Action Plan Template • LIGHTING—Page 1

Action	Roles & Responsibilities	Implementation Dates						Notes
Once		**Fill in implementation Date**						
Establish voluntary teacher/student program to turn off lights to save energy								
Install building automation system to monitor lighting energy use								
Commission or re-commission timer controls, photosensors, and motion sensors								
Install timer controls, photosensors, and motion sensors where appropriate, especially in occasionally used spaces - Consult the manufacturer manual for setting calibrations - All timer and sensor settings should be adjusted for school activities and for changing sunset/sunrise times - All sensor settings should be adjusted to turn off lights after 15 minutes of inactivity - Place contact information near the control in case occupants need assistance								
Install dimming ballasts if appropriate and compatible with lighting system								
Install LED lights on exit and emergency signs								

Daily		Fill in implementation Date						
Turn off lights in unoccupied rooms (work with teachers, students, and other building occupants to make this a habit through "lighting patrols" or other programs), if lighting monitor and control systems are not installed or functional								
Turn off all lights at night with the exception of security lights and exit signs, as safety considerations allow, if lighting monitor and control systems are not installed or functional								
Turn outdoor lights off selectively, as safety considerations allow, if lighting monitor and control systems are not installed or functional								
Delay turning lights on in the morning until staff arrive, if lighting monitor and control systems are not installed or functional								

Monthly		Fill in implementation Date						
Check that all interior and select exterior lights are turned off during nights								
Analyze lighting building automation system for opportunities to decrease lighting electricity use								
Check for broken lamps and replace								
Check settings for timer controls, photosensors, and motion sensors								
Maintain notes on service records and electricity consumption. Prepare the notes when the information is fresh								
Compare lighting energy consumption with similar school buildings seasonally, normalized for heating degree days								

Quarterly		Fill in implementation Date						
Consider installing window blinds and window films to reduce the amount of solar heat loss or gain (depends upon the season)								

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Action	Roles & Responsibilities	Implementation Dates						Notes
Bi-Annually		**Fill in implementation Date**						
Clear outdoor lights of overgrowth by trees and shrubs								
Evaluate daylighting in summer and winter to identify differences. Compare strategies with heating/cooling to determine whether daylighting is effective								
Consider installing window film to reduce heat gain in the summer								

Annually		Fill in implementation Date						
Conduct delamping survey to decrease lighting use where lights are not necessary or where daylighting can replace lights								
Check relamping schedule and replace lights with decreased output, or conduct group relamping. Determine the cost-effectiveness of individual or group relamping and act accordingly (dispose lamps according to local waste regulations)								
Evaluate opportunities to upgrade to more efficient lighting (T-12 to T-8, incandescent to CFL and mercury to metal halide)								
Clean lights, fixtures, and luminaires								
Replace light coverings (diffusers) as they age, if necessary. Aged diffusers reduce light output								

Training		Fill in implementation Date						
Train facilities staff to conduct lighting energy consumption comparisons with similar school buildings and season-to-season comparison, normalized for heating degree days								
Train facilities staff to maintain detailed notes on the equipment service records and energy use (electricity consumption). Prepare the notes when the information is fresh								
Train facilities staff on how to use the Energy Management System (EMS)								
Train or hire qualified technicians for specialized equipment maintenance (e.g., ballasts, daylighting controls)								
Train teachers, students, or other staff on how to use sensors, timers, and dimmers if these systems are installed in the school								

Communications		Fill in implementation Date						
Communicate the importance of conducting lighting energy consumption comparisons with similar schools and season-to-season comparison								
Communicate the importance of maintaining notes on service records and electricity consumption for lighting								
Communicate lighting energy consumption comparison results to school and district administrators to demonstrate the benefits of energy management								
Maintain adequate communications between central staff and building operators								
Remind teachers and students about the appropriate timer, photosensor, and motion settings								
Communicate to facilities staff, teachers, students, and staff the benefits of using window blinds and window films to reduce the amount of solar heat loss or gain (depends upon the season)								
Remind teachers and students about the importance of turning off lights during unoccupied periods								

Other Actions		Fill in implementation Date						
Install dimming ballasts to replace traditional ballasts. Ballasts last 7–10 years								