

Lights Out Challenge

Complete a Lights Out Checklist for your chance to win a prize for your department!

You have the power – don't waste it! Help save energy by turning lights off when not in use. **Submit your completed checklists by June 23rd to be entered to win the Challenge Cup (\$200 prize) or Participation Prize draw (\$100 prize)!**

How to Participate

1. **Form Challenge teams:** Form a team(s) within your building/department to complete the Checklist. Make sure all areas of your building have completed the Checklist and have the new prompts installed. You may want to form a team and compile a Checklist for each floor, wing, unit etc. to help distribute materials within your building.
2. **Complete the Checklist:** Complete the activities outlined in the Checklist with your team. Distribute information about the Challenge and install the new reminder prompts provided to engage building users.
3. **Submit the Checklist:** Compile completed checklists from your building and submit to sc.program@ubc.ca **by June 23rd** to be entered to win!

If you have any questions or need additional prompts, email sc.program@ubc.ca. For a full list of Challenge rules, visit sustain.ubc.ca/lights-out.

Team Information






Date submitted	
Department	
Building	
Address	
Name of team lead	
Position title	
Email address	
Areas of building engaged (ie floor, wing, unit)	
# of people reached/engaged (ie # of building occupants within your floor, wing, unit)	

Lights Out Checklist

Complete a Lights Out Checklist for your chance to win a prize for your department! For help completing the Checklist, see our Tips guide below.

Action	Complete?	Notes
Post Lights Out Challenge posters throughout building	<input type="checkbox"/>	
Remove old lights out sticker prompts (being careful not to damage paint or walls)	<input type="checkbox"/>	
Post new light switch sticker prompts above manual lighting switches in:		
Offices	<input type="checkbox"/>	
Meeting rooms	<input type="checkbox"/>	
Common areas	<input type="checkbox"/>	
Classrooms	<input type="checkbox"/>	
Record # of prompts installed	<input type="checkbox"/>	# of prompts installed =
Submit a photo of new prompts installed	<input type="checkbox"/>	
Post 'Last Ones Out?' reminder poster in meeting rooms/classrooms/common spaces	<input type="checkbox"/>	
Discuss procedure for turning off lights in a staff/team meeting	<input type="checkbox"/>	
List date of meeting and outcomes	<input type="checkbox"/>	
For common spaces, identify who is responsible for turning off lights when not in use	<input type="checkbox"/>	
Submit a fun photo of your team turning off the lights	<input type="checkbox"/>	
Comments:		

Tips for Installing Prompts

Prompt/Activity	Tips
 <p>Challenge Poster</p>	<p>Place Challenge posters throughout your building. Choose high-traffic areas and common spaces to reach the most people!</p>
 <p>Old Stickers</p>	<p>Remove old light switch stickers, being careful not to damage paint or walls.</p>
 <p>Light Switch Stickers</p>	<p>Put the new light switch stickers above lighting switches/controls. Key places to target include offices, meeting rooms, common areas, classrooms etc. Keep track of how many stickers you put up and let us know when you submit the Checklist!</p>
 <p>Last One Out? reminder poster</p>	<p>Place Last One Out? reminder posters in meeting rooms, classrooms, or common spaces to remind people to turn off lights when leaving.</p>
 <p>Digital Signage</p>	<p>Place digital signage up in your building (where applicable).</p>
<p>Discuss procedure for turning off lights in a staff/team meeting</p>	<p>Identify the process for turning off lights when not in use and at the end of day with your colleagues. Remind your colleagues that everyone is responsible for their own lights and identify who is typically the last one out and can check to make sure all lights are out.</p>
<p>Common Spaces</p>	<p>For common spaces, identify who is responsible for turning off lights when not in use. Identify someone to “Adopt a light” in common spaces to make sure it is turned off when not in use and at end of day.</p>