

Lockout Tagout Specific Procedure

Building: South Junior High Roof

Machine: Air Conditioning Unit - Mitsubishi



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

Operating Control Location: Thermostat in server room

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



Operating Control Location

Thermostat in server room



Isolating Device Location 1

Panel #16 (in server room), breaker #38

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.





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

Energy Control Procedure

St Cloud Public Schools – South School – Boiler room

Equipment: water heater #1

Manufacturer: AO SMITH

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

Compliance: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1

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



Step 2

Turn off machine using accepted procedure
(operator)



Step 3

- Electrical panel LP1-4 in Boiler Room
- Turn off Breaker # 9
 - 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

1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
2. Verify controls are in the off or neutral position.
3. Remove locks, tags and lockout devices and return control device to the “on” position.
4. Notify affected employees that equipment will be restarted.
5. Restart equipment using regular operating procedures.



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

Energy Control Procedure

St Cloud Public Schools – South School – Boiler room

Equipment: water heater #2

Manufacturer: AO SMITH

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

Compliance: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1

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



Step 2

Turn off machine using accepted procedure
(operator)



Step 3

Electrical panel LP-1-4 in Boiler Room

- Turn off Breaker # 11
- 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 #2

1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
2. Verify controls are in the off or neutral position.
3. Remove locks, tags and lockout devices and return control device to the “on” position.
4. Notify affected employees that equipment will be restarted.
5. Restart equipment using regular operating procedures.



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

Energy Control Procedure

St Cloud Public Schools – South 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.

		<p align="center">Step 1</p> <p align="center">Notify affected employees of shut down (operators, area personnel)</p>
		<p align="center">Step 2</p> <p align="center">Turn off machine using accepted procedure (operator)</p>
		<p align="center">Step 3</p> <p align="center">Electrical panel HP-1-2 in Boiler room</p> <ul style="list-style-type: none"> • Turn off Breaker # 37,39,41 • Attach breaker lock out device then tag and lock
		<p align="center">Step 4</p> <p align="center">Ball Valve (Gas)</p> <ul style="list-style-type: none"> • Turn off valve • Attach ball valve lock out device then tag and lock
		<p align="center">Step 5</p> <p align="center">Ball Valve (hot water)</p> <ul style="list-style-type: none"> • Turn off valve • Attach tag and lock
		<p align="center">Step 6</p> <p align="center">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.</p>

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 – South School – Boiler room

Equipment: Boiler #2

Manufacturer: Fulton

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

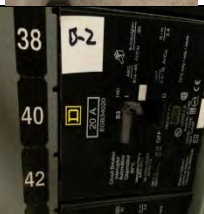
Step 1

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



Step 2

Turn off machine using accepted procedure
(operator)



Step 3

Electrical panel HP-1-2 in Boiler room

- Turn off Breaker # 38,40,42
- 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

Ball Valve (hot water)

- Turn off valve
- Attach ball valve lock out device then tag and lock

Step 6

Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.

Restoring the Boiler #2

1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
2. Verify controls are in the off or neutral position.
3. Remove locks, tags and lockout devices and return control device to the “on” position.
4. Notify affected employees that equipment will be restarted.
5. Restart equipment using regular operating procedures.



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

Energy Control Procedure

St Cloud Public Schools – South School – Kitchen

Equipment: booster heater

Manufacturer: Hatco

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

Compliance: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1

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



Step 2

Turn off machine using accepted procedure
(operator)



Step 3

Electrical Panel LP-17 (Located in Kitchen Office/Storage room)

- Breaker #47
- Apply lock and tag



Step 4

Ball Valve (Gas)

- Turn off valve
- Attach ball valve lock out device then tag and lock

Step 5

Attempt to start machine; make sure that it CANNOT be started. Verify no energy is present in panel at line side of disconnect switch by testing with multi meter or voltage detector.

Restoring the booster heater

1. Make sure work area is clear of equipment and personnel and ready for restarting of the equipment.
2. Verify controls are in the off or neutral position.
3. Remove locks, tags and lockout devices and return control device to the “on” position.
4. Notify affected employees that equipment will be restarted.
5. Restart equipment using regular operating procedures.



Chiller Shut Down Process

1. Energy Source(s) Electric – Refrigerant

Energy Control Procedure

St Cloud Public Schools – South School – Air conditioning

Equipment: Chiller 1

Manufacturer: York

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

Compliance: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1

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



Step 2

Turn off machine using accepted procedure
Located at front of unit

- Electrical disconnect
- Attach lock and tag



Step 3

Located in electrical room, switch panel HSB-1 by door
#4

- Electrical disconnect labeled chiller
- Attach lock and tag

Step 4

Refrigerant retrieval connection
Capture refrigeration: Serviced by a Refrigeration
Contractor

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 Chiller

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.



Condenser Shut Down Process

1. Energy Source(s) Electric – Refrigerant

Energy Control Procedure

St Cloud Public Schools – South School – Kitchen Walk in Cooler **Equipment:** Cooler Condenser on roof

Manufacturer:

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

Compliance: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1

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

Step 2

Turn off machine using accepted procedure
Located in Kitchen office/storage: Panel LP-17, Breakers
8-10-12

- **Attach breaker device, tag and lock**

Step 3

Switch off disconnect attached to unit

- **Attach paddle lock and tag**



Step 4

Refrigerant retrieval connection
Capture refrigerant: Serviced by a Refrigeration
Contractor

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 Condenser

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.



Condenser Shut Down Process

1. Energy Source(s) Electric – Refrigerant

Energy Control Procedure

St Cloud Public Schools – South School – Kitchen Walk in Freezer **Equipment:** Freezer Condenser on roof

Manufacturer:

Scope: This scope covers any servicing or maintenance of the equipment that may expose the maintenance person(s) to hazard.

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

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

Compliance: Failure to comply with established procedure will result in disciplinary action or termination.

Step 1

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

Step 2

Turn off machine using accepted procedure
Located in Kitchen office/storage: Panel LP-17, Breakers
13-15-17

- **Attach breaker device, tag and lock**

Step 3

Switch off disconnect attached to unit

- **Attach paddle lock and tag**



Step 4

Refrigerant retrieval connection
Capture refrigerant: Serviced by a Refrigeration
Contractor



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 Condenser

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.