



LOCKOUT TAGOUT PROCEDURE

Department: Housing Support, Electrical Shop

Equipment: Motor Control Center (MCC)

Equipment Location: Residence Hall Mechanical Rooms (Craig North, Hardin, Horton and Koury)

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing a motor control center 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 Location: Craig North

ENERGY SOURCES

Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 277/480V	Circuit Breaker for the MCC at Main Switch Gear Electrical Closet	Place in "Off" position and perform LOTO	3	

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LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: a. HS Electrical Shop Supervisor b. HS HVAC c. EMCS
2. Equipment Shutdown	Have HS HVAC shut down equipment by normal stopping procedure, if necessary.
3. Isolate Energy	Turn off circuit breaker for MCC located at the main switch gear.
4. Lockout Energy	Lockout and tagout the circuit breaker.
5. Dissipate Energy	Have HS HVAC dissipate or restrain residual or stored energy, if necessary.
6. Verify Isolation	Check for zero voltage where power comes into the MCC. (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 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 circuit breaker.
11. Notify Employees	Notify affected employees that servicing is completed.

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