ChecklistGuro

Lighting Retrofit Assessment Checklist

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Initial Assessment & Information Gathering

Collect background information and initial observations regarding current lighting systems and facility needs.

Project Goals & Objectives

Write something...

Building Size (sq ft)

Enter a number...

Building Type

- [ ] Office
- [ ] Retail
- [ ] Warehouse
- [ ] Industrial
- [ ] Educational
- [ ] Healthcare
- [ ] Other

Date of Last Lighting System Evaluation (if applicable)

Enter date...

Current Lighting System Concerns/Issues (reported by occupants or FM)

Write something...

Current Lighting Control System (if any)

- [ ] None
- [ ] Timer-based
- [ ] Photocell-based
- [ ] Manual Switches
- [ ] Dimmable System
- [ ] Smart Building System

Contact Person for Lighting Retrofit Project

Write something...

Approximate Number of Lighting Fixtures

Enter a number...

Existing Lighting Inventory & Analysis

Detailed assessment of existing lighting fixtures, their types, quantities, and operating characteristics.

Fixture ID/Location Number

Enter a number...

Fixture Type

- [ ] Incandescent
- [ ] Fluorescent (T12)
- [ ] Fluorescent (T8)
- [ ] Compact Fluorescent (CFL)
- [ ] Metal Halide
- [ ] High Pressure Sodium (HPS)
- [ ] LED
- [ ] Other (Specify)

Fixture Description (e.g., model number, manufacturer)

Write something...

Wattage (per fixture)

Enter a number...

Number of Fixtures in Area

Enter a number...

Lumens Output (estimated or manufacturer's data)

Enter a number...

Control Type (if applicable)

- [ ] None
- [ ] Occupancy Sensor
- [ ] Daylight Harvesting
- [ ] Dimming

Notes/Observations (e.g., condition, issues)

Write something...

Energy Consumption & Cost Analysis

Determine current energy usage and associated costs related to lighting.

Current Total Lighting Energy Consumption (kWh/year)

Enter a number...

Average Lighting Operating Hours per Year

Enter a number...

Current Average Electricity Rate ($/kWh)

Enter a number...

Total Annual Lighting Cost ($)

Enter a number...

Utility Rate Structure (e.g., Tiered, Demand)

- [ ] Tiered
- [ ] Demand
- [ ] Flat
- [ ] Time-of-Use
- [ ] Other - Specify in Long Text

Notes on Utility Billing or Rate Structure (if applicable)

Write something...

Power Factor of Existing Lighting (if known)

Enter a number...

Lighting Level & Quality Evaluation

Assess the adequacy and quality of existing lighting for intended tasks and occupant comfort.

Foot-candle (Lux) measurement at workstation 1

Enter a number...

Foot-candle (Lux) measurement at workstation 2

Enter a number...

Foot-candle (Lux) measurement - common area

Enter a number...

Lighting Uniformity - Overall Assessment

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Color Rendering Index (CRI) - Acceptability

- [ ] Excellent (>80)
- [ ] Good (70-80)
- [ ] Acceptable (50-70)
- [ ] Poor (<50) - Requires Attention

Observed Glare Issues?

- [ ] Direct Glare
- [ ] Veiled Glare
- [ ] No Glare Observed
- [ ] Other (Specify in Long Text)

Describe any observed issues with light distribution or visual comfort.

Write something...

Overall occupant satisfaction with existing lighting (scale 1-5, 5 being most satisfied)

- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5

Retrofit Options & Technology Review

Identify and evaluate potential lighting retrofit technologies (LEDs, controls, etc.) and their suitability.

Consideration of LED Technology?

- [ ] Yes
- [ ] No
- [ ] Not Sure

Potential Lighting Control Strategies?

- [ ] Occupancy Sensors
- [ ] Daylight Harvesting
- [ ] Dimming Controls
- [ ] Time Scheduling
- [ ] Networked Lighting Control Systems

Estimated LED Lumens per Watt (lm/W)

Enter a number...

Color Temperature Preference (CCT)?

- [ ] Warm White (2700K-3000K)
- [ ] Neutral White (3500K-4000K)
- [ ] Cool White (4000K-5000K)
- [ ] Custom / Other

Notes on Specific Fixture Replacement Opportunities (e.g., high bay, troffer)

Write something...

Attach Fixture Datasheets (if available)

Upload File

Financial Analysis & ROI Calculation

Calculate the return on investment (ROI) for various retrofit scenarios, considering costs and savings.

Estimated Project Cost (Total)

Enter a number...

Current Annual Lighting Energy Consumption (kWh)

Enter a number...

Current Electricity Rate ($/kWh)

Enter a number...

Estimated Annual Energy Savings (kWh)

Enter a number...

Estimated Annual Cost Savings ($)

Enter a number...

Estimated Rebate/Incentive Amount ($)

Enter a number...

Simple Payback Period (Years)

Enter a number...

Return on Investment (ROI) (%)

Enter a number...

Assumptions & Notes for ROI Calculation

Write something...

Implementation Planning & Logistics

Develop a plan for the lighting retrofit project, including scheduling, installation, and disruption management.

Planned Start Date of Retrofit

Enter date...

Planned Completion Date of Retrofit

Enter date...

Estimated Downtime (in hours) per area

Enter a number...

Detailed Area Sequencing Plan (how areas will be retrofitted in order)

Write something...

Safety Precautions Required (check all that apply)

- [ ] Lockout/Tagout Procedures
- [ ] Fall Protection
- [ ] Dust Control
- [ ] Noise Mitigation
- [ ] Traffic Control

Waste Disposal Method

- [ ] Recycling
- [ ] Landfill
- [ ] Specialized Lighting Waste Disposal

Contingency Plan for Unexpected Issues

Write something...

Detailed Retrofit Layout Drawings

Upload File

Post-Retrofit Verification & Commissioning

Verify that the retrofit project meets performance goals and ensure proper functionality.

Measured Lighting Levels (Foot-Candles)

Enter a number...

Color Temperature Consistency?

- [ ] Consistent
- [ ] Slight Variation
- [ ] Significant Variation

Control System Functionality Verified?

- [ ] Yes - Fully Functional
- [ ] Yes - Minor Adjustments Needed
- [ ] No - Issues Identified

Notes on observed issues or deviations from expected performance.

Write something...

Date of Commissioning Completion

Enter date...

Post-Retrofit Energy Consumption (kWh)

Enter a number...

Occupant Feedback Received?

- [ ] Yes
- [ ] No

Post-Retrofit Photos/Videos

Upload File