### Energy Control Procedure

**St Cloud Public Schools - Apollo School – Boiler room**  
**Equipment:** water heater WH-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.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Notify affected employees of shut down (operators, area personnel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Turn off machine using accepted procedure (operator)</td>
</tr>
</tbody>
</table>
| Step 3 | Electrical panel A-12 in Boiler Room Area  
  • Turn off Breaker # 29  
  • Attach breaker device, 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 water heater WH-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.
## Energy Control Procedure

St Cloud Public Schools -Apollo School – Boiler room  
**Equipment:** water heater WH-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.

### Water Heater WH-2 Shut Down Process

#### Energy Source(s)
- Electric – Gas

#### Step 1
- Notify affected employees of shut down (operators, area personnel)

#### Step 2
- Turn off machine using accepted procedure (operator)

#### Step 3
- Electrical panel A-12 in Boiler Room Area
  - Turn off Breaker # 29
  - Attach breaker device, 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 water heater WH-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.
### AO Smith

**Water Heater WH-3 Shut Down Process**

**Energy Source(s)**: Electric – Gas

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<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Notify affected employees of shut down (operators, area personnel)</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Turn off machine using accepted procedure (operator)</td>
</tr>
</tbody>
</table>
| **Step 3** | Electrical panel A-12 in Boiler Room Area  
- Turn off Breaker # 31  
- Attach breaker device, 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 water heater WH-3**

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.
**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.
**Energy Control Procedure**
St Cloud Public Schools – Apollo 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 A-17 in Receiving Area
- Turn off Breaker # 8, 10, 12
- Attach breaker device, lock and tag

**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.
## Fulton
### Boiler #3 Shut Down Process
**Energy Source(s)** Electric, Gas, Hot Water

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Notify affected employees of shut down (operators, area personnel)</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Turn off machine using accepted procedure (operator)</td>
</tr>
</tbody>
</table>
| **Step 3** | Electrical panel A-17 in Receiving Area  
  - Turn off Breaker # 13,15,17  
  - Attach breaker device, lock and tag |
| **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 #3
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 #4 Shut Down Process**

**Energy Source(s):** Electric, Gas, Hot water

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Notify affected employees of shut down (operators, area personnel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Turn off machine using accepted procedure (operator)</td>
</tr>
<tr>
<td>Step 3</td>
<td>Electrical panel A-17 in Receiving Area</td>
</tr>
<tr>
<td></td>
<td>• Turn off Breaker # 7,9,11</td>
</tr>
<tr>
<td></td>
<td>• Attach breaker device, lock and tag</td>
</tr>
<tr>
<td>Step 4</td>
<td>Ball Valve (Gas)</td>
</tr>
<tr>
<td></td>
<td>• Turn off valve</td>
</tr>
<tr>
<td></td>
<td>• Attach ball valve lock out device then tag and lock</td>
</tr>
<tr>
<td>Step 5</td>
<td>Ball Valve (hot water)</td>
</tr>
<tr>
<td></td>
<td>• Turn off valve</td>
</tr>
<tr>
<td></td>
<td>• Attach ball valve lock out device then tag and lock</td>
</tr>
<tr>
<td>Step 6</td>
<td>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.</td>
</tr>
</tbody>
</table>

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**Restoring the Boiler #4**

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.

---

**Energy Control Procedure**

St Cloud Public Schools –Apollo School – Boiler room

**Equipment:** Boiler #4

**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.
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.

<table>
<thead>
<tr>
<th>Step 1</th>
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</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Turn off machine using accepted procedure (operator)</td>
</tr>
<tr>
<td>Step 3</td>
<td>Electrical panel A-17 in Boiler Room</td>
</tr>
<tr>
<td></td>
<td>• Turn off Breakers 1, 3, 5</td>
</tr>
<tr>
<td></td>
<td>• Attach breaker device, lock and tag</td>
</tr>
<tr>
<td>Step 4</td>
<td>Ball Valve (Gas)</td>
</tr>
<tr>
<td></td>
<td>• Turn off valve</td>
</tr>
<tr>
<td></td>
<td>• Attach ball valve lock out device then tag and lock</td>
</tr>
<tr>
<td>Step 5</td>
<td>Turn off hot water supply valve</td>
</tr>
<tr>
<td></td>
<td>Turn off hot water return valve</td>
</tr>
<tr>
<td></td>
<td>• Attach lock and tag</td>
</tr>
<tr>
<td>Step 6</td>
<td>Attempt to start machine; make sure that it CANNOT be</td>
</tr>
<tr>
<td></td>
<td>started. Verify no energy is present in panel at line side of</td>
</tr>
<tr>
<td></td>
<td>disconnect switch by testing with multi meter or voltage</td>
</tr>
<tr>
<td></td>
<td>detector.</td>
</tr>
</tbody>
</table>

