



LOCKOUT TAGOUT PROCEDURE

Department: Life Safety
Equipment: Fire Sprinkler Equipment
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 fire sprinkler equipment to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.

Special Precautions: N/A



EQUIPMENT PICTURE




ENERGY SOURCES

Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 480/208V	Fire Pump Disconnect	Place in "Off" position and perform LOTO	3a	



	Jockey Pump Disconnect	Place in "Off" position and perform LOTO	3b	
Hydraulic 300 psi	Fire Sprinkler System Control Valves	Close valves and perform LOTO	3c	

LOCKOUT TAGOUT SEQUENCE		
Step	Description	
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> Life Safety Supervisor UNC Fire Marshal (depending on duration) Chapel Hill Fire Department (depending on duration) 	
2. Equipment Shutdown	N/A	
3. Isolate Energy	<ol style="list-style-type: none"> Operate Fire Pump disconnect to "Off" position Operate Jockey Pump disconnect to "Off" position Turn applicable control valves to fully closed position 	
4. Lockout Energy	Lockout and tagout the controller and valves.	
5. Dissipate Energy	Drain fire sprinkler piping.	
6. Verify Isolation	<ol style="list-style-type: none"> Verify zero pressure on fire pump discharge gauge 	
	<ol style="list-style-type: none"> Manually try to start fire pump. Pump should not start. 	
7. Perform work	The equipment is locked out. Perform work.	



RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
8. Clear Work Area	To restart equipment, 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 disconnects.
11. Notify Employees	Notify affected employees that servicing is completed.