



THE PLAZA
AT WALNUT CREEK

**BUILDING RULES & REGULATIONS
FOR CONTRACTORS**

1. Scheduling

- a. Before performing any work at The Plaza at Walnut Creek, Contractor shall schedule the work through the Property Management Office. Work scheduled for Monday - Friday must be entered the day prior to the work and after-hours or weekend work should be entered one week prior or per Engineer/Property Manager approval. Contractor supervision will be maintained at all times.
- b. Normal business hours at The Plaza at Walnut Creek are Monday - Friday, 7:00AM - 7:00PM.
- c. Any Contractor performing work on any of the following systems shall check in with the building engineers at the beginning and end of every workday.

- 1) Fire Alarm
- 2) Fire Sprinkler
- 3) Electrical
- 4) HVAC
- 5) Plumbing
- 6) Air Balancing

- d. No boring or cutting through floors of the Building shall be permitted without prior written consent of Property Management (which consent shall not be unreasonably withheld) and as Property Management may reasonably direct. The following activities must be restricted to the hours listed below:

X-rays	at Landlord's discretion
Core drilling	7:00PM to 7:00AM
Spray painting	at Landlord's discretion
Shot gunning	at Landlord's discretion

One week's prior written notice is required for all of these items. All cores existing or new must be saved. Contractor supervision will be maintained at all times.

- e. All polymix painting to be performed on an after-hours basis or as agreed to by Property Management.

- f. Latex painting to be performed by roller only during business hours with advance notice to Property Management.
- g. Glue, primer paint or other odorous materials must be applied during non-business hours, with advance notification given to Property Management.
- h. Construction noises must be limited during normal business hours to such extent that they are inaudible to other tenants. Unavoidable noisy demolition or construction work must be scheduled for other than normal business hours. No floor drilling or rotor hammering will be allowed during business hours. Absolutely no radios or unnecessary noises allowed.
- i. Contractor shall not perform any cutting, burning, or dust generation activities without prior permission of Property Management in order to bypass necessary mechanical and fire alarm systems.
- j. Hauling of large-sized and/or a large quantity of materials either into or out of the Building will be performed between the hours of 7:00PM and 7:00AM with prior approval of Property Management. Contractor supervision will be maintained at all times.
- k. Property Management must be notified at least 48 hours in advance of any work which would require a Contractor to enter a Tenant's suite other than the project. Permission to enter a Tenant suite other than the project will not be unreasonably withheld. The Contractor is liable for any damage to the Tenant suite including, but not limited to, any of its furnishings and fixtures resulting from work done. Upon completion of the work or before the beginning of the next business day, the Tenant suite shall be restored to its prior condition.
- l. Property Management must be notified at least one week in advance of any work that would affect the operation of any building system (HVAC, electrical, fire/life safety system, sprinklers, water) so adequate notice may be given to the tenants. This work may not be done during building operating hours without prior approval from Property Management.

2. Job Site Meetings

- a. Mandatory job site meetings attended by company project manager and job site foreman will be held weekly addressing job schedule and any job site safety issues or conditions which are to be rectified at the time of the meeting.
- b. General Contractor will provide Property Management and subcontractors with construction schedules. These schedules will give special consideration

to the completion date as outlined in the construction agreement.

3. Permits/Licenses

- a. All work shall conform to the requirements of all applicable codes, laws, rules and regulations of all municipal authorities having jurisdiction. Contractors are responsible for all building permits and building inspections.
- b. Upon the request of Property Management, Contractors will produce City and/or State licenses necessary to perform their work.
- c. All job permits must be properly displayed at the job site from start-up to completion of the project. POST THIS POLICY WITH CONSTRUCTION DRAWINGS AND PERMIT AT ALL NEWMARK GRUBB KNIGHT FRANK CONSTRUCTION PROJECTS.
- d. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unreasonably encumber the site with any materials or equipment.

4. Contract

- a. Depending on the type of work, Contractor will take direction from either the General Manager, Property Manager or Chief Engineer.
- b. It is the responsibility of all Contractors to verify existing site conditions prior to submission of bid.
- c. Whenever the term "or equal" is used it shall mean equal products as approved in writing by the General Manager.
- d. All materials furnished and installed under this Contract shall be new, free from defects and shall be guaranteed for a period of one year from date of lease commencement or tenant authorization if supplied by Contractor.
- e. It is imperative that the Contractor check with the General Manager on inventory of materials before ordering new materials. Contractor is to include a list of materials, new or used, that are expected to be furnished by Property Management.
- f. In order to process invoicing in a timely manner, General Contractor shall submit invoices for payment on or before the 10th of each month. Failure to do so will result in payment processing to occur the following month. Contractor, along with each invoice, must submit partial and final lien releases. A final lien waiver is required at the time final payment is made.

