

are listed in Table 15-B. Also see p 1449

Employees should not face windows, unshielded lamps, or other sources of glare. Indirect, shielded fluorescent lamps are particularly desirable to produce high levels of illumination without glare.

Walls and other surfaces should conserve

contributing causes of office accidents. Some of these are direct glare, reflected glare from the work and harsh shadows, all of which hamper seeing.

Excessive visual fatigue itself may be an element leading toward accidents. Accidents may also be prompted by the delayed eye

TABLE 15-B
LEVELS OF ILLUMINATION

	<i>Currently Recommended Illumination* Footcandles</i>
OFFICES	
Cartography, designing, detailed drafting	200
Accounting, auditing, tabulating, bookkeeping, business machine operation, reading poor reproductions, rough layout drafting	150
Regular office work, reading good reproductions, reading or transcribing handwriting in hard pencil or on poor paper, active filing, index references, mail sorting	100
Reading or transcribing handwriting in ink or medium pencil on good quality paper, intermittent filing	70
Reading high contrast or well-printed material, tasks and areas not involving critical or prolonged seeing such as conferring, interviewing, inactive files, and washrooms	30
Corridors, elevators, escalators, stairways	20
	(or not less than 1/2 level in adjacent areas)

* Minimum on task at any time

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light, while avoiding annoying reflections.

If offices depend largely on daylight, employees engaged in the visual tasks should be located near windows. North light is preferred by draftsmen and artists. Ceiling walls and floor act as secondary large area light sources and if finished with the recommended reflectances, will increase the utilization of light and reduce shadows.

Some accidents may be attributed to poor illumination. However, many less-tangible factors associated with poor illumination are

adaption a person experiences when moving from bright surroundings into dark ones and vice versa. Some accidents which are attributed to the individual's "carelessness" can be traced to difficulty in seeing, from one or more of these mentioned causes.

Illumination evaluation. As a uniform means of evaluation, a standard procedure, entitled "How to Make a Lighting Survey" has been developed in cooperation with the U S Public Health Service. (This Appendix is not