**Client:** Tracy Public School

**Machine Name:** HVAC

**Location of Machine:**

**Energy Type:** Electrical

**Building:** Elementary

**Client Contact:** Jo Pyle

**Shutdown:**

**Background**

*The HVAC Unit is accessed routinely to change the air filters and belts. Any repairs are completed by a contractor.*

**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:*

* Flip disconnect box switch to off.

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

*Location & Method:*

* Flip disconnect box switch to off.

**Step 4: Apply Lockout devices.**

*Location:*

* Apply lockout device to disconnect box switch, Apply tag and sight and date.

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

*Location & Method:*

* Turn all controls of equipment to on, to insure all energy sources have be isolated. Make sure no one is near equipment and equipment can’t be turned on.

**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*