Lochinvar Booster Heater Shut Down Process

Energy Source(s) Electric, Gas, Hot Water

Energy Control Procedure
St Cloud Public Schools – Apollo High School – Boiler Room Equipment: Kitchen booster heater
Manufacturer: Lochinvar
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.
**Chiller Shut Down Process**

1. **Energy Source(s)** Electric, Refrigerant, Hot Water

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Notify affected employees of shut down (operators, area personnel)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 2</strong></td>
<td>Turn off machine using accepted procedure</td>
</tr>
<tr>
<td>Located at front of unit</td>
<td></td>
</tr>
<tr>
<td>• Electrical disconnect</td>
<td></td>
</tr>
<tr>
<td>• Attach lock and tag</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3</th>
<th>Located in Boiler room, switch panel HP-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Electrical disconnect labeled chiller 1</td>
<td></td>
</tr>
<tr>
<td>• Attach breaker device, lock and tag</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4</th>
<th>Refrigerant retrieval connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>System 1 and System 2</td>
<td></td>
</tr>
<tr>
<td>Capture refrigeration: Serviced by a Refrigeration Contractor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 5</th>
<th>Turn off hot water supply valve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn off hot water return valve</td>
<td></td>
</tr>
<tr>
<td>• Attach lock and tag</td>
<td></td>
</tr>
</tbody>
</table>

| 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 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.
### Energy Control Procedure

**St Cloud Public Schools – Apollo High School – Air conditioning Equipment:** Chiller 2  
**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.

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### Chiller Shut Down Process

1. **Energy Source(s)** Electric, Refrigerant, Hot Water

### 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 Boiler room, switch panel HP-1-1  
- Electrical disconnect labeled chiller 2  
- Attach breaker device, lock and tag

### Step 4

Refrigerant retrieval connections  
System 1 and System 2  
Capture refrigeration: Serviced by a Refrigeration Contractor

### Step 5

- Turn off hot water supply valve  
- Turn off hot water return valve  
  - Attach lock and tag

### 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 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.
**Energy Source(s)** Electric – Pneumatic

**Energy Control Procedure**

St Cloud Public Schools – Apollo High School – Wood Shop

**Equipment:** TimeSaver

**Manufacturer:** TimeSaver Inc.

**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 & tagout procedures are to install lockout & tagout devices in accordance with company procedure. Lockout and tagout 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 # C-28
- Turn off Breaker #16,18,20

---

**Step 4**

Ball Valve (Compressed Air)
- 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.

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**Restoring the TimeSaver**

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.
Lockout Tagout Specific Procedure

Building: Apollo High School Boiler Room  
Machine: Generator - Kohler

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/natural gas) energy sources by placing energy isolating devices in the off position.
   Isolating Device Location 1
   Isolating Device Location 2
   Operating Control Location
   Control panel on front of unit
   Battery
   Ball valve on natural gas pipeline supplying unit

4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: Disconnect battery, apply lockout device to source of 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 Generator 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/natural gas
5. Restart the equipment.
Lockout Tagout Specific Procedure

Building: Apollo High School Boiler Room
Machine: Booster Heater - Raypack

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 water tank

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

   Operating Control Location
   Thermostat on water tank

   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 Booster 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: Apollo High School Boiler Room
Machine: Air Compressor - Ingersoll-Rand

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
Isolating Device Location 1
Isolating Device Location 2

Air pressure regulator on unit
Knife switch next to unit
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: Apollo High School 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 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.
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.
   
   **Isolating Device Locations:**
   - Air pressure regulator on unit
   - Knife switch next to unit
   - 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: Apollo High School A Building Tunnel
Machine: AHU #25

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 Isolating Device Location 1 Isolating Device Location 2
   Computer controls in engineer's office Knife switch next to unit 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 AHU 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: Apollo High School Penthouse A-2
Machine: AHU #24 - York

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
   Panel A-23, breaker #7

   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 AHU 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: Apollo High School C Building Tunnel
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 Isolating Device Location 1 Isolating Device Location 2
   Air pressure regulator on unit Knife switch next to unit 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.
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 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 side of unit
   Isolating Device Location 1: Knife switch on unit
   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.

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**Restoring Car Hoist 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: Apollo High School Auto Shop C912
Machine: Car Hoist #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: Controls on side of unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.

