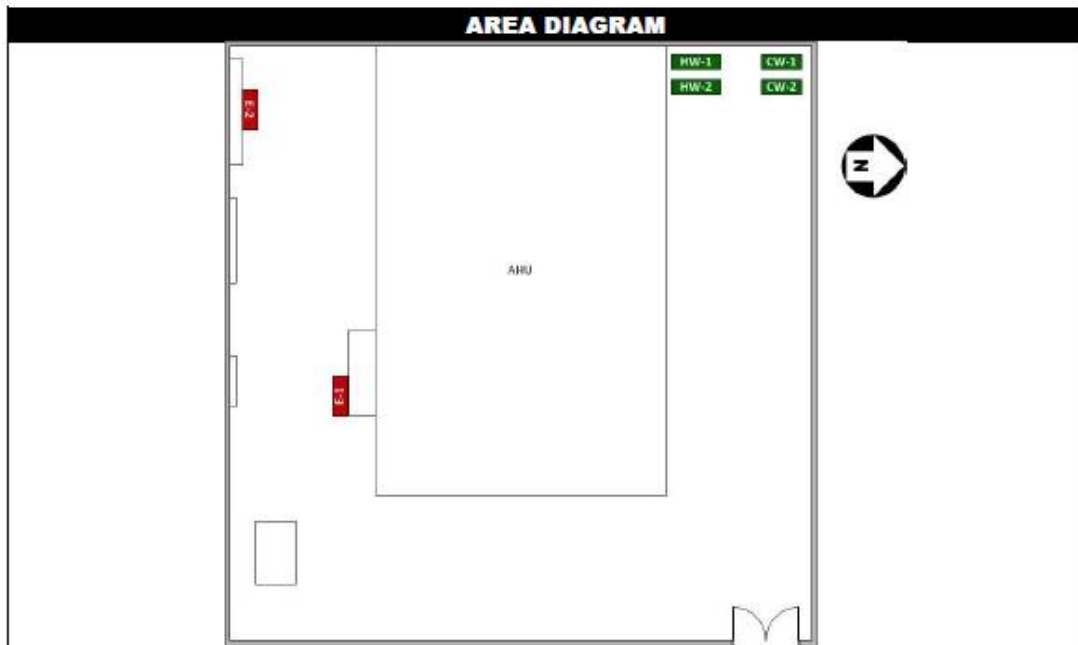
 <p style="text-align: center;">LOCKOUT-TAGOUT WRITTEN PROCEDURE</p>		Developed by	Reviewed by	Revised by		
		TSH				
Procedure #	CLE-001	Building:	Frank G. Clement Building	Issue date	Reviewed date	Revised date
Equipment:	Main Air Handling Unit			10/3/2014		

WARNING: LOCK-TAG-TRY

LOCKOUT-TAGOUT EQUIPMENT NEEDED							
<u>6</u>	Locks	<u>4</u>	Valve Covers	_____	Chains	_____	Other:
<u>6</u>	Tags	<u>1</u>	Circuit Breaker Covers	_____	Plug Box	_____	_____

