**Client:** Ellsworth Public School

**Machine Name:** Drill Press

**Location of Machine:** Industrial Tech Shop

**Energy Type:** Electric (208V)

**Building:** High School

**Client Contact:** Mike Nolte

**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 by the unit to the “OFF” position

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

*Location & Method:*

* Cut off all power to the source
* Turn Breaker #3 to the “OFF” position

**Step 4: Apply Lockout devices.**

*Location:*

* Apply lockout device to the machine you are working on.

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

*Location & Method:*

* Attempt to start using the “ON/OFF” switch located on the wall by 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**