

Lockout Tagout Specific Procedure

Building: District Service Building Roof

Machine: Cooler Condenser - Bohn



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 cooler

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



Operating Control Location

Thermostat on cooler



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 Cooler Condenser 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: District Service Building Roof

Machine: Air Conditioning Unit



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 office

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



Operating Control Location

Thermostat in 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

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: District Service Building Roof

Machine: Air Conditioning Unit - Carrier



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 lounge

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



Operating Control Location

Thermostat in lounge



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

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: District Service Building Roof

Machine: Make Up Air Unit - Titan



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 Wash Bay

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



Operating Control Location

Controls in Wash Bay



Isolating Device Location 1

Knife switch on 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) **Attempt to start**

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

Restoring Make Up Air 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/natural gas**
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building Roof

Machine: Make Up Air Unit - Titan



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 Carpenter's Shop

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



Operating Control Location

Controls in Carpenter's Shop



Isolating Device Location 1

Knife switch on 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) **Attempt to start**

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

Restoring Make Up Air 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/natural gas**
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building Roof

Machine: Make Up Air Unit - Titan



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 Mechanic's Bay

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



Operating Control Location

Controls in Mechanic's Bay



Isolating Device Location 1

Knife switch on 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) **Attempt to start**

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

Restoring Make Up Air 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/natural gas
5. Restart the equipment.



Lockout Tagout Specific Procedure

Building: District Service Building 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: 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 on wall - paint booth room

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: District Service Building Exterior Building

Machine: Make Up Air Unit - Spray Booth



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 Spray Booth

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



Operating Control Location

Controls in Spray Booth



Isolating Device Location 1

Knife switch on 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) Attempt to start

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

Restoring Make Up Air 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/natural gas
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building Carpenter's Shop

Machine: Make Up Air Unit S-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 in Carpenter's Shop Storage

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



Operating Control Location

Controls in Carpenter's Shop Storage



Isolating Device Location 1

Knife switch on 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) Attempt to start

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

Restoring Make Up Air 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/natural gas
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building Above Office in Warehouse

Machine: Heating Unit - Rheem



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 office

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



Operating Control Location

Thermostat in office



Isolating Device Location 1

Toggle switch on 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) Attempt to start

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

Restoring Heating 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/natural gas
5. Restart the equipment.



Lockout Tagout Specific Procedure

Building: District Service Building Above Office in Warehouse

Machine: Furnace - Carrier



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 office

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



Operating Control Location

Thermostat in office



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) Attempt to start

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

Restoring Furnace 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:

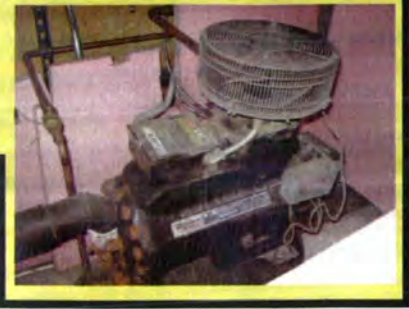
1. Notify affected employees that maintenance has finished and lock and tags will be removed.
2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
3. Verify that the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



Lockout Tagout Specific Procedure

Building: District Service Building Above Cooler in Warehouse

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 on cooler

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



Operating Control Location

Thermostat on cooler



Isolating Device Location 1

Knife switch above 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: District Service Building Warehouse

Machine: Unit Heater #6 - Reznor



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 below unit

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



Operating Control Location

Thermostat below unit



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) **Attempt to start**

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

Restoring Unit Heater 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/natural gas**
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building Warehouse

Machine: Unit Heater #7 - Reznor



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 below unit

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



Operating Control Location

Thermostat below unit



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) Attempt to start

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

Restoring Unit Heater 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/natural gas
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building Warehouse

Machine: Garage Door



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

Toggle switch next to unit

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

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: District Service Building Bay 9

Machine: Garage Door



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

Toggle switch next to unit

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

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: District Service Building Bay 10

Machine: Garage Door



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

Toggle switch next to unit

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

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: District Service Building Warehouse

Machine: Unit Heater - Reznor



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 below unit

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



Operating Control Location

Thermostat below unit



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) Attempt to start

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

Restoring Unit Heater 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/natural gas
5. **Restart the equipment.**

Lockout Tagout Specific Procedure

Building: District Service Building Mechanic's Bay

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) 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: District Service Building Engineer's Shop

Machine: Unit Heater - Bryant



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 by door

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



Operating Control Location

Thermostat by door



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) Attempt to start

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

Restoring Unit Heater 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/natural gas
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: District Service Building The Annex Bay 14

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 15

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 16

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 17

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 18

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 19

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 20

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 21

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 22

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building Wash Bay 7

Machine: Garage Door



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 to right of unit

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



Operating Control Location

Controls to right of unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building Wash Bay 8

Machine: Garage Door



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 to left of unit

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



Operating Control Location

Controls to left of unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building Mechanic's Bay 6

Machine: Unit Heater - Modine



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 below unit

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



Operating Control Location

Thermostat below unit



Isolating Device Location 1

Left panel in mechanic's office, breaker #8



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) Attempt to start

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

Restoring Unit Heater 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/natural gas
5. Restart the equipment.



Lockout Tagout Specific Procedure

Building: District Service Building Mechanic's Bay 6

Machine: Garage Door



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 to right of unit

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



Operating Control Location

Controls to right of unit



Isolating Device Location 1

Left panel in mechanic's office, 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) **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

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: District Service Building Mechanic's Bay 5

Machine: Garage Door



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 to left of unit

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



Operating Control Location

Controls to left of unit



Isolating Device Location 1

Left panel in mechanic's office, 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) 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

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: District Service Building Bay 1

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Left panel in mechanic's office, 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) **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

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: District Service Building Bay 2

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Left panel in mechanic's office, 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) **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

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: District Service Building Bay 3

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Left panel in mechanic's office, 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) **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

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: District Service Building Bay 4

Machine: Garage Door



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 next to unit

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



Operating Control Location

Controls next to unit



Isolating Device Location 1

Left panel in mechanic's office, 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) **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

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: District Service Building The Annex

Machine: Make Up Air Unit - Titan



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 next to electrical panels

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



Operating Control Location

Controls next to electrical panels



Isolating Device Location 1

Disconnect on 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) **Attempt to start**

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

Restoring Make Up Air 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/natural gas**
5. Restart the equipment.



Lockout Tagout Specific Procedure

Building: District Service Building The Annex Bay 12

Machine: Garage Door



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 to left of unit

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



Operating Control Location

Controls to left of unit



Isolating Device Location 1

Toggle switch next to unit

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

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: District Service Building The Annex Bay 13

Machine: Garage Door



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 to left of unit

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



Operating Control Location

Controls to left of unit



Isolating Device Location 1

Toggle switch next to unit

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

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.**

