

**MIDDLEBURY COLLEGE
LOCK OUT/TAG OUT CHECKLIST**

Equipment: _____ **Date:** _____

Work Being Done (Notify affected employees): _____

Shut equipment down using normal stopping procedure.

Locate all energy isolation devices (Valves, Electrical Disconnects, etc.) and list below:

Energy Isolation Devices:	Location:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Method of eliminating/controlling stored energy (i.e. blocking, cribbing, etc.):

LOTO Performed By: _____ **Date:** _____

LOTO Verified By: _____ **Date:** _____

After service/maintenance is complete and the equipment is ready for normal operation, ensure all employees have been notified and are clear of the affected area and guards have been reinstalled.

Equipment Restored By: _____ **Date:** _____