- g. Substantial Change Orders: Architect will formulate a change order request, which will be solicited by General Contractor. Cost impact change orders must be addressed promptly without delay.
- h. Any construction problems resulting from errors or omissions in construction documents will be brought to the attention of the General Manager. After determination of responsibility, Change Orders will be issued as required.
- i. At no time will any Contractor take direction from tenants or clients unless approved by Property Management. If requests are made to the Contractor from tenant/client, he/she should ask that any requests be made of the individual in charge of that particular project. Change Orders executed by the Contractor without written or oral permission of the General Manager will be at the Contractor's expense.

5. Building/Space Protection

- a. The Contractor shall provide adequate protection of work in leased space. Contractor is responsible for any losses due to theft, damage from fire, water, paint, etc.
- b. Contractor is responsible for the protection or relocation of tenant furniture in area of project. Contractor shall erect a barricade as deemed necessary by the General Manager to protect existing tenants.
- c. Contractor shall provide necessary protection for all existing building finishes including temporary covers such as wood or masonite for floor surfaces when moving heavy loads.
- d. Property Management shall have the right to prescribe the weight, position and manner of installation of building materials and/or other heavy equipment which, if considered necessary by Property Management, shall be installed in a manner which shall insure satisfactory weight distribution. All damage done to the Building due to overloading a floor shall be repaired at the expense of Contractor. The time and manner of moving heavy equipment or material shall be subject to prior approval by Property Management.
- e. Carpet and wall protection is the Contractor's responsibility and will be provided in all areas under construction to include lobbies, corridors, corridor corners and common areas which may be used for access or movement of materials. The following are the only prescribed methods permitted:
 - 1) Fire-treated plastic (Griffolyn or equal) - edges to be taped to prevent tripping.
 - 2) One-quarter inch Masonite panels taped at edges to prevent tripping.

- 3) Carpet over existing carpet taped at edges to prevent tripping.
- f. The General Contractor shall provide and install temporary disposable filter media across the main returns on each floor for each suite under construction. This will be installed prior to commencement of construction and removed upon completion of construction.
- g. Sheet rock dust shall be minimized by use of a negative air filter machine.
- h. Work performed on sprinkler pipe threading shall be with an odorless threading oil.

6. Storage/Loading

- a. The sidewalks, walks, plaza entries, corridors, ramps, staircases, and elevators shall not be obstructed or used for any purpose other than ingress and egress to and from the Premises. No bicycle or motorcycle shall be brought into the Building or kept on the Premises without the consent of Property Management.
- b. No freight, furniture or bulky matter of any description will be taken into or out of the Building through the front doors or carried into the passenger elevator lobbies, including ladders and hand trucks. All tools, equipment and building materials must enter the building via the loading dock, service corridor and freight elevator system. Removal of all trash, tools and equipment must be made via the same route. The loading dock for 1331 N. California Blvd. is located at the southwest corner of the building off of Mt. Diablo Blvd. The loading dock for 1333 N. California Blvd. is located at the north side of the building off of Bonanza Street. A freight zone exists inside the P-1 Level parking garage near the 1333 freight elevator. The freight elevators are available daily or can be scheduled through the Property Management Office for extended periods if requested in advance. Elevator doors are not to be pried or propped open in any manner.
- c. Contractor shall not bring or permit to be brought or kept in or on the Premises any flammable, combustible, corrosive, caustic, poisonous or explosive fluid, material, chemical or substance, or cause or permit any odors to permeate in or emanate from the Premises. Contractor will ensure that appropriate precautions are taken to protect tenants and others from potentially hazardous exposure to vapors.
- d. No hazardous material or product containing environmental hazards are to be used at the building unless cleared by the General Manager. The Contractor must provide all MSDS sheets and all necessary documentation if such materials are to be used.
- e. The Contractor at all times shall keep the Premises free from accumulation of

waste materials or rubbish caused by its operations. At the completion of Work, the Contractor shall remove all its waste material and rubbish from and about the Project as well as all tools, construction equipment, machinery and surplus materials. Public corridors and stairways are not to be used for storage of materials or as a workshop. Tracking construction dirt into the public corridors or stairways must be prevented. If the janitorial sink room is permitted to be used, it must be cleaned properly before leaving.

