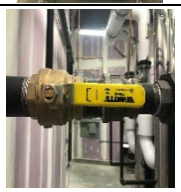
Benchmark
Boiler #1 Shut Down Process
Energy Source(s) Electric, Gas, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Boiler room
Equipment: Boiler #1
Manufacturer: Benchmark
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.

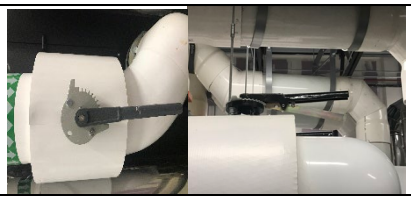
Step 1
Notify affected employees of shut down (operators, area personnel)

Step 2
Turn off machine using accepted procedure (operator)

Step 3
in Boiler Room
- Turn off disconnect Boiler #1
- 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.

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.

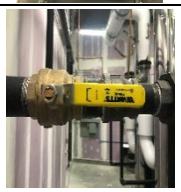
Benchmark
Boiler #2 Shut Down Process
Energy Source(s) Electric, Gas, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Boiler room
Equipment: Boiler #2
Manufacturer: Benchmark
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.

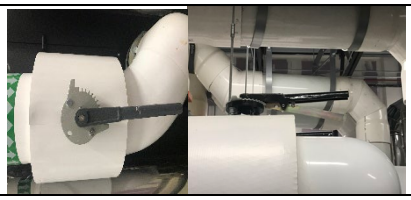
Step 1
Notify affected employees of shut down (operators, area personnel)

Step 2
Turn off machine using accepted procedure (operator)

Step 3
in Boiler Room
- Turn off disconnect Boiler #2
- 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.

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.

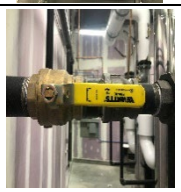
Benchmark
Boiler #3 Shut Down Process
Energy Source(s) Electric, Gas, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Boiler room
Equipment: Boiler #3
Manufacturer: Benchmark
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.

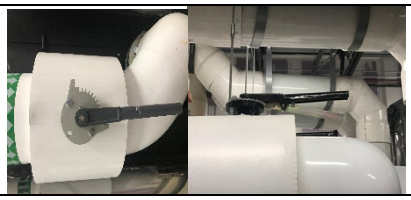
Step 1
Notify affected employees of shut down (operators, area personnel)

Step 2
Turn off machine using accepted procedure (operator)

Step 3
in Boiler Room
- Turn off disconnect Boiler #3
- 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.

Restoring the Boiler #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.

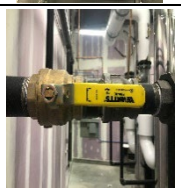
Benchmark
Boiler #4 Shut Down Process
Energy Source(s) Electric, Gas, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Boiler room
Equipment: Boiler #4
Manufacturer: Benchmark
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.

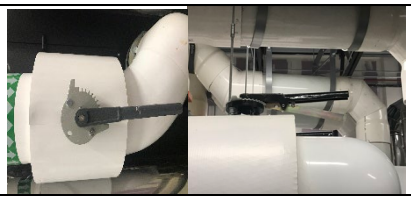
Step 1
Notify affected employees of shut down (operators, area personnel)

Step 2
Turn off machine using accepted procedure (operator)

Step 3
in Boiler Room
- Turn off disconnect Boiler #4
- 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.

Restoring the Boiler #4
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.

Hot Water Pump #1
Shut Down Process
Energy Source(s) Electric, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Mechanical room
Equipment: HWP #1
Manufacturer:
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
- Turn off disconnect HWP 1
- Attach lock and tag

Step 4
Valve (Hot Water)
- Turn off valve
- Attach 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 HWP #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.

Hot Water Pump #2
Shut Down Process
Energy Source(s) Electric, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Mechanical room
Equipment: HWP #2
Manufacturer:
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
- Turn off disconnect HWP 2
- Attach lock and tag

Step 4
Valve (Hot Water)
- Turn off valve
- Attach 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 HWP #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.

Hot Water Pump #2
Shut Down Process
Energy Source(s) Electric, Hot Water

Energy Control Procedure
St Cloud Public Schools – Tech School – Mechanical room
Equipment: HWP #3
Manufacturer:
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
- Turn off disconnect HWP 2
- Attach lock and tag

Step 4
Valve (Hot Water)
- Turn off valve
- Attach 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 HWP #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.