



**Viessmann
Boiler #1 Shut Down Process**
Energy Source(s) Electric – Gas

Energy Control Procedure

St Cloud Public Schools – Roosevelt School – Boiler room

Equipment: Boiler #1

Manufacturer: Viessmann

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)



Step 2

Turn off machine using accepted procedure
(push button switch)



Step 3

Electrical panel LP-2-2

- Turn off Breaker # 11 (controls both boilers)



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 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. Start equipment using regular operating procedures.



**Viessmann
Boiler #2 Shut Down Process**
Energy Source(s) Electric – Gas

Energy Control Procedure

St Cloud Public Schools – Roosevelt School – Boiler room

Equipment: Boiler #2

Manufacturer: Viessmann

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)



Step 2

Turn off machine using accepted procedure
(push button switch)



Step 3

Electrical panel LP-2-2

- Turn off Breaker # 11 (controls both boilers)



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 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. Start equipment using regular operating procedures.



AO Smith
Hot Water Heater Shut Down Process
Energy Source(s) Electric – Gas

Energy Control Procedure

St Cloud Public Schools – Roosevelt School – Boiler Room

Equipment: Hot water heater

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
 (push button switch))



Step 3

Electrical panel

- Turn off Breaker

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 Hot 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.