- f. The Contractor will provide a trash dumpster for all subcontractors to use. The dumpster shall be located in front of the loading dock beside the building's main compactor at 1333 or in the loading dock at 1331 (with prior approval from Property Management), and is to be clearly identified as pertaining to the general contractor and its subcontractors. Contractor is not permitted to use the building trash containers or the compactor for trash from construction or demolition. When awaiting pick-up, the dumpster is to be positioned at least one foot from any part of the building structure and out of the way of traffic.
- g. Subcontractors must access the building via the freight elevators at all times. Passenger elevators are off limits to all subcontractors.
- h. The Contractor is responsible for ensuring that the service elevator is properly protected. Property Management can provide and install protective padding for use in service elevators, although Contractor shall request in advance. If a passenger cab must be used (which advance permission from Property Management is required), the Contractor is responsible for protecting all surfaces of the cab.
- i. It is the Contractor's responsibility for scheduling all elevators with Property Management to ensure no conflict exists with other elevators and building requirements.
- j. All subcontractors are required to receive a staging area from the job site superintendent. This area is required to be maintained at all times.
- k. If applicable, Contractors and subcontractors are to use loading dock areas only. All workers must enter the building through this loading dock/pedestrian entry.
- l. All construction areas will be kept free of construction materials and debris unless construction activity is in process.
- m. No storage of tools, equipment, materials, etc. is allowed in public areas or in mechanical, electric, telephone or janitorial closets.

7. Parking

- a. Contractor, at its cost, may use The Plaza at Walnut Creek parking structure (P-1 Level Visitor Parking), provided the vehicles clear the height limitation of 6'8". If work is being performed on behalf of Property Management, a discounted Contractor Parking Rate may apply. This discount may be requested in the Property Management Office.
- b. No parking in handicapped spaces, visitors reserved, or fire zones. Repeated parking in these areas will result in ticketing or towing.
- c. Contractor is not to park vehicles in the loading dock except for loading and unloading only. Vehicles parked for periods exceeding twenty minutes, with one-hour minimum between times, are subject to tow at Contractor's expense.

8. Safety/Security

- a. The Contractor shall become fully familiar with and shall fully comply with the Building security procedures.
- b. Mechanical room keys and phone room keys can be checked out for use during and after hours from Property Management. Photo identification must be left at the security desk in exchange for the keys.
- c. Property Management shall have the right to challenge Contractor when removal of other than Contractor property from the Building is suspected.
- d. No alcohol, illegal drugs, or firearms are to be brought into the building by Contractor or personnel.
- e. Contractors shall take all necessary precautions to avoid setting off fire alarms.
- f. Contractor shall give immediate notice to Property Management in case of accidents in the Building or of defects therein or in any fixtures or equipment or of any known emergency in the Building.
- g. Contractor shall cooperate fully with Newmark Grubb knight Frank directives should a Life Safety emergency situation occur.
- h. All subcontractors are required to follow all OSHA guidelines. Wear proper safety gear including, but not limited to, safety glasses, proper clothing, shoes and hard hats. Subcontractors are required to have current first aid kits on site. All cords and electrical equipment must be GFI grounded and tested regularly. All subcontractors are required to hold independent safety meetings and must turn in a weekly safety meeting report signed by all of its employees to project manager.
- i. Radios and Headsets: In consideration of job site safety - NO RADIOS OR HEADSETS WILL BE ALLOWED ON THE JOB SITE AT ANY TIME.

- j. MSDS Sheets are to be turned in to General Contractor in quadruplicate. Once received, General Contractor will distribute to the proper authorities including the Chief Engineer.
- k. Do not use any tool or material other than Contractor's property without Property Management's approval.
- l. It is the responsibility of the Contractor to ensure that all construction areas pose no hazard to subcontractors, tenants, visitors and others.
- m. A welding permit is required whenever open flame or electrical welding apparatus is used.
- n. Contractor shall ensure that all areas accessed by subcontractors and Contractor's employees are properly secured at the end of each day.

