

#### Restoring the water heater WH-1

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.

	<ul> <li>Energy Control Procedure St Cloud Public Schools - Apollo School – Boiler room Equipment: water heater WH-2 Manufacturer: AO SMITH Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard. Purpose: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others. Authorization: Authorized employees trained in lockout &amp; tag out procedures are to install lockout &amp; tag out devices in accordance with company procedure. Lockout and tag out devices will only be removed by the installer or the maintenance leader. Compliance: Failure to comply with established procedure will result in disciplinary action or termination.</li></ul>
AO Smith Water Heater WH-2 Shut Down Process Energy Source(s) Electric – Gas	<b>Step 1</b> Notify affected employees of shut down (operators, area personnel)
MODULATING MODULATING MUMANENT PERMANAN MUMANENT MUM	<b>Step 2</b> Turn off machine using accepted procedure (operator)
	Step 3 Electrical panel A-12 in Boiler Room Area • Turn off Breaker # 29 • Attach breaker device, lock and tag
	Step 4 Ball Valve (Gas) • Turn off valve • Attach ball valve lock out device then tag and lock
	Step 5 Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.
	by testing with multi meter or voltage detector.

#### Restoring the water heater WH-2

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



#### Restoring the water heater WH-3

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



Fulton Boiler #1 Shut Down Process Energy Source(s) Electric, Gas, Hot Water

#### Energy Control Procedure

St Cloud Public Schools – Apollo School – Boiler room Equipment: Boiler #1

Manufacturer: Fulton

**Scope**: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

**Purpose**: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others.

Authorization: Authorized employees trained in lockout & tag out procedures are to install lockout & tag out devices in accordance with company procedure. Lockout and tag out devices will only be removed by the installer or the maintenance leader.

Step 1 Notify affected employees of shut down (operators, area personnel)

Step 2 Turn off machine using accepted procedure (operator)
Step 3Electrical panel EPD-1 in Receiving AreaTurn off Breaker # 19,21,23Attach breaker device, lock and tag
Step 4         Ball Valve (Gas)         • Turn off valve         • Attach ball valve lock out device then tag and lock
Step 5 Ball Valve (hot water) • Turn off valve • Attach ball valve lock out device then tag and lock
Step 6 Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



Fulton Boiler #2 Shut Down Process Energy Source(s) Electric, Gas, Hot Water

**Energy Control Procedure** St Cloud Public Schools - Apollo School - Boiler room **Equipment**: Boiler #2 Manufacturer: Fulton **Scope**: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard. Purpose: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others. Authorization: Authorized employees trained in lockout & tag out procedures are to install lockout & tag out devices in accordance with company procedure. Lockout and tag out devices will only be removed by the installer or the maintenance leader.

> Step 1 Notify affected employees of shut down (operators, area personnel)

Step 2 Turn off machine using accepted procedure (operator)

#### Step 3

Electrical panel A-17 in Receiving AreaTurn off Breaker # 8,10,12

• Attach breaker device, lock and tag

Step 4 Ball Valve (Gas) • Turn off valve

Attach ball valve lock out device then tag and lock

### Step 5

Ball Valve (hot water)

- Turn off valve
- Attach ball valve lock out device then tag and lock

#### Step 6

Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



Fulton Boiler #3 Shut Down Process Energy Source(s) Electric, Gas, Hot Water Energy Control Procedure St Cloud Public Schools – Apollo School – Boiler room

**Equipment**: Boiler #3 **Manufacturer**: Fulton

**Scope**: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

**Purpose**: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others. **Authorization**: Authorized employees trained in lockout & tag out procedures are to install lockout & tag out devices in accordance with company procedure. Lockout and tag out devices will only be removed by the installer or the maintenance leader.