   Operating Control Location
   Isolating Device Location 1
   Controls on side of unit
   Toggle switch on unit
   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 Car Hoist 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: Apollo High School Auto Shop C912
Machine: Car Hoist #3

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 side of unit

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

Isolating Device Location 1
Knife switch on unit

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 Car Hoist 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: Apollo High School Auto Shop C912
Machine: Car Hoist #4

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 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 side of unit
   Isolating Device Location 1: Toggle switch on unit
   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.

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Restoring Car Hoist 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: Apollo High School Auto Shop C912
Machine: Garage Door #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 on right side of unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.
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: Apollo High School Auto Shop C912
Machine: Garage Door #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: 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 Isolating Device Location 1 Isolating Device Location 2
   Controls on right side of unit Panel C-10 (in hallway), breaker #6 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: Apollo High School Auto Shop C912
Machine: Garage Door #3

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
   [Image of control panel]

   Isolating Device Location 1
   [Image of isolating device]

   Isolating Device Location 2
   [Image of isolating device]

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.

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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: Apollo High School Auto Shop C912
Machine: Garage Door #4

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: Panel C-10 (in hallway), breaker #10
   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:** Apollo High School Auto Shop C911
**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.

   **Isolating Device Location 1:** Panel C-10 (in hallway), breaker #14
   **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.

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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.**

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Lockout Tagout Specific Procedure

Building: Apollo High School Wood Shop C910
Machine: Timesaver

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 front of unit
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   - **Isolating Device Location 1:** Panel C-28, breaker #16, 18, 20
   - **Isolating Device Location 2:** Ball valve on pneumatic line 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 pneumatics**
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 Timesaver 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: Apollo High School Roof
Machine: Air Conditioning Unit - Sanyo

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 Maintenance Office
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   Operating Control Location: Thermostat in Maintenance Office
   Isolating Device Location 1: Toggle switch on unit
   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: Apollo High School 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 Room 314

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   Operating Control Location
   Isolating Device Location 1
   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: Apollo High School 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 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 on unit**

   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.**
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 on unit
   - 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.

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**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: Apollo High School Roof
Machine: Air Conditioning Unit - 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.
   Isolating Device Location 1: Knife switch on unit
   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: Apollo High School 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: 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
   Isolating Device Location 1
   Isolating Device Location 2

   Computer controls in engineer's office
   Knife switch next to unit
   Refrigerant capture port on unit (internal)

4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: SERVICE ONLY BY CERTIFIED REFRIGERATION SPECIALIST
6. Verify that equipment is disconnected from the energy source(s) SERVICE 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: Apollo High School Roof
Machine: Air Conditioning Unit - Liebert

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.

<table>
<thead>
<tr>
<th>Operating Control Location</th>
<th>Isolating Device Location 1</th>
<th>Isolating Device Location 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer controls in engineer's office</td>
<td>Pull out breaker on unit</td>
<td>Refrigerant capture port on unit (internal)</td>
</tr>
</tbody>
</table>

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.

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Lockout Tagout Specific Procedure

Building: Apollo High School Roof
Machine: Air Conditioning Unit - Samsung

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 DAO Hub Room
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   Isolating Device Location 1
   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: Apollo High School Roof
Machine: Air Conditioning Unit - EnviroAir

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 Room B439
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   Operating Control Location
   Thermostat in Room B439
   Isolating Device Location 1
   Toggle switch on unit
   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: Apollo High School Roof
Machine: Air Conditioning Unit - EnviroAir

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 Room B440

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

<table>
<thead>
<tr>
<th>Operating Control Location</th>
<th>Isolating Device Location 1</th>
<th>Isolating Device Location 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermostat in Room B440</td>
<td>Toggle switch on unit</td>
<td>Refrigerant capture port on unit (internal)</td>
</tr>
</tbody>
</table>

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: Apollo High School Roof
Machine: Air Conditioning Unit - York

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
   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: Apollo High School Roof Penthouse
Machine: AHU C-18

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 west wall
   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 AHU 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: Apollo High School Roof
Machine: Air Conditioning Unit - York

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
   **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: Apollo High School Roof
Machine: Air Conditioning Unit - York

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.

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.

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Lockout Tagout Specific Procedure

Building: Apollo High School Wood Shop C910
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 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 side of unit

   Isolating Device Location 1

   Panel C-10 (in hallway), breaker #12

   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.**
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 side of unit

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

   Operating Control Location Isolating Device Location 1 Isolating Device Location 2

   Controls on side of unit Toggle switch on unit 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.

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Restoring Car Hoist 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.