9. Miscellaneous

- a. Neither sunflower seeds nor tobacco will be allowed on the Property.
- b. All Contractor personnel must be fully clothed (shirts, full length pants and shoes) at all times while on the Premises.
- c. Contractor shall use no other method of heating or cooling the premises than that supplied by Property Management.
- d. No Contractor or subcontractor shall advertise their company at the building.
- e. Canvassing, soliciting or peddling in the Building is prohibited and Contractor shall cooperate to prevent same.
- f. Restroom and water coolers for construction personnel will be restricted to the floor on which the project is in progress. PLEASE BE CONSIDERATE AND CLEAN.
- g. Use pay phones only. Do not use elevator cab phones or tenant phones. Use of Property Management phones by approval only.

10. Space Condition

- a. All subcontractors must remove their job site debris daily. Contractor with Landlord's approval may place a dumpster at the loading dock (see Storage/Loading). Failure to clean up daily will result in disciplinary action. Lunch break waste must be disposed of properly at the time of occurrence.

- b. All ceiling tiles in common areas will be replaced at the end of each work day. The same will apply to ceiling tiles removed in occupied suites.
- c. All electrical panel covers will be reinstalled and all access doors to equipment rooms secured at the end of each work day. During the course of the work day, any electrical closet that is opened and a panel exposed will have a worker present. The electrical closet door will be closed if the worker departs the area. If the Contractor is working on a circuit and he/she must turn it off, the Contractor will follow the Lockout/Tagout procedures herein to avoid accidental reconnection by other persons and possible electrocution. Failure to comply may result in the violating parties being removed permanently from the property at the Contractor's expense.
- d. All public areas must be kept clean during the removal of construction debris. Please clean in and around elevator cabs, public halls and truck entrance before each load leaves and at the end of the each day. All construction-related debris is to be removed from property.
- e. Cleaning of tools and equipment in areas other than those designated by Property Management is not permitted.

11. Post-Construction

- a. Do not remove old signage until new and/or temporary signage is available to install.
- b. Properly stack and store excess furnished materials in a vacant space designated by Property Management.
- c. Properly tag and store excess tenant wall coverings, paints, carpets, base and floor tile with tenant.
- d. Upon completion of project contractor is to provide all certificates of occupancy, signed-off permits and approved sets of drawings to Property Management.
- e. The Contractor will be required to provide Property Management with as-built drawings of the project. The as-built drawings shall indicate all revisions to the building systems (HVAC, electrical, water, etc.) as well as describe the project.
- f. All paint bids should reflect a one-time touch up paint on all suites. This is to be completed within five days from move-in day unless otherwise directed by Property Management.
- g. A final construction inspection will be made by a designated representative of

Property Management and the General Contractor no later than 3 p.m. on the completion date stated in the construction contract. All punchlist items must be completed within seven days from the inspection time. Punchlist items needing attention will not interfere with the ongoing work in the space.

12. Remedies

- a. If the Contractor fails to clean up at the completion of the Work, Property Management or its representative may do so and the cost thereof, including service fee, shall be charged to the Contractor.
- b. Should the Contractor wrongfully cause damage to the work or property of the ownership, or to other work on the site, the Contractor shall promptly report such damage to Property Management and remedy such damage to their satisfaction.
- c. The Contractor shall promptly correct all Work rejected by the Property Manager as defective or as failing to conform to the Contract Documents whether observed before or after Substantial Completion and whether or not fabricated, installed or completed. The Contractor shall bear all costs for correcting such rejected Work, including compensation for the additional work made necessary thereby.
- d. No asbestos products are to be used at the building. If it is determined that an asbestos product has been used, the Contractor is fully responsible for the proper abatement or encapsulation of the asbestos within all applicable codes and also to the satisfaction of Property Management.
- e. Property Management expects well-mannered construction personnel on the property. Any excess of violation, misconduct or improper execution of work may be, at the discretion of Property Management, cause for removal from the project and for the Contractor or subcontractor to be permanently barred from the property at the Contractor's expense. Complaints from the tenants in reference to the work will be noted and forwarded.
- f. The Contractor will be held liable for all damage to the property or the building by any of its personnel or subcontractors. Any damage shall be reported immediately to the General Manager and corrected in a timely manner.
- g. Failure to comply with the preceding policies and procedures will result in a charge of \$100 per occurrence per day to the General Contractor. Any item on these policy sheets that cannot be complied with must be brought to the attention of Property Management prior to the start of work. If no such requests are made at the time of signing of the Building Services Agreement, all parties of this policy will be bound by the signatures.

13. Any questions regarding these Rules and Regulations or items omitted should be directed to the Property Manager (925-946-1070). Exceptions to any of the above regulations can be made only through Property Management.
14. Violation of any of the above regulations may be cause for immediate and permanent termination of permission to perform work in, or to enter, The Plaza at Walnut Creek.

