

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**.