Lighting Override Instructions

Select the web link “SOB Tenant Override System (TOS)"

This window will open
In the following screen shots below, Floor 7 has been selected.

Refer to the Zone Map for your Floor which can also be found on the DGS Facilities Webpage, and select the Zone which you would like the lights switched on.
Select the number of hours you would like the lights to be on

Click "Reset" to cancel your override command and to turn the lights back to their normal schedule

Click "Override Now" to turn the lights on