**Client:** Comfrey Public School

**Machine Name:** Heat Pumps

**Location of Machine:** Throughout Building

**Energy Type:** Electric, water

**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 disconnect switch to off position; the switch is located on the side or front of heater.

**Step 4: Apply Lockout devices.**

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

* Electric, 244 volts, electrical disconnect, front or side of heater –Lock
* Water, Ball valve, inlet water pipes –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**