

Architectural LED Lighting Project Checklist

A practical specification and RFQ worksheet for offices, retail, education, healthcare and other commercial interiors.

How to Use This Guide

Use this checklist before requesting quotations or approving a luminaire. The goal is to define the project interface, optical requirements, controls, documentation and sample-approval process before production.

1. Project Brief

Item	Record
Project / Site	
Application	Office / Retail / School / Healthcare / Showroom / Other
Country / Market	
Ceiling type	T-grid / Gypsum / Concrete / Exposed / Suspended / Other
Target installation date	
Quantity / BOQ	
Main lighting task	
Special constraints	

2. Fixture Selection Worksheet

Choose the fixture family from the lighting task first, then confirm the ceiling interface and optical data.

Requirement	Specify / Confirm
Fixture family	Linear / Grille / Track panel / Track linear / Panel / Other
Installation	Recessed / Surface / Suspended / Track
Dimensions	Standard / Custom: _____
Continuous run	Yes / No / Maximum run: _____
Output	Target lumens: _____
Efficacy	Minimum lm/W: _____
Glare	Target UGR: _____ Calculation basis: _____
Beam / distribution	
CCT	_____ K / Switchable / Tunable
CRI	80 / 90 / 95 / Project requirement: _____
Housing / reflector	White / Black / Silver / Custom

3. Controls and Driver Checklist

Define controls before the fixture is approved. Do not rely on a generic statement such as 'DALI compatible'.

Item	Requirement / Evidence
Driver brand / model	
Control	On/Off / 1–10V / DALI-2 / D4i / Other
Dimming range	
Emergency	None / 90 min / 3 h / Other
Occupancy sensor	None / PIR / Microwave / Other
Daylight sensor	None / Required
Building integration	BMS / KNX / Other: _____
Certification evidence	Driver/product certificate or test evidence
Photometric file	IES / LDT / Other

4. Glare and Photometric Evidence

A glare rating should be reviewed with its calculation or test conditions. Record the room geometry, mounting height, luminaire position and photometric file used for the assessment.

Evidence	Received / Notes
UGR value	
Room dimensions used	
Mounting height	
Reflectance assumptions	
Luminaire spacing	
IES/LDT file	
Photometric test report	

5. Installation & Maintenance Review

- Ceiling cut-out / grid size confirmed
- Fixture depth and structural clearance confirmed
- Driver access defined
- Cable entry and connector location confirmed
- Mounting brackets / clips included
- Continuous-run connectors tested
- Emergency access considered
- Replacement method documented
- Maintenance access reviewed

6. RFQ Documentation Checklist

- Exact model number and revision
- Technical datasheet
- Photometric IES/LDT file
- UGR calculation or test information
- Driver datasheet
- Dimming/control compatibility evidence
- Certification documents for target market
- Installation drawing
- Sample / golden sample plan
- Warranty terms
- Packaging and labelling requirements
- Mass-production QC plan

7. Supplier Comparison Matrix

Use the same evidence requirements for each supplier. This makes technical and commercial comparison easier.

Criterion	Supplier A	Supplier B	Supplier C
Exact model / revision			
Optical data			
UGR evidence			
Driver / controls			
Customisation capability			
Sample lead time			
Mass-production lead time			
QC documentation			
Warranty			
Price / commercial terms			
Open technical issues			

8. Golden Sample Approval

Before mass production, record the approved sample reference. Include the final housing, optics, CCT, CRI, driver, dimming behaviour, finish, mounting accessories and packaging requirements. Any later change should be reviewed against the approved reference.

Sample reference: _____

Approval date: _____ Approved by: _____

Final RFQ Questions

Before placing the order, confirm:

- Does the fixture physically fit the ceiling system?
- Does the optical performance match the actual room layout?
- Is the UGR evidence based on conditions relevant to the project?
- Is the driver/control protocol exactly what the project requires?
- Are CCT and CRI suitable for the application?
- Are custom dimensions or finishes documented on the drawing?
- Has the sample been approved against the final specification?
- Are all required certificates and technical files available?
- Is the maintenance and replacement method clear?
- Are packaging, labelling and delivery requirements documented?

Project note: Lighting performance depends on the complete installation, not only the luminaire. Use this checklist alongside the project lighting calculations, applicable local codes and the manufacturer's current technical documentation.

Prepared as a practical project worksheet for commercial architectural LED lighting procurement.