Lockout Tagout Specific Procedure

Building: Discovery Elementary 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:** Thermostat in main office
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: Refrigerant capture port on unit (internal)
4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: SERVICES ONLY BY CERTIFIED REFRIGERATION SPECIALIST
6. Verify that equipment is disconnected from the energy source(s) SERVICES 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 server room
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   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: Discovery Elementary Roof
Machine: Condensing Unit #55 - 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
   Computer controls in engineer's office

   Isolating Device Location 1
   Knife switch on unit

   Isolating Device Location 2
   Refrigerant capture port on unit (internal)

4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
6. Verify that equipment is disconnected from the energy source (s) SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
   Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

Restoring Condensing 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: Discovery Elementary Roof
Machine: Condensing Unit #56 - 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**: 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 Condensing 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: Discovery Elementary Roof
Machine: Condensing Unit #53 - 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**: Computer controls in engineer's office
   - **Isolating Device Location 1**: Knife switch on unit
   - **Isolating Device Location 2**: Refrigerant capture port on unit (internal)
4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**
6. Verify that equipment is disconnected from the energy source(s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**
   **Caution:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

**Restoring Condensing 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: Discovery Elementary Roof  
Machine: Condensing Unit #52 - McQuay

1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
2. If the machine/equipment is operating, shut it down by the normal stopping procedure. 
   **Operating Control Location:** Computer controls in engineer's office
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   
   - **Isolating Device Location 1:** Knife switch on unit  
   - **Isolating Device Location 2:** Refrigerant capture port on unit  

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 Condensing 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: Computer controls in engineer's office

3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   
   Operating Control Location
   Computer controls in engineer's office

   Isolating Device Location 1
   Knife switch on unit

   Isolating Device Location 2
   Refrigerant capture port on unit (internal)

4. Lockout the energy isolating device(s) with assigned individual locks.

5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST

6. Verify that equipment is disconnected from the energy source(s) SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST
   Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

Restoring Condensing 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: Discovery Elementary Roof
Machine: Condensing Unit #54 - 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: Computer controls in engineer's office
   - Isolating Device Location 1: Knife switch on unit
   - Isolating Device Location 2: Refrigerant capture port on unit (internal)
4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**
6. Verify that equipment is disconnected from the energy source (s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**
   **Caution:** Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

**Restoring Condensing 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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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 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 Hot Water 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: Discovery Elementary Boiler Room Penthouse
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 unit
3. Turn off the (Electric/pneumatic) energy sources by placing energy isolating devices in the off position.
   Operating Control Location: Thermostat on unit
   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 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: Discovery Elementary Boiler Room Penthouse
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 unit
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 unit
     - 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 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: Discovery Elementary Boiler Room
Machine: Boiler #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: Control panel on front of 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

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 Boiler 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: Discovery Elementary Boiler Room
Machine: Boiler #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:** Control panel on front of 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 Boiler 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: Discovery Elementary Boiler Room
Machine: Jockey Pump Engine

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 left side of unit
3. Turn off the (Battery/diesel) energy sources by placing energy isolating devices in the off position.

   Operating Control Location Isolating Device Location 1 Isolating Device Location 2
   Control panel on left side of unit Batteries Ball valve on diesel pipeline supplying unit

4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: Disconnect batteries, apply lockout device to source of diesel, 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 Jockey Pump Engine 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/diesel
5. Restart the equipment.
Lockout Tagout Specific Procedure

Building: Discovery Elementary Boiler Room
Machine: Air Compressor - L’Aire

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 Isolating Device Location 3
   Air pressure regulator on unit Knife switch next to unit Knife switch next to unit Pressure release valve on unit
4. Lockout the energy isolating device(s) with assigned individual locks and tags.
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.