

Checklist - Rexel lighting designs

Thanks for giving us the opportunity to do a lighting design for you.

To make sure you get your completed design back in the shortest possible time please make sure you've included these items:

Interior Lighting

- L10 Interior & Emergency Lighting design form** (download this from the Rexel website) including details of -
 - Wall, ceiling and floor colours (this can make a big difference to the light levels and how many luminaires you need).
 - Customer's budget and quality expectations – cost effective, mid-range or high quality.
 - What sort of look do they want – this is important for retail, hospitality and office boardroom and reception areas.
 - Any special factors, e.g. elderly or disabled occupants, hazardous environments, extreme temperatures, difficult access.
 - Tasks to be performed – especially for factory and workshop spaces - eg forkhoists working, lathe work, colour matching.
 - Size and layout of obstructions like racking, plant and machinery.
 - Any other non-standard or special requirements, e.g. Human Centric Lighting, high light levels, low glare, non-standard colour temperature.
- Floor plans** – preferably as a DWG file, otherwise a PDF is OK. The architect, builder or owner should have this.
- Sections and elevations** – these are the cross-sections of the building to give us ceiling heights and dimensions of stairs.

Exterior Lighting

- L10 Exterior Lighting design form** including details of -
 - Purpose – e.g. security lighting, sign lighting, feature lighting.
 - Special requirements – e.g. presence sensors, RGB colour changing, vandalism risk, exposure to salt spray.
 - Plus, if possible -
 - lighting curfews and lighting zones – e.g. rural, urban medium density etc (from your local council)
 - relevant P or V category – for roads, streets, shared paths and pedestrian areas.
 - relevant code and competition level – for sports lighting
- Site plan** - include neighbouring properties.

Emergency Lighting

- L10 Interior and Emergency Lighting design form** - *MUST* include details of –
 - Legal site description and address, the legal site owner, and the relevant local authority.
 - Any special factors, for example children or disabled people present, locations of large plant or machinery or racking.
- Floor plans** – preferably as a DWG file, otherwise a PDF. The architect, builder or owner should have this.
- Sections and elevations** - these are the cross-sections of the building to give us ceiling heights and dimensions of stairs.
- A current fire report** – must be less than six months old.

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Lead times:

Our usual lead time for general lighting designs is 3-5 working days for a standard design. This may vary depending on our workload.

Non-standard designs (see definition below) may take longer than this. Your Rexel lighting rep will advise.

Definitions:

What is a standard design?

Examples of a standard design include general lighting for a simple single-level building like a classroom, office, factory or warehouse; or simple exterior lighting for a carpark, footpath, sign or a club level sports field.

Most lighting designs fall into this range.

What is a non-standard design?

A non-standard design might be more physically complex, take significant time, carry higher risk or have greater compliance requirements:

- emergency lighting
- multiple stories
- multiple tenancies
- several sports fields or sports lighting to competition level
- road lighting
- complex ceilings or structure shapes
- architectural exterior lighting
- specialist lighting applications like hospitals, hazardous areas
- daylighting studies
- reports for council consent

Fees:

- **General lighting** - a standard general lighting design is free of charge.
- **Emergency lighting** - For a standard emergency lighting design there is an up-front fee of **\$100 + GST** for the PS1.
- **Non-standard lighting** - on a case-by-case basis, non-standard designs may incur a fee which will be credited against a full project order. Please ask your Rexel rep.