

0210.09 After-Hours and Extended Lighting Requests

Issued: October 23, 2012
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PURPOSE

To establish uniform procedures for extended and after-hours lighting requests.

APPLICATION

Executive Branch Departments and Sub-units located in facilities under the jurisdiction of the Department of Technology, Management and Budget (DTMB).

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Building Operations Division (BOD)
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SUMMARY

Procedures for agencies and sub-units to follow to request lighting prior to 6:00 a.m. and after 6:00 p.m. on Monday through Friday and anytime on weekends and state holidays.

APPLICABLE FORMS

DTMB-2222 After-Hours Exemption Request for Facility Lighting

PROCEDURES

DTMB

- **Primary Lighting:** DTMB provides continuous lighting in DTMB-owned or -managed buildings, except for buildings open to the public beyond the standard hours, from 6:00 a.m. until 6:00 p.m. Lighting is programmed to automatically turn off at 6:00 p.m. and to resume at 6:00 a.m. on non-state holiday weekdays. Lighting will be provided to buildings open to the public beyond the standard business hours during all hours of service.
- **Extended Lighting:** When requested, DTMB Office of Infrastructure Protection (OIP), Central Control will extend work day lighting up to 9:00 p.m. without prior approval.
- **After-Hours Lighting:** DTMB OIP Central Control will provide lighting during the hours of 9:00 p.m. until 6:00 a.m. or anytime on weekends or state holidays when an After-Hours Exemption Request for Facility Lighting

(DTMB-2222) has been received in advance and followed up with a confirmation phone call to Central Control on the date lighting is requested by the requesting agency staff.

- The DTMB-2222 is routed to Building and Parking Services staff, who will log the request information into a database shared with DTMB OIP Central Control. Once agency employees contact DTMB Central Control on the day after-hours lighting is requested to confirm the request, Central Control staff will activate the lighting.

Agency

State employees who work past 6:00 p.m., before 6:00 a.m., or on weekends or holidays are encouraged to use task lighting at their work station to conserve energy costs. When agency employees determine extended or after-hours overhead lighting is required, they must complete the following steps:

- **Extended Lighting:** To request extended lighting between the hours of 6:00 p.m. through 9:00 p.m. on non-state holiday weekdays, employees must contact DTMB OIP Central Control at 517-241-0191.
- **After-Hours Lighting:** When agency employees require lighting between the hours of 9:00 p.m. and 6:00 a.m. on weekdays or anytime on weekends and state holidays, they must submit an After-Hours Exemption Request for Facility Lighting (DTMB-2222). This form must be submitted to DTMB-Building-Parking-Services@michigan.gov prior to the effective date of the request.
- To manage energy-use responsibility, employees must contact DTMB OIP Central Control at 517-241-0191 at the beginning time of the after-hours lighting request to confirm lighting is still needed. After-hours lighting will be activated upon confirmation.
- In emergency situations that involve employees unexpectedly working in buildings between the hours of 9:00 p.m. and 6:00 a.m. on weekdays or anytime on weekends and state holidays, employees should call DTMB Central Control to request emergency lighting.
