



LOCKOUT TAGOUT PROCEDURE

Department: Construction Electrical

Equipment: Garage Door Opener

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 garage door openers 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 120/208 V	Garage Door Motor Disconnect	Place disconnect in "Off" position and perform LOTO	3	

LOCKOUT TAGOUT SEQUENCE

Step	Description
1. Notify Employees	Notify affected employees of LOTO activity.
2. Equipment Shutdown	If the machine/equipment is operating, shut it down by the normal stopping procedure.
3. Isolate Energy	Place disconnect in "Off" position.
4. Lockout Energy	Lockout and tagout the disconnect.
5. Dissipate Energy	N/A
6. Verify Isolation	Try to operate opener using controls. Opener should not operate.
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 disconnect.
11. Notify Employees	Notify affected employees that servicing is completed.