**Client:** ECHO Charter

**Machine Name:** Fuel Oil Pump (2x)

**Location of Machine:** Boiler room

**Energy Type:** Electrical/Pneumatic

**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:*

* Turn the “On/Off” switch located on the wall behind the unit to the “OFF” position

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

*Location & Method:*

* Turn the “Knife” switch that is located on the wall behind the unit to the “off” position
* Turn breakers in panel box 100 to the “off” position

**Step 4: Apply Lockout devices.**

*Location:*

* Apply lockout device to electricity and whatever machine you are working on.

**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**