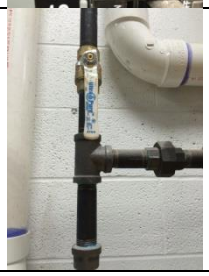
AO Smith
Water Heater #1 Shut Down Process
Energy Source(s) Electric – Gas

Energy Control Procedure
St Cloud Public Schools -North School – Boiler room
Equipment: water heater #1
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 & 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
(push button switch)

Step 3
Electrical panel LP-O-1
- Turn off Breaker # 8



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.

Restoring the water heater #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.

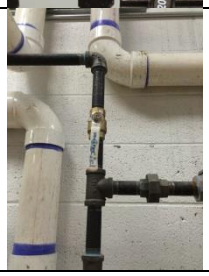
AO Smith
Water Heater #2 Shut Down Process
Energy Source(s) Electric – Gas

Energy Control Procedure
St Cloud Public Schools –North School – Boiler room
Equipment: water heater #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 & 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
(push button switch)

Step 3
Electrical panel LP-O-1
- Turn off Breaker # 10



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.

Restoring the water heater #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.

Fulton
Boiler #1 Shut Down Process
Energy Source(s) Electric – Gas

Energy Control Procedure
St Cloud Public Schools –North 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 (switch)

Step 3
Electrical panel HP-O-1 in Receiving Area
- Turn off Breaker # 38,40,42

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.

Restoring the Boiler #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.

Fulton
Boiler #2 Shut Down Process
Energy Source(s) Electric – Gas

Energy Control Procedure
St Cloud Public Schools –North 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 (switch)

Step 3
Electrical panel HP-O-1 in Receiving Area
- Turn off Breaker # 32,34,36

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.

Restoring the Boiler #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.

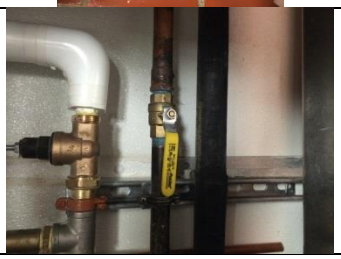
Energy Control Procedure
St Cloud Public Schools – North School – Kitchen
Equipment: booster heater
Manufacturer: Hatco
Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.
Purpose: To provide specific guidance to authorized personnel 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.

Hatco
Booster Heater Shut Down Process
Energy Source(s) Electric – Gas

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

Step 2
Turn off machine using accepted procedure (operator)

Step 3
Electrical disconnect next to unit
- Turn off knife switch
- Apply 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.

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.

Lockout Tagout Specific Procedure

Building: North Junior High Tunnel A156
Machine: Cooler 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: 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 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 Cooler Compressor to Service

When the servicing or maintenance is completed, and the machine/equipment is ready to be returned to normal operating condition, the following steps shall be taken:

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.**

Lockout Tagout Specific Procedure

Building: North Junior High Tunnel A156
Machine: Elevator - Academics

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

Operating Control Location

Controls in elevator

Isolating Device Location 1

Knife switch in equipment room

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, brace or lower unit**
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 Elevator to Service

When the servicing or maintenance is completed, and the machine/equipment is ready to be returned to normal operating condition, the following steps shall be taken:

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.**

Lockout Tagout Specific Procedure

Building: North Junior High Kitchen Above Walk-In Freezer
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: Thermostat on freezer
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.

Operating Control Location

Thermostat on freezer

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 Freezer Compressor to Service

When the servicing or maintenance is completed, and the machine/equipment is ready to be returned to normal operating condition, the following steps shall be taken:

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.**

Lockout Tagout Specific Procedure

Building: North Junior High Boiler Room
Machine: Air Compressor - East

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

Breaker on 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

When the servicing or maintenance is completed, and the machine/equipment is ready to be returned to normal operating condition, the following steps shall be taken:

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.**

Lockout Tagout Specific Procedure

Building: North Junior High Roof
Machine: Air Conditioning Unit - Mitsubishi

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

Operating Control Location

Thermostat in server 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

When the servicing or maintenance is completed, and the machine/equipment is ready to be returned to normal operating condition, the following steps shall be taken:

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.**