Non-Production Server Shut Down Schedule Standard

Introduction
All non-production virtual servers are considered low priority and will be placed on a scheduled shutdown/startup to ensure cost savings to the State of Oklahoma.

Purpose
This document establishes the OMES standard for power down schedules for non-production virtual servers.

Definitions
Non-production environment – test, development, training, staging and user acceptance testing (UAT) environments.

Virtual server – software-based server running from a physical host.

Standard
All non-production virtual servers hosted on cloud native compute will be shut down every evening at 7:00 PM CT (1900 CT) and then powered on every morning at 6:00 AM CT (0600 CT). If an extension is needed, a service request can be placed to the server team for consideration via ServiceNow.

Compliance
This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale
To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

Revision history
This standard is subject to periodic review to ensure relevancy.

Effective date: 11/04/2025	**Review cycle:** Annual
Last revised: 10/28/2025	**Last reviewed:** 10/28/2025
Approved by: Dan Cronin, Chief Information Officer	