

OFFICE LIGHTING: DOs AND DON'Ts

How to use light to improve office life and boost performance.



DOs

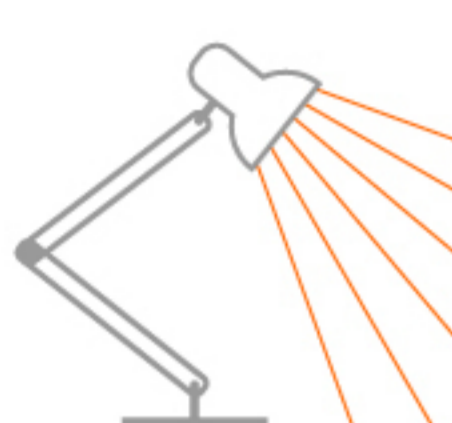
DIN

EN 12464-1

OFFICE LIGHTING TIP #1

DO CONSIDER THE EN 12464-1 STANDARD

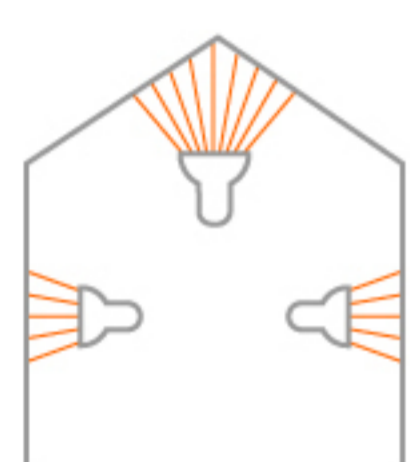
It defines the minimum requirements in Europe for the lighting of indoor workplaces.



OFFICE LIGHTING TIP #2

DO PROVIDE INDIVIDUAL DESK LAMPS

Local lighting accommodates for personal preferences and facilitates tasks such as reading paper documents.



OFFICE LIGHTING TIP #3

DO LIGHT UP WALLS AND CEILINGS

This can make an office appear bigger and less claustrophobic. The EN 12464 standard requires an illuminance level of at least 50 lx on ceilings and at least 75 lx on walls.



OFFICE LIGHTING TIP #4

DO BE AWARE OF DEMOGRAPHICS

The specified minimum illuminance level for office task lighting is 500 lx. Research has shown that older employees (and certain tasks) benefit from a higher level.



OFFICE LIGHTING TIP #5

DO USE INTELLIGENT LIGHT MANAGEMENT SYSTEMS

Intelligent lighting controls save energy and money, detecting and reacting to changing daylight and human presence.

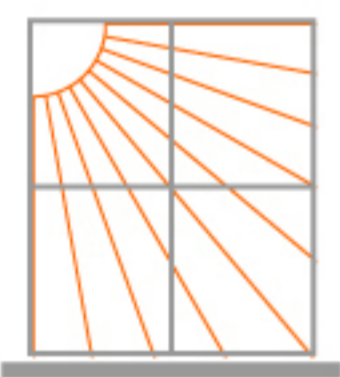
DON'Ts



OFFICE LIGHTING TIP #6

DON'T GO FOR UNIFORMITY

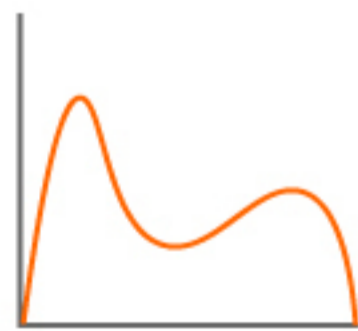
Uniform lighting can make a room feel very flat and boring. Light contrasts should be used to break up the office space.



OFFICE LIGHTING TIP #7

DON'T OVERLOOK NATURAL LIGHT

Natural light keeps the human brain alert – a great solution for that post-lunch tiredness. It also aids happiness and therefore productivity.



OFFICE LIGHTING TIP #8

DON'T FORGET TO CONSIDER COLOR RENDERING

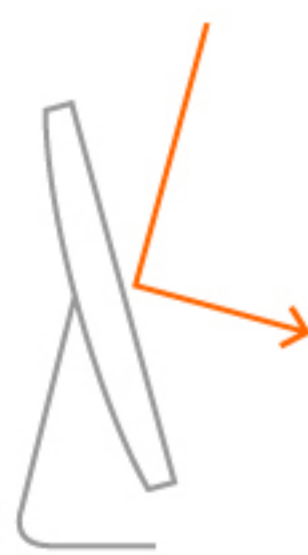
The color rendering index $CRI \geq 80$ is stipulated for offices. This enables objects to appear closer to their true color, as seen in daylight.



OFFICE LIGHTING TIP #9

DON'T FORGET TO CONSIDER GLARE

The unified glare rating (UGR) expresses the chance of direct glare by luminaires. The new European standard sets a UGR of 19 as the maximum permissible value for offices.



OFFICE LIGHTING TIP #10

DON'T OVERLOOK REFLECTED GLARE

Incorrect luminaire arrangement and incorrect workstation position can also lead to glare problems. Matt surfaces and indirect light can help here.



OFFICE LIGHTING TIP #11

DON'T BE AFRAID OF COSTS

30 to 50% of energy costs for office buildings are caused by lighting. Research has shown that productivity gains and energy savings from improving lighting will far outweigh any renovation costs.