LOCKOUT/TAGOUT PROCEDURES

The Plaza at Walnut Creek

All equipment will be locked out and/or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

I. BASIC RULES

This program applies to all employees and contractors working at The Plaza at Walnut Creek:

- A. Work Permit shall be filled out and signed by authorizing party before any work is to begin.
- B. Additional Work Permits shall also be filled out and signed before any work is to begin that affects building systems.
- C. Both parties shall sign all Work Permits upon completion of work.
- D. Any person who causes injury to themselves or another because of failure to lockout and/or tagout shall be considered negligent and shall be immediately removed from project.
- E. Each contractor shall be solely responsible for their work and for the safety of their employees. This policy shall be presented to all new employees immediately upon hire, and to all existing employees during periodic safety meetings. Documentation of those safety meetings will be placed on file.
- F. Under no circumstances shall ignorance of these policies be considered an excuse for failure to adhere to this policy.
- G. Violators of this standard procedure may be subjected to one official warning for the first violation. The second violation will be grounds for immediate removal from the project.

Do not attempt to operate any switch, valve, or other energy-isolating device if it is locked or tagged out.

II. PURPOSE

This procedure establishes the minimum requirements for the lockout and/or tagout of energy, fluid, or pressure isolating device(s). It shall be used to ensure that machines, valves, and equipment are isolated from all potentially hazardous energy or sources, and locked out and/or tagged out before employees perform any service or maintenance activities where the unexpected energizing, start-up or release of stored energy or substances could cause injury. If the employee's company lockout

and/or tagout procedure exceeds these minimum requirements, that employee must abide by them.

III. RESPONSIBILITY

The following list of employees are authorized to lockout/tagout electrical and mechanical equipment at The Plaza at Walnut Creek:

<u>Name</u>	<u>Title</u>
Eric Ball	Chief Engineer

IV. PREPARATION FOR WORK PERMIT AND LOCKOUT/TAGOUT

The person requesting the Work Permit shall contact the authorizing employee listed by calling 925-946-1927. The authorizing employee will meet with person requesting Work Permit and will be responsible for ensuring that the Lockout/Tagout Procedures are followed.

Person authorizing Work Permit will conduct a survey to locate and identify all isolating device(s) to be certain which switch(es), valve(s) or other energy, substance, or pressure isolating device(s) apply to the equipment to be locked and/or tagged out. More than one energy source (electrical, mechanical, or other) may be involved.

V. SEQUENCE OF LOCKOUT AND/OR TAGOUT SYSTEM PROCEDURE

- A. Person requesting equipment lockout/tagout will fill out and sign Work Permit located at front lobby desk in designated folder and return it to one of the employees authorized to lockout/tagout equipment at least 24 hours in advance of work.
- B. Employees authorizing Work Permit will notify all affected employees that a lockout and/or tagout system is going to be utilized and the reason therefore.
- C. Employee authorizing lockout/tagout shall know the type and magnitude of energy that the machine or equipment utilizes and understand the hazards thereof or shall delay the work until he/she does.
- D. If the machine or equipment is operating, the employee authorizing lockout/tagout will shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.)
- E. Employee authorizing lockout/tagout may then operate the switch(s), valve(s), or other energy isolating device(s)) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas steam,

or water pressure, electricity, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

- F. Employee authorizing lockout/tagout will lockout and/or tagout the energy isolating device(s) with individual lock(s) and/or tag(s). Person requesting equipment lockout and/or tagout will then also install their lock(s) and/or tag(s).
- G. The equipment is now locked out and/or tagged out.

VI. RESTORING MACHINES OR EQUIPMENT TO NORMAL OPERATIONS

- A. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, one of the listed authorized lockout/tagout employees will check the area around the machines or equipment to ensure that no one will be exposed to a hazard that can result from re-energizing a circuit, filling a line, etc.
- B. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, authorized lockout/tagout employee will remove all lockout and/or tagout device(s), operate the energy isolating device(s) to restore energy to the machine or equipment.

VII. PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual requests to lockout and/or tagout the same equipment, employee authorizing lockout/tagout will provide multiple lockout/tagout device(s). Employee authorizing lockout/tagout will place his own personal lock and/or tag on the multiple lockout/tagout device(s). Persons requesting lockout/tagout will then place their lock and/or tag on the same multiple lockout/tagout device(s). Once all other locks are removed, authorized lockout/tagout employee will check the area. If all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, authorized lockout/tagout employee will remove all lockout/tagout device(s), operate the energy isolating device(s) to restore energy to the machine or equipment.

