

# Office Lighting Control Upgrade Checklist

Task	Status	Notes
Assess current lighting layout and usage		
Identify energy-saving goals		
Determine lighting control types (e.g., sensors, timers)		
Research compatible lighting control systems		
Obtain cost estimates and set budget		
Review upgrade requirements (wiring, integration, etc.)		
Schedule installation timeframe		
Notify staff of changes		
Test new lighting controls post-installation		
Collect staff feedback and make adjustments		

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