

0210.09 After-Hours and Extended Lighting Requests

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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

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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.
