**Method of Procedure**

Revision: 3 Date: 7/29/2019

**Project Name**: State of MN Stassen Building Solar Project

**RECS Project No. :** 02CP0101

**Contractor Name:** Innovative Power Systems

**Method of Procedure brief description:** Disconnect power to Bus Duct West Side to add 200A bus duct switch.

**Date work starts:**  Saturday August 24th **Time:** 7:00am

**Estimated duration of work:** 4 HOURS; (Bus Duct will be down for three hours)

1. **Detailed description of work to be done:**
2. **7:00am** FMD will be on site
3. Call Cap Security inform them that we will put FA in bypass
4. FA panel in bypass by PME
5. **7:30 am** Turn off power to all floor level disconnects and bus duct in main service gear. Order of de-energization is on spreadsheet.
6. **8:00am** Test for de-energization of bus duct
7. Lock and tag breaker at main gear
8. Install new 200A switch to bus duct on 4th floor electrical room on west end of building.
9. **9:30 am** Verify no continuity between phase conductors.
10. Remove lock and tag of breaker to bus duct
11. **10:30 am** Energize bus duct and reenergize each disconnect on each floor level. Order of re-energization is on spreadsheet.
12. Verify correct voltages at new switch
13. **11:30am** FA panel taken out of bypass by PME
14. **Below are the details of disconnects and switches to be de-energized.**

Attached is a spreadsheet of panels that will be deenergized.

1. **Work above will affect Building normal power (outage required)**: Yes

**Building Outage includes the following:**

Stassen Building

1. **Work above will affect Building generator power (outage required)**: No
2. **Equipment being worked on and affect on any other equipment:**

Main electrical switch gear

Bus duct on west side of building

Lighting, computers, and any other equipment attached to bus duct will be de-energized during work

1. **FMD Contact listed below. FMD will be on site:**

Names to be provided by the State

1. **Personnel doing the work:**

Company Name**:** Innovative Power Systems

Foreman: Christopher Jarosch

Office Number:

Cell Number: 715-760-0071

Journeyman: Thomas Anderson

Cell Number:715-977-2662