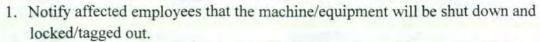
**Building: McKinley Center Room G17** 

Machine: Freight Elevator



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

Knife switch above unit



No Picture Available

Isolating Device Location 2

Lower unit all the way or wedge

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

## **Restoring Freight Elevator to Service**

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier Northeast

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

Operating Control Location: Thermostat in Phone Room 113

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



Operating Control Location

Thermostat in Phone Room 113



Isolating Device Location 1

Toggle switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier Northeast

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

Operating Control Location: Thermostat in Media Center

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



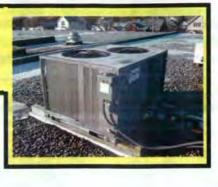
Operating Control Location

Thermostat in Media Center



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier #14

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

Operating Control Location: Thermostat in Room G5

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



Operating Control Location

Thermostat in Room G5



Isolating Device Location 1

Pull out breaker on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier #15

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

Operating Control Location: Thermostat in Room G8

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



Operating Control Location

Thermostat in Room G8



Isolating Device Location 1

Pull out breaker on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier Northwest

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

Operating Control Location: Thermostat in Room 132

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



Operating Control Location

Thermostat in Room 132



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier Northwest

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

Operating Control Location: Thermostat in Room 131

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



Operating Control Location

Thermostat in Room 131



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier East

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

Operating Control Location: Thermostat in Room 115

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



Operating Control Location

Thermostat in Room 115



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
- Verify that equipment is disconnected from the energy source (s) <u>SERVICED ONLY BY CERTIFIED</u> <u>REFRIGERATION SPECIALIST</u>

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier East

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

Operating Control Location: Thermostat in Room 116

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



Operating Control Location

Thermostat in Room 116



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier Southeast

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

Operating Control Location: Thermostat in Room 117

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



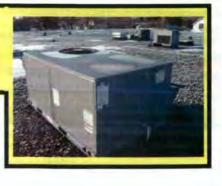
Operating Control Location

Thermostat in Room 117



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier Southeast

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

Operating Control Location: Thermostat in Room 118

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



Operating Control Location

Thermostat in Room 118



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier South

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

Operating Control Location: Thermostat in Room 144

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



Operating Control Location

Thermostat in Room 144



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**
- Verify that equipment is disconnected from the energy source (s) <u>SERVICED ONLY BY CERTIFIED</u> <u>REFRIGERATION SPECIALIST</u>

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

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

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



**Building: McKinley Center Roof** 

Machine: Air Conditioning Unit - Carrier West

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

Operating Control Location: Thermostat in Room G13

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



Operating Control Location

Thermostat in Room G13



Isolating Device Location 1

Knife switch on unit



No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

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

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





Fulton
Boiler #1 Shut Down Process
Energy Source(s) Electric, Hot H2O, Gas

#### **Energy Control Procedure**

St Cloud Public Schools – Mckinley 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.

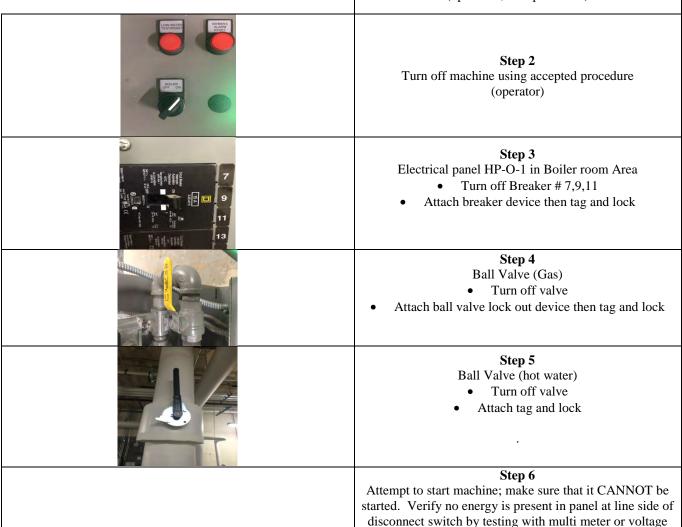
**Authorization**: Authorized employees trained in lockout & tags out procedures are to install lockout & tag out devices in accordance with company procedure. Lockout and tag out devices will only be removed by the installer or the maintenance leader.

**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)

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, Hot H2O, Gas

#### **Energy Control Procedure**

St Cloud Public Schools – Mckinley 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

ıazard.

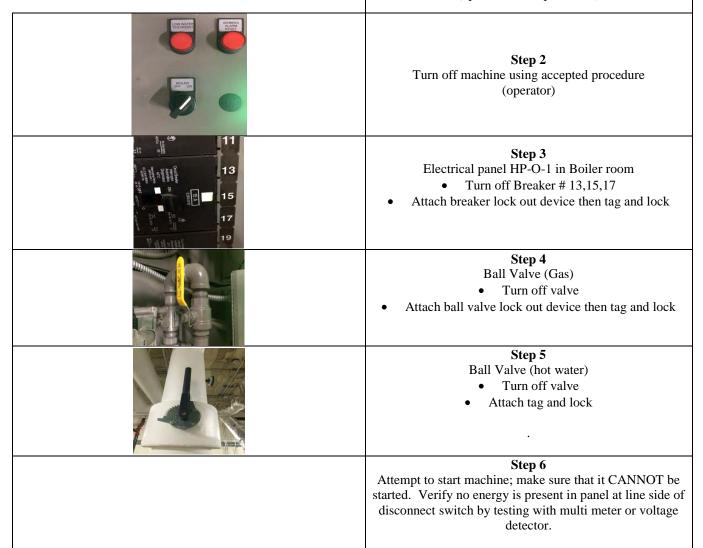
**Purpose**: To provide specific guidance to authorized personnel on how to de-energize the equipment, to prevent the unexpected start-up or release of energy that could result in injury or death to employee or authorized others.

**Authorization**: Authorized employees trained in lockout & tags 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)



#### 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.



HTP
Water Heater Shut Down Process
Energy Source(s) Electric – Gas

#### **Energy Control Procedure**

St Cloud Public Schools –McKinley School – Boiler room

**Equipment**: water heater **Manufacturer**: HTP

**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

#### Step 1

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



### Step 2

Turn off machine using accepted procedure (operator)

#### Step 3

Electrical breaker panel 1-B

- Turn off breaker #18
- Attach breaker lock out device then tag and lock

### 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. 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.