**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: Battery
   - 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: **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.

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**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 Isolating Device Location 1 Isolating Device Location 2
Thermostat on water tank Toggle switch next to unit 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
   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.
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.
   - **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.**
Lockout Tagout Specific Procedure

Building: Apollo High School Tunnel off Boiler Room
Machine: Air Compressor - Curtis

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 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: Computer controls in engineer’s office
   Isolating Device Location 1: Knife switch next to 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 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
   Isolating Device Location 1
   Computer controls in engineer’s office
   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: 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.**
Lockout Tagout Specific Procedure

Building: Apollo High School Auto Shop C912

Machine: Car Hoist #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 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
   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 #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.

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 #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.

   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.

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
   Isolating Device Location 1
   Isolating Device Location 2

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: 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.

   - Operating Control Location: Controls on right side of unit
   - Isolating Device Location 1: Panel C-10 (in hallway), breaker #4
   - 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 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: Panel C-10 (in hallway), breaker #6
   - 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 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
   - Controls on right side of unit
   Isolating Device Location 1
   - Panel C-10 (in hallway), breaker #8
   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 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.
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.

**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 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.
   Operating Control Location
   Isolating Device Location 1
   Isolating Device Location 2
   Panel C-28. breaker #16, 18, 20
   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.

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
   Thermostat in Room 314

   Isolating Device Location 1
   Pull out breaker 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: 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.

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Lockout Tagout Specific Procedure

Building: Apollo High School Roof
Machine: Cooler Compressor

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

Operating Control Location: Thermostat in cooler

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

Operating Control Location

Thermostat in cooler

Isolating Device Location 1

Knife switch 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 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.
   - Operating Control Location
   - 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: 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 - 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.
   - Operating Control Location
   - Isolating Device Location 1
   - Isolating Device Location 2

   **Computer controls in engineer's office**
   **Pull out breaker 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.**

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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.

   - Operating Control Location: Thermostat in DAO Hub Room
   - 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 - 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.
   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 B440

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   
   Operating Control Location
   Thermostat in Room B440
   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 - 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.

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**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 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.
   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
   Isolating Device Location 1
   Computer controls in engineer's office
   Knife 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 - 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.

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**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 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.
   - **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.**
Lockout Tagout Specific Procedure

Building: Apollo High School Auto Shop C912
Machine: Car Hoist

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.

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.