GOING GREEN IN THE OFFICE CHECKLIST

1. OPEN THE BLINDS AND USE NATURAL LIGHT

☐ Opening the window blinds or curtains bring in healthier natural light that puts less strain you're your eyes when using a computer or working at your desk.

☐ Use occupancy sensors in offices and boardrooms that are vacant for a portion of the day.

☐ Consider using daylight harvesting technology near windows.

☐ Using vacancy sensors in the washrooms will turn the lights off shortly after the washroom isn't being used.

2. USING LED FIXTURES SAVE MONEY AND REDUCE IMPACT

☐ Changing all the fixtures to LED will save money and reduce your impact on building resources.

☐ Also, LED fixtures do not give off much heat and will lessen the need for air conditioning in the summer months.

☐ LED's can be dimmed down easily for presentations and video conference calls.

☐ Using coloured LED strips will add some flair to your signage and office space.

☐ LED lighting systems are now WIFI enabled to allow control from smart phones and computers.

3. REPLACE OLD FLUORESCENT FIXTURES IN PRODUCTION AREAS

☐ Replacing the fluorescent fixtures in production areas to LED high bay fixtures will save hundreds of dollars per year.

☐ LED high bay fixtures take up less space and give off more light (lumens) per fixture.

☐ Better lighting in production areas improve workers productivity and mood.

☐ Step dimming is a way to reduce the lighting in areas not being used without completely shutting off the lights.

4. USE CONTROLS FOR THE OUTDOOR LIGHTING

☐ Reduce power consumption using one of many types of control devices for outdoor lighting.

☐ Photoelectric control will turn off lights at dawn and turn them back on at dusk.

☐ Astronomical timers allow you more flexibility to turn lights on or off at desired times.

☐ Changing wall packs and overhead lights to LED will reduce costs and impact on building resources.