Lockout Tagout Specific Procedure

Building: District Service Building Roof
Machine: Cooler Condenser - Bohn

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

   Operating Control Location
   Thermostat on cooler

   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 Cooler Condenser 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: District Service Building Roof
Machine: Air Conditioning Unit

1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
2. If the machine/equipment is operating, shut it down by the normal stopping procedure.
   Operating Control Location: Thermostat in office
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.

   Operating Control Location
   Thermostat in office

   Isolating Device Location 1
   Knife switch on unit

   Isolating Device Location 2
   Refrigerant capture port on unit

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.
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 lounge

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

   - Operating Control Location: Thermostat in lounge
   - 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.

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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: District Service Building Roof
Machine: Make Up Air Unit - Titan

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 in Wash Bay

3. Turn off the (Electric/natural gas) 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 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 Make Up Air 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/natural gas**
5. **Restart the equipment.**
Lockout Tagout Specific Procedure

Building: District Service Building Roof
Machine: Make Up Air Unit - Titan

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 in Carpenter’s Shop
3. Turn off the (Electric/natural gas) 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 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 Make Up Air 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/natural gas
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 in Mechanic’s Bay

3. Turn off the (Electric/natural gas) 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 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 Make Up Air 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/natural gas**

5. Restart the equipment.
Lockout Tagout Specific Procedure

**Building:** District Service Building 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 on freezer

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   - **Operating Control Location Isolating Device Location**
     - Thermostat on freezer
     - Knife switch on wall - paint booth room
     - 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 Freezer Compressor to Service**

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

1. Notify affected employees that maintenance has finished and lock and tags will be removed.

2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.

3. Verify that the controls are in neutral or off.

4. Remove the lockout devices and re-energize the Electric/pneumatic

5. **Restart the equipment.**
Lockout Tagout Specific Procedure

Building: District Service Building Exterior Building
Machine: Make Up Air Unit - Spray Booth

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 in Spray Booth
3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.
   - Operating Control Location: Controls in Spray Booth
   - Isolating Device Location 1: Knife switch on unit
   - Isolating Device Location 2: Ball valve on natural gas pipeline supplying unit
4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: **Apply lockout device to source of electricity and natural gas, allow unit to cool**
6. Verify that equipment is disconnected from the energy source (s) **Attempt to start**
   **Caution:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

Restoring Make Up Air 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/natural gas**
5. **Restart the equipment.**
Lockout Tagout Specific Procedure

Building: District Service Building Carpenter’s Shop
Machine: Make Up Air Unit S-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 in Carpenter’s Shop Storage
3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.

   - Operating Control Location
   - Controls in Carpenter’s Shop Storage
   - Isolating Device Location 1
     - Knife switch on unit
   - Isolating Device Location 2
     - Ball valve on natural gas pipeline supplying unit

4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: **Apply lockout device to source of electricity and natural gas, allow unit to cool**
6. Verify that equipment is disconnected from the energy source(s) **Attempt to start**
   - Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

Restoring Make Up Air 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/natural gas**
5. **Restart the equipment.**
Lockout Tagout Specific Procedure

Building: District Service Building Above Office in Warehouse
Machine: Heating Unit - Rheem

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 office
3. Turn off the (Electric/natural gas) 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 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 Heating 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/natural gas
5. Restart the equipment.
Lockout Tagout Specific Procedure
Building: District Service Building Above Office in Warehouse
Machine: Furnace - 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:** Thermostat in office
3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.
   
   Operating Control Location
   Thermostat in office

   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 Furnace 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:** District Service Building Above Cooler in Warehouse  
**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 on cooler
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   - **Isolating Device Location 1:** Knife switch above 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: District Service Building Warehouse
Machine: Unit Heater #6 - Reznor

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 below unit
3. Turn off the (Electric/natural gas) 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 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 Unit 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: District Service Building Warehouse
Machine: Unit Heater #7 - Reznor

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 below unit
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 below unit 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 Unit 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: District Service Building Warehouse
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.

   Operating Control Location
   Controls on right side of unit

   Isolating Device Location 1
   Toggle switch next to unit

   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: District Service Building Bay 9
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.

   Operating Control Location
   Controls on right side of unit

   Isolating Device Location 1
   Toggle switch next to unit

   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: District Service Building Bay 10
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.
   - Controls on right side of unit
   - Isolating Device Location 1: Toggle switch next to unit
   - 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.**
Lockout Tagout Specific Procedure

Building: District Service Building Warehouse
Machine: Unit Heater - Reznor

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 below unit
3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.
   Operating Control Location
   Thermostat below unit
   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 Unit 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: District Service Building Mechanic’s Bay
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
     - Air pressure regulator on unit
   - Isolating Device Location 2
     - 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: District Service Building Engineer’s Shop
Machine: Unit Heater - Bryant

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

Operating Control Location: Thermostat by door
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.

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**Restoring Unit 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: District Service Building The Annex Bay 14
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 next to unit

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

   Operating Control Location Isolating Device Location

   Controls next to unit Toggle switch next to unit 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: District Service Building The Annex Bay 15
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 next to unit

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

   ![Operating Control Location](image1)
   ![Isolating Device Location 1](image2)
   ![Isolating Device Location 2](image3)

   Operating Control Location: Controls next to unit
   Isolating Device Location 1: Toggle switch next to unit
   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.**
Lockout Tagout Specific Procedure

Building: District Service Building The Annex Bay 16
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 next to 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, 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: District Service Building The Annex Bay 17
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 next to unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.

   Operating Control Location
   Controls next to unit

   Isolating Device Location 1
   Toggle switch next to unit

   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: District Service Building The Annex Bay 18
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 next to 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 next to unit
   Toggle switch next to unit
   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 next to unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.
   Operating Control Location Isolating Device Location
   Controls next to unit Toggle switch next to unit 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.**
Lockout Tagout Specific Procedure

Building: District Service Building The Annex Bay 20
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 next to 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: District Service Building The Annex Bay 21
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 next to 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.

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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: District Service Building The Annex Bay 22
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 next to unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.
   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, 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: District Service Building Wash Bay 7
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 to right 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, 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: District Service Building Wash Bay 8
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 to left 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, 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: District Service Building Mechanic’s Bay 6
Machine: Unit Heater - Modine

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 below unit
3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.
   Operating Control Location
   Thermostat below unit
   Isolating Device Location 1
   Left panel in mechanic’s office, breaker #8
   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.**

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**Restoring Unit 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: District Service Building Mechanic’s Bay 6
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 to right 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.

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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: District Service Building Mechanic’s Bay 5
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 to left of unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.
   - **Isolating Device Location 1:** Left panel in mechanic’s office, 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: District Service Building Bay 1  
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 next to 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, 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: District Service Building Bay 2
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 next to unit

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

   Operating Control Location
   Controls next to unit

   Isolating Device Location 1
   Left panel in mechanic’s office, 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.

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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:** District Service Building Bay 3  
**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 next to unit
3. Turn off the (Electric/potential) energy sources by placing energy isolating devices in the off position.

   - Operating Control Location: Controls next to unit
   - Isolating Device Location 1: Left panel in mechanic's office, 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.

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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: District Service Building Bay 4
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 next to 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, 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 next to electrical panels

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

   Controls next to electrical panels
   Disconnect on unit
   Ball valve on natural gas pipeline

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.

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**Restoring Make Up Air 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/natural gas**

5. **Restart the equipment.**
Lockout Tagout Specific Procedure

Building: District Service Building The Annex Bay 12
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 to left 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 to left of unit
     - Toggle switch next to unit
   - 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: District Service Building The Annex Bay 13
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 to left 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.

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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.**