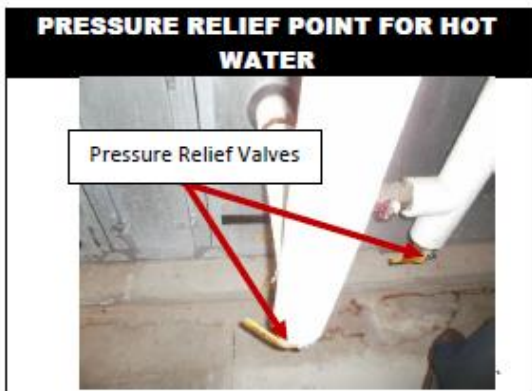
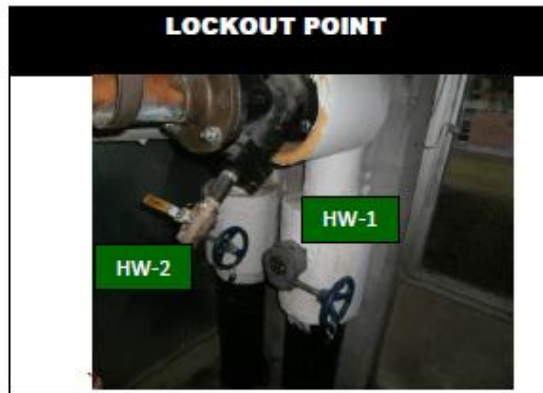
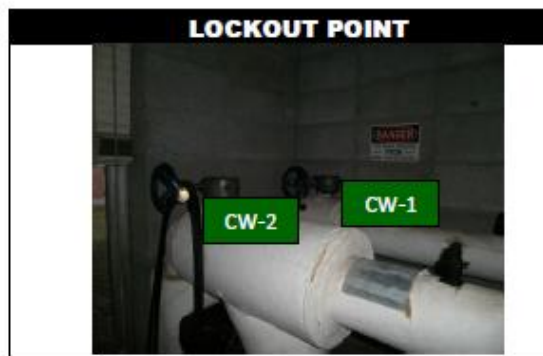




**LOCKOUT-TAGOUT
WRITTEN PROCEDURE**

		Developed by	Reviewed by	Revised by
		TSH		
Procedure #	CLE-001	Building:	Frank G. Clement Building	Issue date
Equipment:	Main Air Handling Unit			10/3/2014
				Revised date

WARNING: LOCK-TAG-TRY





**LOCKOUT-TAGOUT
WRITTEN PROCEDURE**

		Developed by	Reviewed by	Revised by
		TSH		
Procedure #	CLE-001	Building:	Frank G. Clement Building	Issue date
Equipment:	Main Air Handling Unit			10/3/2014
			Reviewed date	Revised date

WARNING: LOCK-TAG-TRY

SOURCE	LOCATION	METHOD
E-1	Electrical lockout point is located on the air handling unit.	Turn the disconnect to the off position and apply a lock and tag.
E-2 <small>This source must only be disconnected when employees must work in the main electrical disconnect panel displayed as E-1.</small>	Electrical lockout is located in the electrical panel on the south wall.	Turn the breaker to the off position. Apply circuit breaker lock to the breaker.
CW-1 & CW-2	Isolation valves are located in the NW corner of the room.	Close the isolation valve. Apply lockable valve covers to the two valves and apply lock and tags to the valves. Ensure that all pressure is drained off of the system by opening the relief valves shown for the chilled water system.
HW-1 & HW-2	Isolation valves are located on the west wall, north of the AHU	Close the isolation valve. Apply lockable valve covers to the two valves and apply lock and tags to the valves. Ensure that all pressure is drained off of the system by opening the relief valves shown for the hot water system.


LOCKOUT APPLICATION PROCESS

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee shall refer to the Columbia State procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.). Reference machine operating procedure for normal shutdown.
4. Follow graphical lockout-tagout procedure from top to bottom to de-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock-out & tagout as required the energy isolating device(s) with assigned individual lock(s) and tag(s).
6. Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. Caution: Return operating controls to neutral or "off" position after verifying the isolation of the equipment.

DANGER

CAUTION: YOUR LIFE DEPENDS ON THIS LOCKOUT!

DANGER

	LOCKOUT-TAGOUT WRITTEN PROCEDURE	Developed by	Reviewed by	Revised by	
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Procedure #	CLE-001	Building: Frank G. Clement Building	Issue date	Reviewed date	Revised date
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WARNING: LOCK-TAG-TRY

LOCKOUT REMOVAL PROCESS
1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the locks, tags and lockout devices and re-energize the machine or equipment. In reverse order, follow all of the steps from the visual lockout-tagout procedure found on the previous page.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.