Installing GreenLights Lighting Energy Audit Tool

To install, double click the **GreenLightsAuditTool.mde** file.

Along with the product, we also attached:

1. This readme file to help you set up a new facility.
2. End User License Agreement
3. Our PowerPoint, Energy Audits for Busy People, and
4. A table to help ID bulb types. Bulb Types.pdf

Part I. Using GreenLights.

a) Open GreenLights. If you want to look around and try out adding records, chose, Existing Facilities, GLS Demo Facility.

b) To define a facility, have the Part II materials at hand, click New Facility, and follow the items in Part II for the install.

Part II. Data Gathering for a New Facility.

To define a facility, you'll need to pull together some basic information. GreenLights will ask for these during the install. Once in the system, you can change them as you see fit.

1) Documenting Your Facility

    a) GreenLights has many user defined categories that make it easy to tailor it to your facility. These items will help you enter that information.

    b) When you define your facility, GreenLights will walk you through several default settings. Most of these, such as bulb type, already have all the entries you most likely will need. Others such as electrical rate will require putting in your information. Here, in the order they will come up is what you'll see:

2) Bulb Type

    a) Incandescent, halogen, etc.

3) Bulb Style

    a) A line (typical screw in), blade troffer, strip, utility.

4) Fixture Definitions

    a) Candelabra, Exit, Chandelier, Track, etc.

5) Light Controls

    a) Motion detector, circuit breaker, wall switch, etc.

6) Determine Usage Days Per Year and Hours Per Day.

    a) Usage. GreenLights will ask you to review two tables that define a fixture or groups annual usage hours. Table I, Default Service Times, shows

GreenLights' built in entries. You can either accept these, or put in your own.

b) GreenLights calculates usage or service hours, per year by multiplying **hours per day** times **days per year**.

Table I Default Service Times		
Title	Days Per Year	Hours Per Day
Low -	50	4
Medium - 5	100	9
High -11	250	16
24/7	365	24

7) Find Current Electric Bill Charges
   a) Find your charges and kilowatt hours. GreenLights will figure the rate and apply it to all entries. This takes into account all other fees, taxes, etc.
   b) We recommend that you put in expenses from at least one summer and one wintertime. GreenLights will do a weighted calculation to take into account differences in kilowatt hours.
8) Define Areas and Locations
   a) GreenLights has a robust report writer. Among its abilities, is the ability to give you reports by fixture or by place. To report by place, it uses area and locations:
      i) Areas: Such as Main Floor, Kitchen, Auditorium.
      ii) Locations: For example, Main Office, Boiler Room, Classroom Five, etc.
      iii) The Area Main Floor, might have Classroom Five, Main Office. GreenLights needs at least one Area and one Location.
9) Purchases
   a) From your bills, find the cost of your most commonly purchased bulbs. This will help you estimate maintenance or new use costs.
10) Handy Items. You may find these useful:
   a) Facility floor plan
   b) Stepladder
   c) Sample bulbs for comparison
      i) See: Bulb Types.pdf
   d) Binoculars