ELECTRICAL ROOM LOCKOUT/TAGOUT PROCEDURE

The Plaza at Walnut Creek

This program applies to all employees and contractors working on electrical equipment at The Plaza at Walnut Creek:

I. GUIDELINES

1. Only authorized personnel shall have access to electrical equipment or electrical equipment rooms, vaults, cabinets, and disconnects.
2. Any unauthorized individuals found in an electrical equipment room will be subject to immediate removal from project.
3. Authorized personnel shall be those individuals directly in charge of or responsible for the work contained within an electrical equipment room, or the work of or associated with any piece of electrical equipment.
4. All electrical equipment and electrical equipment room doors shall remain closed and locked at all times.
5. Every individual working on projects shall be part of the safety team by closing any electrical equipment room doors which happen to be left open.
6. Only individuals skilled and trained in the electrical trades shall be allowed access to electrical equipment or electrical equipment rooms, except for those individuals which may be performing work on the supplementary aspects of the equipment room. This work is to be coordinated through the electrical supervisor in charge of the area. Where work in an area with exposed live parts is required, an electrician shall be present at all times during this work.
7. Electrical room(s) containing electrical equipment which is energized and may be or is having work performed on it shall have a conspicuous sign on the door stating, in affect "Danger - Energized Electrical Equipment", electrical voltage, and name of electrical contractor.
8. Each electrical panel, switchboard, and switchgear shall have affixed to the exterior front an appropriate ledger with columns to allow documentation of the following information:
 - A. Electrical supervisor and company name in charge of the authorized electrical worker listed.
 - B. Authorized electrical worker and company name in charge of energizing or de-energizing the listed devices or equipment.

- C. Date said equipment or device(s) was (were) energized or de-energized with authorized electrical worker's signature. There shall be two separate columns, one for energizing and one for de-energizing.
 - D. The ledger shall identify the name of the equipment to which it applies and its appropriate voltage characteristics.
- 9. Any work requiring de-energizing of electrical panels, transformers, switchboards, or switchgear shall have Work Permit.
 - 10. Once an electrical device or equipment is logged as de-energized, it may NOT, under any circumstances, be re-energized without the express consent of the individual (or individual's supervisor) who de-energized the device or equipment. This consent shall be attested to, in writing, on the energizing/de-energizing ledger.
 - 11. Upon initial energizing, each panel, switchgear, switchboard, and motor control center shall have printed documentation, conspicuously located, stating the word "HOT" in letters at least two (2) inches in height.
 - 12. Each and every piece of equipment which is or eventually will be connected to a source of electrical energy shall be considered HOT, unless the contrary is obvious through visual inspection or through a check by means of an electrical testing device.

II. PROCEDURES

Control Items:

The systems noted below are to be used in conjunction when applicable.

- A. Lock or Tree hangers for more than one lock. These types of locks will be placed on all locking attachments.
- B. Tags shall be placed on the original source of energy, i.e., panels, motor control center, disconnect control cabinets, vaults and etc.
- C. Documentation of procedures below will be placed on file and reviewed during safety meetings.
- D. Breaker tags will be used when locking device or tagging device cannot be applied. (See attached.)
- E. Panel/Controlling Cabinets Log Sheet will be attached and completed

prior to performing work on panels

Group Lockout and Tagout Procedures:

1. The placement of multiple lockout/tagout device(s) must be applied.
2. The placement of personal lockout/tagout device(s) must be applied.
3. A personal device to ensure the employee that he or she is in complete control of their protection scheme.
4. An employee's lockout/tagout device informs all other employees that work is still being performed.
5. As long as the device(s) are attached, the authorized person in charge knows that the work is not complete.
6. Until each device(s) in the group operation has been removed, each employee involved with the servicing is protected.
7. The authorized person in charge must not remove the multiple lockout/tagout device(s) until each employee in the group operation removes his or her personal device(s).

III. Items Included in Lockout and/or Tagout Systems

1. Tags (Tags will be placed to plainly identify the equipment or circuits being worked upon).
2. Breaker tags will be applied when locking device cannot be applied, i.e. lock and tag.
3. Panel log sheets must be filled out prior to working on panel or circuit/circuits. Only authorized persons can log dates in and out.
4. Documentation of procedures and previous safety meetings will be placed on file, and reviewed during safety meetings where all employees are present.