



## Enriching Lives & Connecting Communities

### **Electrical Check and Services for Outdoor Athletic Lighting**

Property Management  
Policy No. 12015

Revision Date: November 18, 2013  
Last Revised: January 24, 2011

#### **Policy Statement**

In order to provide a safe environment and insure that electrical systems are in proper working condition, Richland County Recreation Commission has established the following maintenance procedures which will be performed on outdoor facility lighting on a yearly basis.

#### **Guidance:**

1. A routine semiannual visual electrical check will be made of all outdoor athletic lighting equipment and outdoor electrical systems by a member of the Richland County Recreation Commission facility repair staff.
2. A licensed electrician will check random junction boxes and all connections made in electrical panels or disconnect switches on a yearly basis.
3. At the time of ball field re-lamping, RCRC staff will inspect all line hardware, ballasts, transformers, etc. for electrical malfunctions and will perform preventative maintenance as needed on light poles that he services.
4. Every two and half years each ball field will have all junction boxes checked for excessive wear. If excessive wear is noted, necessary repairs will be made as required by code to protect the joint. Also, all panels and disconnect switch joints will be checked. If repairs can be made immediately, that section of the system will be locked and tagged out.

#### **General:**

If a problem is noted at a facility in any of the above stages of checks and services, the entire facility in question will be checked for that malfunction and repairs will be made as needed.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.