E.17  All of our workstations and desks have task lights fitted with CFLs or LEDs, which we use when working after hours, times that the office is mostly empty, or other times when full overhead lighting is not necessary.

Intent  Energy efficient bulbs can use up to 75% less energy while producing the same amount of light output. They also last six-ten times longer. They also reduce energy bills. Turning off overhead lights and using only the necessary lighting can reduce energy bills and energy use as well.

Point Value  3 points

Instructions  How to fit desks with individual lights:
1. Purchase individual lights for all desks and work stations.
2. Identify times and areas where overhead lighting can be turned off.
3. Create an office policy that overhead lighting should be turned off at designated times, when the office is mostly empty, or when full overhead lighting is unnecessary.
4. Inform the office of this policy and ensure individuals have appropriate lighting to complete their work without overhead lighting.

Resources  To purchase task lights, visit the Penn Green Purchasing website:
http://www.purchasing.upenn.edu/green-initiative/green-d.php

Building Administrator Listing
http://www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1
(search by building)