Cal Poly Facilities

Electrical Work Rules for Contractors

The purpose of this document is to clarify requirements for electrical work on new and existing systems in facilities at Cal Poly. To ensure the safety of personnel working on electrical systems, it is critical that safe work practices are followed and that outages are well planned and carefully scheduled and coordinated. The following rules apply to contractors performing electrical work on the Cal Poly campus:

1. Electrical work shall not be performed on energized systems.
2. Panel covers and dead fronts shall not be removed while a panel is energized.
3. Circuit breakers shall not be cycled to switch existing loads on and off while a panel is in service.
4. All work up to the point of connection at an existing panel shall be completed without penetrating the enclosure. Once this new work is complete up to the existing panel, an outage shall be scheduled to facilitate termination at the panel.
5. Contractors shall schedule electrical outages with the responsible Project Manager. Work shall be planned and scheduled so as to minimize the number of outages required.
6. The University Electricians will de-energize systems at the point of connection on the scheduled outage day and time. Lock Out/Tag Out will be performed by both the University Electricians and the qualified contractor performing the work.
7. During an outage, the individual working on the system shall be responsible for confirming that an "electrically safe work condition" has been established per NFPA 70E procedures using appropriate PPE.
8. Once the work at the point of connection is complete an inspection shall be scheduled with the campus building inspector and/or University Electricians.
9. Upon acceptance of the inspection, the locks shall be removed and the system shall be re-energized by the University Electricians.
10. Upon re-energization, the contractor shall test all new installations to confirm they are functioning properly prior to completing work and leaving the work location.