

1. Location description - provide basic description that highlights any characteristics and distinguishes it from other locations, starting with associated business or location name. Examples include:
 - a. Business name
 - b. Front / back / side / upper lot, etc. or entire property
 2. Picture / Diagram of parking lot to provide context of the area being lit
 3. Type of light
 - a. Examples: Metal Halide, Mercury Vapor, or High Pressure Sodium
 - b. Type of housing: Shoebox or cobra head, decorative or torch
 4. Energy consumption of existing light (power / wattage), which a maintenance person should be able to provide. Most common are:
 - a. 400 watt
 - b. 250 watt
 - c. 150 watt (pretty small / short pole)
 - d. 1000 watt (fairly large / tall pole)
 5. Amount of time lights are on
 - a. Hours per day
 - b. Days per week, month or year (whichever provides greatest accuracy)
 - c. (Optional) Times when lights are on, but could be dimmed
- OPTIONAL - Can provide a more detailed recommendation with this info
6. Voltage of system (not always same interior and exterior...)
 - a. Typically is 277
 - b. Sometimes 480
 - c. Rarely something else
 7. Describe area being lit
 - a. Explain what the lighting is to accomplish. Examples include:
 - i. Basic parking lighting
 - ii. Particularly bright to highlight the center / cars (for car dealership, for example)
 - iii. Minimum safe lighting for a parking lot
 - iv. Light both parking and adjacent walkway
 - b. Explain any restrictions / concerns. For example:
 - i. Should only light walkway
 - ii. Should not bleed onto neighbor's lot or not onto sidewalk
 - iii. Should not bleed into the roadway
 8. Top priority
 - a. Maximum energy savings
 - b. Maximum brightness
 - c. Minimum cost