SYLVANIA

Put Your Office to Work: Top Ten Tips

For a better built environment

1 What are you trying to achieve?

The first step towards upgrading lighting solutions is to have an end goal in mind. Whether this is to reduce operating costs, meet compliance targets or make the business more sustainable, it is important to have a business need defined to specify and build a new solution towards.

If you're trying to improve employee well being, there may be some simple things you can do to improve comfort, such as replacing dead or flickering lamps. If you're trying to reduce energy use, you could look at integrating occupancy detection into meeting rooms to ensure lights are switched off when the room is not in use.

Whatever your objective, from the outset, you should engage with a supplier that can tailor a solution and service to your needs, and make appropriate recommendations from a broad portfolio.

2 Know the cost of your current solution

A large proportion of operational expenditure (OPEX) budget is often taken up paying for lighting. While the upfront outlay of new lighting can be prohibitive for many, and uncertainty can arise with regards to both return on investment and performance, these fears can now be allayed through new, more flexible financing models.

LOGIC by Sylvania allows the purchase and installation of state-of-the-art lighting systems, without any capital expenditure (CAPEX) commitments. LOGIC requires no upfront capital investment, and offers attractive terms and a speedy payback period. Costs are broken down into manageable monthly payments, which are typically lower than customers' current utility spend, freeing up cash flow to invest in new projects.

3 Know your energy use to minimise it

Rising energy prices. Energy Savings Opportunity Scheme (ESOS) Reporting. Carbon Reduction Commitment (CRC) costs. Corporate Social Responsibility (CSR) targets. Each of these are putting the squeeze on facility managers and building operators to reduce the amount of energy their premises use.

But you can only manage what you can measure. The first step is to understand the status quo. Do you know how much energy you are currently using? Sylvania offers a free Energy Audit to help customers understand exactly where inefficiencies lie and plan a course to optimisation.

4 Set the mood

Given the maturity of lighting and the control we now have over its quality and quantity, there's no reason it shouldn't be used within the office environment to set the mood, communicate brand messages and create a desired ambience.

You can improve the atmosphere in your office without the need for a full rip and replace, by layering new lighting solutions onto existing systems. For example, vertical surface illumination can be used to complement functional design, giving the impression of space and brightness. In meeting rooms, lighting should be considered in alignment with the literal centrepiece of the room, the table. The reception area should create impact and set the tone for the rest of the space, using spotlights and brand-aligned colours to make a statement.

5 Determine the most wasteful times of day

How often do you walk across the office at lunch time and see lights illuminating empty desks? Early morning, lunch time and early evening are common times where there are few people in the office, and energy output should adjust accordingly.

SylSmart by Sylvania offers automatic control depending on area occupancy. It uses motion sensors to control lighting, so that busy areas like foyers and corridors will stay bright and well lit, whereas quieter spaces like meeting rooms and corridors are automatically dimmed to save energy.

6 Identify old fittings

Incandescent lighting consumes 75% more energy than its newer LED counterpart. Those running inefficient lighting can save, on average, 20% of their total energy bill by simply switching over to less power-hungry LED sources and realise significant reductions in energy consumption. And with minimal disruption to the business.

A shocking 50% of lighting is deemed highly inefficient. Bringing down your energy usage and costs doesn't necessarily have to mean reassessing and refitting the whole space. Often, there are particular areas that have been overlooked where inefficient fixtures and fittings remain, such as store rooms or toilets. Identifying and upgrading the most wasteful zones – even if they are small, seemingly insignificant spaces – can still make a worthwhile dent in operating costs.

7 Make the most of natural daylight

A simple but effective way to optimise the use of lighting is to make the most of natural light. As well as making physical changes such as moving working areas towards windows, there are Smart ways to work with the natural resources available. SylSmart by Sylvania uses ambient light sensors to detect natural light levels, adjusting the levels of artificial light to perfectly match needs in real time.

(8) Create zones

Creating localised zones across the office environment is important, as it allows people to carry out tasks in an area that feels comfortable and natural for the activity they're undertaking.

Offering wireless controls which can be programmed quickly and easily, SylSmart Standalone Room is a cost effective solution for small offices, meeting rooms, classrooms and corridors. Easy to install and even easier to program via the intuitive app, wireless enabled luminaires can be easily controlled from the wall switch to tailor the light as you need it for meetings or presentations.

(9) Take control

Installing a lighting control system will allow better flexibility over the use of lights within an office.

Smart lighting is all about control and efficiency. By using remote monitoring, daylight harvesting, scheduling and energy and status reporting, Sylvania's SylSmart can dramatically reduce the energy costs to many businesses and meet regulations and certifications (including Breeam, ECA, BCO, LEED, DGNB, Estidama).

SylSmart Connected Building is a highly intelligent, de-centralised lighting control system that enables businesses to adopt lighting controls with ease, achieving significant energy savings through granular control of each luminaire.

SylSmart Standalone Room is an easy to install lighting control system that allows you to manage your lighting the way you need to, providing you the flexibility to change light settings according to room functionality. Control cabling is kept to a minimum thanks to wireless luminaires and switches.

(10) Ensure you're emergency ready

Compliance is not a one-off achievement, it is a process. This is particularly true of emergency lighting which is integral to the provision of a safe working environment. Clear guidance on the frequency and requirements of emergency light testing exists for each territory within the EU. Although this may vary within individual countries, the minimum requirement is for facilities to maintain an EN1838 compliant system.

If you do nothing else, it's absolutely critical to ensure lighting solutions are compliant and that emergency lighting meets the latest regulations and is functioning correctly.

Improving safety regulations, coupled with the availability of more efficient lighting systems, present an opportunity to review, refurbish or retrofit emergency lighting systems to the benefit of overall operations.

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