Lockout Tagout Specific Procedure

Building: Kennedy Community School Elevator Equipment Room 307
Machine: Elevator

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 elevator
3. Turn off the (Electric/hydraulic) energy sources by placing energy isolating devices in the off position.
   Operating Control Location: Controls in elevator
   Isolating Device Location 1: Knife switch in equipment room
   Isolating Device Location 2: Ball valve on hydraulic line supplying unit
4. Lockout the energy isolating device(s) with assigned individual locks.
5. Dissipate residual energy: SERVICED ONLY BY CERTIFIED ELEVATOR SPECIALIST
6. Verify that equipment is disconnected from the energy source(s) SERVICED ONLY BY CERTIFIED ELEVATOR SPECIALIST
   Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

Restoring Elevator 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/hydraulic
5. Restart the equipment.
Lockout Tagout Specific Procedure

Building: Kennedy Community School Equipment Storage 608
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

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: Kennedy Community School Kitchen
Machine: Overhead 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: Panel LV-1-C1B (in Main Electrical 609), breaker #40, 42
   - 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 Overhead 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: Kennedy Community School Kitchen
Machine: Overhead 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
   Panel LV-1-C1B (in Main Electrical 609), breaker #40, 42
   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 Overhead 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: Kennedy Community School Mechanical Room 520
Machine: Boiler B-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 next to 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.

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.
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.**

### 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: Kennedy Community School Mechanical Room 520
Machine: Hot Water Heater - HHW #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: Thermostat on unit
3. Turn off the (Electric/natural gas) energy sources by placing energy isolating devices in the off position.
   Operating Control Location: Thermostat on unit
   Isolating Device Location 1: Panel LV-1-E1, breaker #6
   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 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: Kennedy Community School Receiving 606
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.
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](image)
   ![Isolating Device Location 1](image)
   ![Isolating Device Location 2](image)

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: Kennedy Community School Roof
Machine: Condenser

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/cooler

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

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

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

6. Verify that equipment is disconnected from the energy source(s) **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

   Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

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Restoring 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:** Kennedy Community School West Stairwell

**Machine:** Overhead 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 Overhead 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.**