**Client:** Tracy Public School

**Machine Name:** Exhaust Fan

**Location of Machine:** Boiler room

**Energy Type:** Electrical

**Building:** Elementary

**Client Contact:** Jo Pyle

**Shutdown:**

**Step 1: Alert all employees that will be affected by the shut down.**

**Step 2: Shut machine down using normal shut down procedures.**

*Location & Method:*

* Knife switch on east wall to off position.

**Step 3: Isolate machine from all energy sources.**

*Location & Method:*

* Panel m-1 Breakers 8,10,12 to off.

**Step 4: Apply Lockout devices.**

*Location:*

* Apply lockout device to electricity.

**Step 5: Verification & Dissipation of stored energy.**

*Location & Method:*

* Attempt to start.

**Shutdown:**

**MACHINE IS NOW LOCKED OUT**

**Start up**

**Step 1: Alert all employees of the start up**

**Step 2: Remove all Lockout devices.**

**Step 3: Restore energy to equipment.**

**Step 4: Verify restoration by starting equipment**

*Last Updated: 6/5/2019*

*Prepared by: Shane Carlson*