

Daylighting & Lighting Energy Audit Checklist

Date:

Auditor:

Building/Area:

1. Daylighting Assessment

Checklist Item	Yes / No	Comments/Observations
Sufficient daylight in occupied areas		
Glare observed from daylight		
Daylight-responsive controls installed		
Daylight zones identified		
Obstructions to daylight (external or internal)		
Operable shading devices (blinds, shades)		

2. Lighting Fixture Inventory

Location/Zone	Fixture Type	Quantity	Lamp Type	Wattage	Control Type	Notes

3. Lighting Operation & Controls

Checklist Item	Yes / No	Comments/Notes
Manual switches accessible and labeled		
Occupancy/vacancy sensors present & operational		
Timer controls present & functional		
Lighting schedules match occupancy patterns		
Zoning allows for partial lighting use		

4. Additional Observations & Recommendations

--

Sign-off

Auditor Signature:

--

Date:

--