



LOCKOUT TAGOUT PROCEDURE

Department: Direct Digital Controls

Equipment: Building Automation System (BAS) Control Panel

Equipment Location: Various campus locations

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing BAS Control Panels to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.


Special Precautions: N/A

EQUIPMENT PICTURE




Example: Rosenau Hall, Air Handler #6

ENERGY SOURCES

Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 120/208 V	BAS Control Panel Circuit Breaker	Place circuit breaker in "Off" position and perform LOTO	3a	



Electrical 120/208 V	Electrical Panel Feeding BAS Control Panel Circuit Breaker	Place circuit breaker in "Off" position and perform LOTO	3b	
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LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> DDC Supervisor EMCS Building representative, if necessary
2. Equipment Shutdown	If the machine/equipment is operating, shut it down by the normal stopping procedure (remotely access campus BAS/AX server).
3. Isolate Energy	<ol style="list-style-type: none"> Turn off BAS Control Panel circuit breaker. Turn off Electrical Panel circuit breaker.
4. Lockout Energy	Lockout and tagout the circuit breakers.
5. Dissipate Energy	N/A
6. Verify Isolation	Check for zero voltage to BAS Control Panel with electrical meter. (Note: wear appropriate Arc Flash PPE)
7. Perform work	The equipment is locked out. Perform work.

RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
8. Clear Work Area	To restore equipment to service, clear work area of personnel and tools.
9. Verify Controls	Verify that controls are in off position.
10. Remove Lockout	Remove lockout devices and reenergize circuit breakers. Remotely access BAS and restart controller.
11. Notify Employees	Notify affected employees that servicing is completed.