

Specific Procedure for Lockout Tagout

Roof Top Unit Trane

Life Long Learning Center Roof

Energy Type and Magnitude

ELECTRIC 200 VOLTS
REFRIGERANT



1. Notify affected employees that the machine/equipment will be shut down and locked/tagged out.
2. If the machine/equipment is operating, shut it down by the normal stopping procedure.

Operating Control Location: Computer controls in custodial office

3. Turn off the electric/refrigerant energy sources by placing energy isolating devices in the off position.

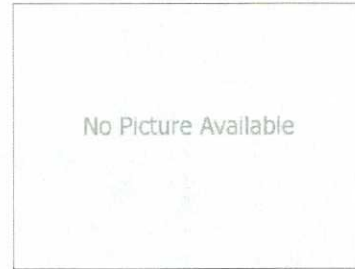


1 lock
required per
person



Isolating Device Location 1
Disconnect on unit

ELECTRIC 200 VOLTS
PADLOCK



Isolating Device Location 2
Refrigerant capture port
inside of unit
REFRIGERANT

4. Lockout the energy isolating device(s) with assigned individual locks and tags.
5. Dissipate the residual energy: **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**
6. Verify that equipment is disconnected from the energy source(s): **SERVICED ONLY BY CERTIFIED REFRIGERATION SPECIALIST**

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

Restoring Roof Top Unit to Service

When the servicing or maintenance is completed, and the machine/equipment is ready to be returned to normal operating condition, the following steps shall be taken:

1. Notify affected employees that maintenance has finished and lock and tags will be removed.
2. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that employees have been notified of the startup.
3. Verify that the controls are in neutral or off.
4. Remove the lockout devices and re-energize the electric/refrigerant energy source.
5. Restart the equipment.