

Lockout Tagout Specific Procedure

Building: Oak Hill Elementary 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 server room

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



Operating Control Location

Thermostat in server room



Isolating Device Location 1

Toggle switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Air Conditioning Unit to Service

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

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



Lockout Tagout Specific Procedure

Building: Oak Hill Elementary Roof

Machine: Condensing Unit #1 - 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: Computer controls in engineer's office

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



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Condensing 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: Oak Hill Elementary Roof

Machine: Air Conditioning Unit - Comfortmaker



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 main office

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



Operating Control Location

Thermostat in main office



Isolating Device Location 1

Knife switch next to unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit (internal)

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

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

Restoring Air Conditioning Unit to Service

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: Oak Hill Elementary Roof

Machine: Condensing Unit #38 - McQuay



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

Operating Control Location: Computer controls in engineer's office

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



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Condensing 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: Oak Hill Elementary Roof

Machine: Condensing Unit #41 - McQuay



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

Operating Control Location: Computer controls in engineer's office

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



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Condensing 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: Oak Hill Elementary Roof

Machine: Condensing Unit #37 - McQuay



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

Operating Control Location: Computer controls in engineer's office

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



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Condensing 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: Oak Hill Elementary Roof

Machine: Condensing Unit #39 - McQuay



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

Operating Control Location: Computer controls in engineer's office

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



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Condensing 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: Oak Hill Elementary Roof

Machine: Condensing Unit #40 - McQuay



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

Operating Control Location: Computer controls in engineer's office

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



Operating Control Location

Computer controls in engineer's office



Isolating Device Location 1

Knife switch on unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Condensing 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: Oak Hill Elementary Boiler Room Penthouse

Machine: Cooler Compressor



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

Operating Control Location: Thermostat in cooler

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



Operating Control Location

Thermostat in cooler



Isolating Device Location 1

Knife switch next to unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Cooler Compressor to Service

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

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



Lockout Tagout Specific Procedure

Building: Oak Hill Elementary Boiler Room Penthouse

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 in freezer

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



Operating Control Location

Thermostat in freezer



Isolating Device Location 1

Knife switch next to unit

No Picture Available

Isolating Device Location 2

Refrigerant capture port on unit
(internal)

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

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

Restoring Freezer Compressor to Service

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

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



Lockout Tagout Specific Procedure

Building: Oak Hill Elementary Boiler Room Penthouse

Machine: Hot Water Heater - A.O. Smith



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 unit

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



Operating Control Location

Thermostat on unit



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 Hot Water 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: Oak Hill Elementary Boiler Room

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 switches (2) 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: Oak Hill Elementary Boiler Room

Machine: Fire Jockey Pump Engine



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

Operating Control Location: Control panel on front of unit

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



Operating Control Location

Control panel on front of unit



Isolating Device Location 1

Batteries



Isolating Device Location 2

Ball valve on diesel gas pipeline
supplying unit

4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: **Disconnect batteries, apply lockout device to source of diesel 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 Fire Jockey Pump Engine 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 **Battery/diesel**
5. **Restart the equipment.**



Lockout Tagout Specific Procedure

Building: Oak Hill Elementary Boiler Room

Machine: Boiler #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: Control panel on front of unit

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



Operating Control Location

Control panel on front of unit



Isolating Device Location 1

Panel P-2, breaker labeled boiler #1



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 Boiler 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: Oak Hill Elementary Boiler Room

Machine: Boiler #2



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

Operating Control Location: Control panel on front of unit

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



Operating Control Location

Control panel on front of unit



Isolating Device Location 1

Panel P-2, breaker labeled boiler #2



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 Boiler 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.**

