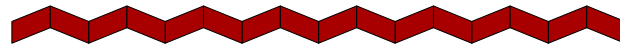




# SECURITY LIGHTING SURVEYS



## Safety & Security Fact Sheet

From time to time the Office of Safety and Security (OSS) receives requests from principals and program managers asking for assessment of the security lighting adequacy around school buildings. OSS considers these requests important and encourages principals and program managers to consider the following when making requests:

### Lighting Adequacy

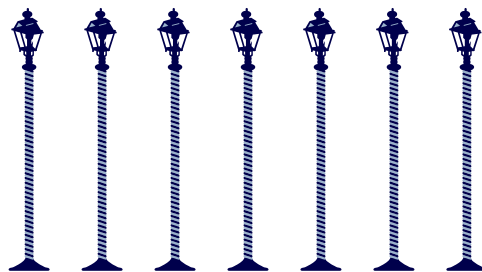
- ✓ For proper assessment, make sure **ALL** existing lights work before determining the adequacy of lighting around the school building. Assign a school staff member to check the outside lighting around the building and have that person make certain everything is working. Report nonworking lights to Maintenance Services for repair. Virginia Power maintains some outside light poles on school grounds. As outlined in Regulation 8565 (most recent version), it is the principal or program manager's responsibility to report these lighting problems to Virginia Power. Moreover, as a rule, the building custodial staff is responsible for changing any lights reachable with a six-foot ladder. These areas are usually restricted to outside doorways and canopy lighting.

### Lighting Survey

- ✓ Once all existing lights work, submit a written request for a lighting survey and note any specific areas of concern. When the request is received, a member of the night security staff is assigned and conducts the lighting survey. The principal or program manager then receives a memorandum outlining the condition of the existing lighting, any recommendation for upgrade, and a site plan of all outside lighting locations.

### Lighting Funding

- ✓ OSS does not budget for upgrades of outside lighting and therefore does not fund repairs for such projects. Once a lighting survey is completed and it is determined that the lighting is not adequate, it is the responsibility of the principal or program manager to obtain any funding necessary for lighting upgrades.



If you need assistance, call the security section at 571-423-2000.