> Step 1 Notify affected employees of shut down (operators, area personnel)

 Step 2

 Turn off machine using accepted procedure (operator)

 Step 3

 Electrical panel A-17 in Receiving Area

 • Turn off Breaker # 13,15,17

 • Attach breaker device, lock and tag

 Step 4

 Ball Valve (Gas)

 • Turn off valve

 • Attach ball valve lock out device then tag and lock

#### Ball Valve (hot water) • Turn off valve

• Attach ball valve lock out device then tag and lock

#### Step 6

Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



Lochinvar Booster Heater Shut Down Process Energy Source(s) Electric, Gas, Hot Water Energy Control Procedure St Cloud Public Schools – Apollo High School – Boiler Room Equipment: Kitchen booster heater Manufacturer: Lochinvar

**Scope**: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

**Purpose**: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others. **Authorization**: Authorized employees trained in lockout & tag out procedures are to install lockout & tag out devices in accordance with company procedure. Lockout and tag out devices will only be removed by the installer or the maintenance leader.

**Compliance**: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1 Notify affected employees of shut down (operators, area personnel)

Step 2 Turn off machine using accepted procedure (operator)

#### Step 3

Electrical panel A-17 in Boiler Room

• Turn off Breakers 1, 3, 5

• Attach breaker device, lock and tag

**Step 4** Ball Valve (Gas)

• Turn off valve

• Attach ball valve lock out device then tag and lock

Step 5 Turn off hot water supply valve Turn off hot water return valve • Attach lock and tag

#### Step 6

Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.

#### Restoring the booster heater

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



#### **Restoring the Chiller**

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.



#### **Restoring the Chiller**

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.

	<ul> <li>Energy Control Procedure</li> <li>St Cloud Public Schools – Apollo High School – Wood Shop</li> <li>Equipment: TimeSaver</li> <li>Manufacturer: TimeSaver Inc.</li> <li>Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.</li> <li>Purpose: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others.</li> <li>Authorization: Authorized employees trained in lockout &amp; tagout procedures are to install lockout &amp; tagout devices in accordance with company procedure. Lockout and tagout</li> </ul>
EMERGENCY STOP	devices will only be removed by the installer or the maintenance leader. <b>Compliance</b> : Failure to comply with established procedure will result in disciplinary action or termination.
TimeSaver Belt Sander Shut Down Process	Step 1 Notify affected employees of shut down (operators, area personnel)
	Step 2 Turn off machine using accepted procedure (operator)
	<ul> <li>Step 3</li> <li>Electrical panel # C-28</li> <li>Turn off Breaker #16,18,20</li> </ul>
	<ul> <li>Step 4</li> <li>Ball Valve (Compressed Air)</li> <li>Turn off valve</li> <li>Attach ball valve lock out device then tag and lock</li> </ul>
	Step 5 Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or

voltage detector.

#### **Restoring the TimeSaver**

- 1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
- 2. Verify controls are in the off or neutral position.
- 3. Remove locks, tags and lockout devices and return control device to the "on" position.
- 4. Notify affected employees that equipment will be restarted.
- 5. Restart equipment using regular operating procedures.

Building: <u>Apollo High School Boiler Room</u> Machine: <u>Generator - Kohler</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Control panel on front of unit

3. Turn off the (Battery/natural gas) energy sources by placing energy isolating devices in the off position.



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Isolating Device Location 1

#### Battery



Isolating Device Location 2 Ball valve on natural gas pipeline supplying unit

Control panel on front of unit

Operating Control Location

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: <u>Disconnect battery, apply lockout device to source of natural gas, allow unit to</u> <u>cool</u>
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to start</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

### **Restoring Generator to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Battery/natural gas
- 5. Restart the equipment.





Building: <u>Apollo High School Boiler Room</u> Machine: <u>Booster Heater - Raypack</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Thermostat on water tank

3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.



Operating Control Location Thermostat on water tank



Isolating Device Location 1 Toggle switch next to unit



Isolating Device Location 2 Ball valve on natural gas pipeline supplying unit

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and natural gas, allow unit to cool
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to start</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

### **Restoring Booster Heater to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/natural gas
- 5. Restart the equipment.





