





Operation/Task:	Light Booth Maintenance			Equipment:	Press Console, Viewing Booth
Owner:	Director of Operations	Date Created:	5/25/22	Department:	Premedia, Press
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for maintaining viewing stations.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Monitor test strip when using press light podiums and other viewing stations	Check test strip mounted on each device and determine if light spectrum is correct and suitable for evaluating color.	To enable correct color matching and show true color on proofs and press sheets.
2		Replace bulbs	<p>If test strip indicates worn bulbs, alert supervisor to the condition.</p> <p>Supervisor will communicate to maintenance department that light bulbs at the affected station need replacement.</p> <p>Maintenance department will replace bulbs.</p>	Viewing stations up to date and correctly calibrated.
3		Test strips replacement	Test strips to be replaced when bulbs are replaced.	

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Dean Milinkovich	5/22
Rev 2	Revised to remove St. Paul reference. Changed document owner.	Dean Milinkovich	9/23