**Client:** Echo Charter School

**Machine Name:** Boiler (2x)

**Location of Machine:** Boiler Room

**Energy Type:** Electrical

**Building:** Elementary

**Client Contact:** Jim Slettedahl

**Shutdown:**

**Background**

*The Boiler is maintained annually. Any major repairs are contracted out.*

**Step 1: Get names and job titles of employees authorized to perform Lockout/Tagout. Verbally notify affected employees that lockout/tag out will be done in their area.**

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

*Location & Method:*

* Turn the **on/off** switch located pole next to the unit to the **OFF** position.

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

*Location & Method:*

* Turn the on off switch located pole next to unit to off
* Turn fuse switch to off.

**Step 4: Apply Lockout devices.**

*Location:*

* Apply lockout device to fuse labeled boiler.

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

*Location & Method:*

* Attempt to start by using the on/off switch located on the unit.

**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*