Building: <u>Apollo High School Boiler Room</u> Machine: <u>Air Compressor - Ingersoll-Rand</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Air pressure regulator on unit

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Air pressure regulator on unit



Isolating Device Location 1 Knife switch next to unit



Isolating Device Location 2 Pressure release valve on unit

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, bleed air from tank and lines
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to start, check pressure gauge</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

### **Restoring Air Compressor to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





Building: <u>Apollo High School Boiler Room</u> Machine: <u>Air Compressor</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Air pressure regulator on unit

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Air pressure regulator on unit



Isolating Device Location 1 Knife switch next to unit



Isolating Device Location 2 Pressure release valve on unit

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, bleed air from tank and lines
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to start, check pressure gauge</u> *Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Compressor to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





Building: <u>Apollo High School Tunnel off Boiler Room</u> Machine: <u>Air Compressor - Curtis</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Air pressure regulator on unit

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Air pressure regulator on unit



Isolating Device Location 1 Knife switch next to unit



Isolating Device Location 2 Pressure release valve on unit

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, bleed air from tank and lines
- 6. Verify that equipment is disconnected from the energy source (s) **Attempt to start, check pressure gauge Caution**: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring Air Compressor to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





Building: <u>Apollo High School A Building Tunnel</u> Machine: <u>AHU #25</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch next to unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring AHU to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Penthouse A-2</u> Machine: <u>AHU #24 - York</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Computer controls in engineer's office



Isolating Device Location 1

Panel A-23, breaker #7



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) <u>SERVICED ONLY BY CERTIFIED</u> <u>REFRIGERATION SPECIALIST</u>

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring AHU to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: Apollo High School C Building Tunnel Machine: Air Compressor

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Air pressure regulator on unit

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Air pressure regulator on unit



Isolating Device Location 1 Knife switch next to unit





Isolating Device Location 2 Pressure release valve on unit

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, bleed air from tank and lines
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to start, check pressure gauge</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

### **Restoring Air Compressor to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: Apollo High School Auto Shop C912 Machine: Car Hoist #1

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on side of unit

 Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on side of unit



Isolating Device Location 1 Knife switch on unit



No Picture Available

Isolating Device Location 2 Lower unit all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and lower the unit to the floor
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Car Hoist to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: <u>Apollo High School Auto Shop C912</u> Machine: <u>Car Hoist #2</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on side of unit



Isolating Device Location 1 Toggle switch on unit



No Picture Available

Isolating Device Location 2 Lower unit all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and lower the unit to the floor
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Car Hoist to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: Apollo High School Auto Shop C912 Machine: Car Hoist #3

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on side of unit

 Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Controls on side of unit



Isolating Device Location 1 Knife switch on unit



No Picture Available

Isolating Device Location 2 Lower unit all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and lower the unit to the floor
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Car Hoist to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: <u>Apollo High School Auto Shop C912</u> Machine: <u>Car Hoist #4</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on side of unit

 Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Controls on side of unit



Isolating Device Location 1 Toggle switch on unit



No Picture Available

Isolating Device Location 2 Lower unit all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and lower the unit to the floor
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Car Hoist to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.





Building: <u>Apollo High School Auto Shop C912</u> Machine: <u>Garage Door #1</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Controls on right side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on right side of unit



Isolating Device Location 1 Panel C-10 (in hallway), breaker #4



No Picture Available

Isolating Device Location 2 Lower door all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, brace or lower door
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Garage Door to Service**

- 1, Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: Apollo High School Auto Shop C912 Machine: Garage Door #2

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on right side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on right side of unit



Isolating Device Location 1 Panel C-10 (in hallway), breaker #6



No Picture Available

Isolating Device Location 2 Lower door all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, brace or lower door
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Garage Door to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: <u>Apollo High School Auto Shop C912</u> Machine: <u>Garage Door #3</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Controls on right side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on right side of unit



Isolating Device Location 1 Panel C-10 (in hallway), breaker #8



No Picture Available

Isolating Device Location 2 Lower door all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, brace or lower door
- 6. Verify that equipment is disconnected from the energy source (s) **Attempt to raise or lower unit Caution**: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring Garage Door to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: <u>Apollo High School Auto Shop C912</u> Machine: <u>Garage Door #4</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Controls on right side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on right side of unit



Isolating Device Location 1 Panel C-10 (in hallway), breaker #10



No Picture Available

Isolating Device Location 2 Lower door all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, brace or lower door
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

