

Commercial Lighting MAINTENANCE CHECKLIST

DAILY/WEEKLY VISUAL CHECKS	YES	NO
• Are any lights visibly flickering or not working?		
• Are any light fixtures visibly damaged (cracked, loose)?		
• Are any emergency lights showing faults (if applicable)?		
• Are any diffusers or covers cracked or missing?		

MONTHLY CHECKS	YES	NO
• Are all light fixtures clean and free of dust and debris?		
• Are any light levels noticeably dimmer than usual?		
• Are any sensors (motion, daylight) functioning correctly?		
• Are any control systems (dimmers, timers) operating as expected?		

QUARTERLY CHECKS	YES	NO
• Have emergency lighting systems been function-tested according to UK regulations?		
• Are all wiring connections secure and free from damage (visual inspection by a qualified person)?		
• Are any lamps/bulbs nearing their expected lifespan?		
• Is the overall lighting level still adequate for the space's needs?		

ANNUAL CHECKS (PROFESSIONAL INSPECTION RECOMMENDED)	YES	NO
• Has a qualified electrician inspected the entire lighting system for safety and compliance with UK standards?		
• Have all emergency lighting systems undergone a full duration test?		
• Are there any signs of wear and tear on wiring, ballasts, or drivers?		
• Is the lighting system still energy-efficient, or are upgrades recommended?		