

Free Lighting Audit Checklist for Facility Managers

A practical, printable guide to uncover savings, reduce risk, and maximize ROI. Use our free lighting audit checklist **before, during, and after** a lighting audit to ensure nothing gets missed and every decision ties back to performance and payback.

Audit Preparation

- ☐ Collected 12 months of utility bills
- ☐ Documented all fixture types, wattages, quantities
- ☐ Logged operating hours by space
- ☐ Recorded maintenance and replacement costs
- ☐ Identified safety, compliance, or visibility issues
- ☐ Defined audit goals (cost reduction, safety, ESG, tenant comfort)

Site Assessment & Photometric Analysis

- ☐ Light levels measured by zone (lux/foot-candles)
- ☐ Uniformity ratios evaluated
- ☐ Glare and shadow issues identified
- ☐ Task lighting matched to actual use
- ☐ Over-lit and under-lit areas flagged
- ☐ Exterior lighting assessed for spill and dark spots

Fixtures, Retrofits & Controls

- ☐ Fixtures suitable for retrofit identified
- ☐ Fixtures requiring full replacement flagged
- ☐ Maintenance-heavy fixtures prioritized
- ☐ Occupancy sensors evaluated
- ☐ Daylight harvesting opportunities reviewed
- ☐ Dimming and scheduling options assessed
- ☐ Smart or network-ready controls considered



Rebates, Incentives & Compliance

- ☐ Applicable utility rebate programs identified
- ☐ DLC or qualification requirements confirmed
- ☐ Pre-approval process reviewed
- ☐ Documentation requirements listed
- ☐ Installation timelines aligned with rebate deadlines



Financial Analysis & ROI

- ☐ Energy savings calculated using real usage data
- ☐ Maintenance savings clearly itemized
- ☐ Rebates applied correctly
- ☐ Payback period transparently calculated
- ☐ Long-term operating cost reduction estimated



Post-Installation Verification

- ☐ Light levels re-measured after install
- ☐ Controls commissioned and tested
- ☐ Safety and code compliance confirmed
- ☐ Warranty terms documented
- ☐ Support and service process clarified



Long-Term Planning

- ☐ Lighting aligned with sustainability goals
- ☐ Future expansion or automation considered
- ☐ EV charging or solar integration evaluated
- ☐ Upgrade scalability confirmed

Why This Checklist Matters

Facilities that follow a structured audit checklist consistently achieve:

- Lower energy costs
- Faster, more predictable payback
- Fewer maintenance emergencies
- Better occupant comfort and safety

A lighting audit should not feel like guesswork. This checklist turns it into a **repeatable, defensible process**.