**Client:** Comfrey Public School

**Machine Name:** Dust Collector

**Location of Machine:** Outside Shop

**Energy Type:** None

**Date:** 6/18/19

**Reviewer:** Shane Carlson

**Building:** HS/Elementary

**Client Contact:** Eddy Jaskowiak

**Shutdown:**

**Step 1: Alert all employees that will be affected by the shut down. (Maintenance and Administration)**

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

*Location & Method:*

* Shut down using normal operating procedures.

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

*Location & Method:*

* Turn the electrical disconnects off and lock out.

**Step 4: Apply Lockout devices.**

*Location:* Apply lockout appropriate energy sources for the job being done.

* Electric 240 Volts, Electrical Disconnect (Dust Collector) East side of building by collector –Lock
* Electrical 240 Volts, Electrical Disconnect (Shaker) East side of building by collector -Lock

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

*Location & Method:*

* Attempt to start by turning the on using normal operating controls.

**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**