



ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Office Lighting Levels

RESPONSIBLE DEPARTMENT: General Services

NUMBER: D-2

APPROVED: *David H. Nichols*
County Manager

DATE: February 1, 1984

As part of the county's ongoing energy management program, the following light levels have been established for all county facilities:

	<u>Footcandles Illumination</u>
Normal office work (reading, writing, intermittent filing)	50 <u>±</u> 10
Office work requiring extensive filing, taking shorthand or frequent bookkeeping or drafting	75 <u>±</u> 15
Office work requiring extensive bookkeeping, drafting or other visually difficult critical tasks	100 <u>±</u> 20
Work and circulation areas surrounding work stations	30 <u>±</u> 5
Hallways and corridors	10 <u>±</u> 5
Restrooms	20 <u>±</u> 5
Outdoor security lighting	0.5 <u>±</u> 2

These light levels have been established by the Illuminating Engineers Society. Work areas will be periodically surveyed to maintain these standards. Task lighting will be encouraged where increased illumination is required intermittently. Special circumstances requiring higher light levels should be called to the attention of the Energy Coordinator, Building Division, General Services Department.