

PRESS PLAY FORT LAUDERDALE



GOAL 2

Be a sustainable and resilient community.

Lighting

Flip The Switch (FTS) Office Observation Check

Directions: This is a simple office walkthrough where you will observe, to the best of your ability, the status of office lighting in your office/division/department space. In order to achieve the most accurate results please record each observation using your best judgment.

We created a log sheet called the “*Flip the Switch* Monitor Observation Check” to help record the status of office lighting as easily as possible. An electronic copy is available on the City website at www.fortlauderdale.gov/fliptheswitch

- Review the Observation Check sheet
- **Please complete your first Observation Check by April 12th and email the completed form to maferrer@fortlauderdale.gov.**
- Complete the columns on the Check sheet as follows:

Date: Please write in the date the Check was completed

Time of Day: Please record the time of day when you performed the observation. Generally, checks should be performed at the following times: Morning (before most co-workers come in), Lunch (when most people leave for lunch), or Evening (after work).

Room #: This is for you to identify each room that you check. You can assign each room a name or number to be used throughout the Flip the Switch contest to accurately record the progress of each workstation.

Occupied: When reporting, was the workstation¹ occupied? Circle yes, no, or you didn't know. Don't know should only be used when you do not have access to the space, e.g., the door to an office is locked or closed.

Shared Space: Is the workstation shared with more than one individual? Mark Yes, No, or DK (don't know)

Are Lights On? Are the ceiling lights on, off, or you don't know? 'Don't know' should only be used when you do not have access to the space.

Definitions:

¹ Workstation- An area where work is carried out by an individual usually a desk with a computer. There may be multiple workstations in some rooms.