
**TIP OF THE WEEK**

LIGHTING

## GENERAL GUIDELINES

- **Use daylight where possible**. It's free and more pleasant than artificial light.
- **Use only required lights**. Turn off all lights in unoccupied rooms.
- **Ensure that the lighting is appropriate** for tasks and office layouts.
- **Use the lowest wattage bulb required** to meet the room's lighting needs.
- **Consider using timers and sensors** for indoor and outdoor lights.
- **Maintenance is also important!** Clean windows and skylights regularly, so you can reduce the need for artificial light.
- **Choose light fittings that allow most of the light through** so a lower wattage bulb can be used.
- **Lighting controls provide the right amount of light** and can save you 40-60% of the electricity consumed by your lights.

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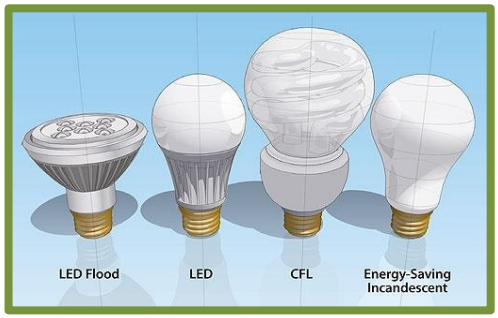
SAVE @WORK

# Energy Saving Tips

## Lighting - general guidelines

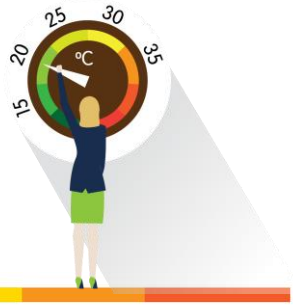



Office lighting systems are responsible for 15-30% of the electricity consumption of the office. Modern energy-efficient lamps, fittings and controls can often reduce the energy consumption by up to 50%.

A well-controlled, high-quality, energy-efficient lighting system combined with natural light reduces maintenance costs and can provide an effective and comfortable working environment for the employees.
Here are some advice on how to improve the lighting system in the office and have better quality, cost effective lights:

- **Use daylight where possible**. It's free and more pleasant than artificial light. Open curtains and blinds during daylight hours.
- **Use only required lights**. Switch off extra lights at corridors, stairs, reception, meeting rooms, toilets and near workstation. Turn off all lights in unoccupied rooms.
- **Ensure that the lighting is appropriate** for tasks and office layouts.
- **Use the lowest wattage bulb required** to meet the room's lighting needs.
- When you are installing lights, **allocate one switch per light** rather than turning on multiple lights with one switch.
- **Use two-way switching** in rooms with two exits so lights can be easily turned off when leaving the room.
- **Consider using timers and sensors** for indoor and outdoor lights.
- Make sure **outside lights are only on when required**.
- **Maintenance is also important!** Clean windows and skylights regularly, so you can reduce the need for artificial light. You should also dust your light bulbs and get the fittings cleaned from dust and other dirt, it will improve their performance.
- **Choose light fittings that allow most of the light through** so a lower wattage bulb can be used. Some light fittings can block 50% or more of the lights.
- **Lighting controls provide the right amount of light** and can save you 40-60% of the electricity consumed by your lights.

  Lighting controls can dim the luminaires in response to daylight, provide the correct light level for different tasks and areas, provide presence detection to turn lights off if the area is unoccupied and stop artificial lighting when there is sufficient natural light.



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# Energy Saving Tips

## Top tips for champions

Do not forget that **the colours of the wall also affect the efficiency of lighting** and … the mood of your colleagues! Minimise lighting requirements and maximise the well-being of employees by using light-coloured walls and ceilings ☺

## You can also…

**Minimize artificial lighting and make use of skylights:** Artificial lights consume power, while skylights are free. Try to use maximum day light and use artificial lights in areas which are dark.

## Further reading and ideas:

Offices - A guide to energy efficient and cost effective lighting

See more information on lighting also in the Green Clicks Tool.

**Source(s):** http://www.energy.gov/energysaver/lighting-choices-save-you-money
http://www.beaconlighting.com.au/lighting/lighting-tips/energy-saving-tips.html
http://www.clacksweb.org.uk/environment/energyworkplace/

### Saving energy with smaller investments

**Replace existing bulbs with low energy lighting alternatives** such as CFLs (Compact Fluorescent Lamps) and LED (Light Emitting Diodes): they cost more, but consume only 10-20% of the electricity consumed by standard incandescent light bulbs, and also last longer, from 4 to 30 years.

**Buy products with warranty** to avoid unnecessary replacement costs.

### Did you know?

- Occupancy sensors: By dimming or switching off lighting when there is nobody in a room the sensors can reduce electricity use by 30%.
- Daylight sensors: By adjusting lighting according to the amount of natural light, the sensors can reduce electricity use by up to 40%.

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