

**Cottonwood, Inc.**  
**Policies and Procedures**

**REVISED: 08/2024**

**SECTION:** Cottonwood Industries

**POLICY NO:** 20-019

**SUBJECT:** Glass Bulb Replacement-Production Areas

**EFFECTIVE DATE:** February 2018

**Policy:**

It is the goal of Cottonwood, Inc. to maintain a safe working environment and to maintain good quality on all outgoing product. In the event of light bulbs needing to be replaced in the Production areas of Bldg. II, the Cottonwood Industries Maintenance Supervisor will be notified, and the following procedures shall be followed.

**Procedures:**

1. Clear the area below the fixture of the light bulb needing to be replaced of all customer product and supplies.
2. Get safety ladder or forklift with safety cage attachment and take to area needing bulb replaced.
3. Using safety ladder or forklift with safety cage attachment, remove light fixture cover, remove old bulb, replace bulb, and replace light fixture cover.
4. Return safety ladder or forklift with safety cage attachment to designated location.
5. Dispose of old light bulbs as per manufacturer's recommendations.
6. In case of glass breakage during light bulb replacement, see policy 20-017 for proper procedures to follow.