single contact tubes: The sockets at one end will be spring loaded. Press the tube horizontally against the spring, which will allow the other end to come free from its socket. To install a tube, simply reverse this process by first pressing the end into its socket. Spring tension will hold it in place. If the tube fails to light and the unit has a starter, check the end of the starter for a reset button. If one is present, press it in. If there is no reset button, or it still does not light after being pressed, change the starter.

4. Starters: The fluorescent tube starter is small aluminum cylinder approximately 3/4 inch in diameter and 1 1/4 inches long. The bottom has two little pins and the top may either be flat or have a black or white restart button. They are used only on fixtures with 48 inch fluorescent tubes or smaller. They are located either between the tubes at both ends of the fixture or on the side of the of the fixture to one end. If the fluorescent fixture has starters, there will be one for every tube. To remove, rotate the starter 1/4 turn to the left. To replace, insert and rotate 1/4 turn to the right.

NOTE: We use three kinds of starters according to wattage, 15-20W, 30W, and 40W. Make sure that replacement starter is of the same wattage as the original.

5. If new tubes and/or starters fail to restore lighting, call extension 2222.

6. CAUTION! Fluorescent lamps are a hazardous waste and must be disposed of properly. The old lamps are to be turned to your unit's Hazardous Waste Coordinator for proper disposal. The Hazardous Waste Coordinator must be called to clean up any broken fluorescent tubes. (Fluorescent tubes are formed of extremely thin glass which upon breaking can cause cuts or injuries to the eyes.)