



Lighting Audit

Comprehensive review of the current fixtures, environment, and operating conditions.

- Acquire building drawings and floor plans including any remodeling and locations of HVAC, controls, zones, exits, equipment rooms, etc. If drawings are not readily available, ask for the emergency exit plans posted on each floor or sketch the room, floor, or building on graph paper.
- Bring a digital camera.
Capturing nuances in the fixtures and application – dirty windows, sprinkler systems, structural obstructions, and other obstructions that might inhibit installation of a retrofit or affect the lighting levels of the existing fixtures.
- Ask for two years of utility bills, or at least summer and winter months.
The most extreme seasons help to capture the demand variations as well as peak demand charges, taxes, surcharges and other miscellaneous utility expenditures.
- Use a lightmeter to determine the light levels (footcandles, FC) of the application taking into account obstructions or spill light from windows or skylights.
- Capture all of the fixtures in the space; looking for task lighting, recessed, and emergency lighting.
- Are the fixtures open or enclosed, equipped with wireguards, wired for emergency ballasts or even remote mount ballasts?
- Have any burned out lamps or failed ballast been factored into the light levels?
- When was the last maintenance?
- Note the type and part number of all lighting controls (daylight, timers, and occupancy sensors), and take pictures if necessary.
- When is the space occupied or vacant and when are the lights on and off.
Note whether the systems are on/off or simply dimmed. If dimmed note the % dimmed as well as the % of time dimmed.

Audits are fact finding missions. With the wrong facts, the project's payback analysis will under or, worse, over-state the benefits of the upgrade. Make sure you set realistic expectations with a sound and accurate audit.

Do you have what you need to get started?

- Names of the Key Contacts
- Lightmeter
- Audit forms
- Clipboard
- Graph Paper
- Digital Camera
- Laser/Tape Measurer
- Occupancy/Timer Logger
- Business Cards

Do you have what you need to leave the job site?

- Complete Audit Form
- Utility Bills (Summer & Winter Months)
- Building/Floor/Room Drawings
- Pictures of Fixtures, Obstructions, etc



Lighting Audit

Date: _____

FACILITY INFORMATION

Company Name _____
 Facility Name _____
 Street Address _____
 City, State & Zip _____
 Primary Facility Function _____

Serving Electrical Utility _____

\$/kWh Energy Rate _____

Rebates Available (circle one) Yes No Not Sure

EPA Act Qualified (circle one) Yes No Not Sure

Lighting Plans Available (circle one) Yes No Not Sure

Total Square Footage	sq. ft.
% Production	%
% Warehouse	%
% Office	%
% Other	%
Total	%

CUSTOMER INFORMATION

Contact Full Name _____

Title _____

Phone # _____

E-Mail _____

Customer Identified Goals

Circle One Below

Energy Savings	High	Medium	Low
Maintenance Savings	High	Medium	Low
Light Level Improvement (FC)	High	Medium	Low
Light Quality Improvement (CRI)	High	Medium	Low
Lighting Color	High	Medium	Low

Notes

Lighting Information



Company

Contact Name

Facility Name

Address

Area Description			
Fixture ID #			
Fixture Description			
# Lamps	Lamp Type	Ballast Type	Voltage
Lighting Controls			
Comments			

Fixture Qty	
Hours / Day	
Days / Year	
Mounting Height	
Ave. FC	
NOTES	

Area Description			
Fixture ID #			
Fixture Description			
# Lamps	Lamp Type	Ballast Type	Voltage
Lighting Controls			
Comments			

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