



lighting

Lighting can be a significant contributor to energy use and costs for a small business.

Share these energy saving tips with your staff to save money and help the environment.

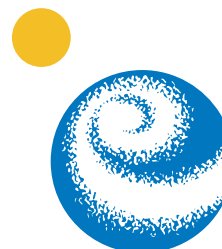
- Turn off lights when not in use. This is the easiest way to conserve energy and save on electricity bills.
- Motivate staff to turn off lights by placing reminder notices in prominent places such as on switches or near exits.
- Install efficient lighting. If you have incandescent lamps, replace them with energy efficient compact fluorescent light globes (available from leading hardware stores and supermarkets).

These can save up to 75% of electricity consumption. The best light fittings to replace with compact fluorescents are 60 to 100 watt bulbs that are used for several hours a day.

- Take full advantage of natural light in your store, turning lights off when there is sufficient sunlight (while ensuring that safe levels of lighting are maintained).
- Don't overlight non-critical areas and don't light unoccupied areas.
- Steer away from light fittings with coloured glass. They often cut light output by half, creating a need for higher wattage lamps.

For information about how you can save **energy** in your business contact:

Moreland Energy Foundation
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Energy saving checklist for lighting

Work through the following checklist to see where you can improve the efficiency of your operations and equipment.

The more **"Yes"** answers you have, the more **energy smart** your operations are.

Are light fittings cleaned regularly?	Yes	No
Are workstations positioned close to windows to maximise natural lighting?	Yes	No
Is the amount of outside light maximised by pruning trees / shrubs and effectively using curtains / blinds?	Yes	No
Are energy efficient compact fluorescent lights used wherever appropriate?	Yes	No
Are lights switched off in areas where they are not needed often?	Yes	No
Is there a system in place by which all lights are switched off at the end of the day?	Yes	No
Is task lighting being used to directly illuminate work areas?	Yes	No
Are burnt out lights being replaced with energy efficient globes?	Yes	No
Is security lighting being checked for function and efficiency?	Yes	No
Are dimmer switches or sensor lights used throughout the building?	Yes	No
Is there a light switch system in place which gives control over where and how lights are utilised?	Yes	No
Do you have light switch reminder stickers in place to remind staff to switch off unused lighting?	Yes	No
Does lighting match work requirements? (Eg: An architect's office needs strong lighting whereas a café may not).	Yes	No
Do the fluorescent lights have electronic ballasts installed?	Yes	No
Have staff been made aware of the importance of saving energy?	Yes	No