### **Restoring Garage Door to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



#### Building: <u>Apollo High School Auto Shop C911</u> Machine: <u>Garage Door</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Controls on right side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on right side of unit



Isolating Device Location 1 Panel C-10 (in hallway), breaker #14



No Picture Available

Isolating Device Location 2 Lower door all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, brace or lower door
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Garage Door to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: <u>Apollo High School Wood Shop C910</u> Machine: Timesaver

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on front of unit

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location
<u>Controls on front of unit</u>



Isolating Device Location 1 Panel C-28, breaker #16, 18, 20



Isolating Device Location 2 Ball valve on pneumatic line supplying unit

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and pneumatics
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to start</u> Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring Timesaver to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





#### Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - Sanyo</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Thermostat in Maintenance Office

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Thermostat in Maintenance Office



Isolating Device Location 1

Toggle switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

*Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.* 

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - Mitsubishi</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Thermostat in Room 314

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Thermostat in Room 314



Isolating Device Location 1

Pull out breaker on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: Apollo High School Roof Machine: Freezer Compressor

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### **Operating Control Location**: <u>Thermostat in freezer</u>

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Thermostat in freezer



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Freezer Compressor to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Cooler Compressor</u>

- Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### **Operating Control Location:** Thermostat in cooler

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Thermostat in cooler



Isolating Device Location 1 Knife switch on unit



Isolating Device Location 2 <u>Refrigerant capture port on unit</u> (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring Cooler Compressor to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





#### Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - McQuay</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Computer controls in engineer's office



Isolating Device Location 1

#### Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - Carrier</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch next to unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - Liebert</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Pull out breaker on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - Samsung</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Thermostat in DAO Hub Room

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Thermostat in DAO Hub Room



Isolating Device Location 1

Toggle switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - EnviroAir</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### **Operating Control Location:** <u>Thermostat in Room B439</u>

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Thermostat in Room B439



Isolating Device Location 1

Toggle switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - EnviroAir</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Thermostat in Room B440

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Thermostat in Room B440



Isolating Device Location 1 Toggle switch on unit

Isolating Device Location 2

Refrigerant capture port on unit (internal)

No Picture Available

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.





Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - York</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1





No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

#### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: Apollo High School Roof Penthouse Machine: <u>AHU C-18</u>

- Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Computer controls in engineer's office

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location Computer controls in engineer's office



Isolating Device Location 1 Knife switch on west wall



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) <u>SERVICED ONLY BY CERTIFIED</u> <u>REFRIGERATION SPECIALIST</u>

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

### **Restoring AHU to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - York</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### **REFRIGERATION SPECIALIST**

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Roof</u> Machine: <u>Air Conditioning Unit - York</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in engineer's office

 Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
- 6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED**

### REFRIGERATION SPECIALIST

*Caution*: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

## **Restoring Air Conditioning Unit to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/pneumatic
- 5. Restart the equipment.



Building: <u>Apollo High School Wood Shop C910</u> Machine: <u>Garage Door</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

#### Operating Control Location: Controls on side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location



Isolating Device Location 1
Panel C-10 (in hallway). breaker #12



No Picture Available

Isolating Device Location 2 Lower door all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity, brace or lower door
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Garage Door to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.



Building: <u>Apollo High School Auto Shop C912</u> Machine: <u>Car Hoist</u>

- 1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
- 2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

### Operating Control Location: Controls on side of unit

3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.



Operating Control Location Controls on side of unit



Isolating Device Location 1 Toggle switch on unit



No Picture Available

Isolating Device Location 2 Lower unit all the way or wedge

- 4. Lockout the energy isolating device(s) with assigned individual locks.
- 5. Dissipate residual energy: Apply lockout device to source of electricity and lower the unit to the floor
- 6. Verify that equipment is disconnected from the energy source (s) <u>Attempt to raise or lower unit</u> *Caution*: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

## **Restoring Car Hoist to Service**

- 1. Notify affected employees that maintenance has finished and lock and tags will be removed.
- 2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
- 3. Verify that the controls are in neutral or off.
- 4. Remove the lockout devices and re-energize the Electric/potential
- 5. Restart the equipment.

