




**City of Milpitas
Building and Safety Department**

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Electrical Service Lock Out Tag Out

Policy:	BDP-EL09
Effective Date:	3/8/2013
Proposed by:	R. Queirolo
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Revised by:	BK
Approved By: Gary King Acting Chief Building Official 	

ISSUE:

When constructing multifamily buildings there is always a need for the developer to phase occupancy of the project to allow the completed portions of the building to be occupied. There is also a need to perform testing on the life safety components of the building that they are requesting occupancy for. In order to do this they must obtain a meter release from the authority having jurisdiction (AHJ) in order for the utility company (PG&E) to do the appropriate work to energize the switchgear in the electrical room. The issue with this is that the electrical room that is being energized may feed other parts of the building that are still under construction. A method of switching the gear OFF in areas that are still being worked on is critical. This method called “Lock Out Tag Out” must be used to ensure worker and public safety. The policy below shall be followed on every job in which this condition occurs.

Policy

- The licensed electrical contractor for the project must submit a written “Lock Out Tag Out” procedure.
- The Lock Out Tag Out procedure must be reviewed and approved by the Electrical and Senior Building Inspector.
- All equipment that is requested to be energized must be completely inspected and approved.
- All breakers in the service and adjacent distribution board not authorized to be energized must be locked out as defined by the submitted and approved lockout and tag out procedure.
- All unrelated conductors in the sub panel feeding other equipment that are not complete must be capped and de-energized in an electrically safe condition.
- The electrical room shall have a lockable door, with access only provided to the electrical contractor and the general contractor’s designated employee.
- There shall be adequate permanent lighting in the electrical room.
- There shall be adequate lighting for the egress path of travel from the electrical room. The path shall be illuminated by permanent power. Temporary power may be utilized on a case by case basis if the source is reliable.
- The electrical contractor must maintain the “Lock Out Tag Out” procedure on site and the documentation shall be readily available to the inspector upon request.
- Permanent plaques shall be installed at each service disconnect location following the requirement of CEC 230.2 (E)
- Temporary signage shall be placed at the main work entrance indicating the location and areas served by the energized service(s).

If the City Inspector finds that the “Lock Out Tag Out” procedure is not being followed and maintained at any time throughout the duration of the project or if he/she finds that any safety hazards exists, a stop work order will be issued and the power will be shut off and locked out by the City Inspector immediately.