APPENDIX E: EXAMPLE EQUIPMENT-SPECIFIC LOTO PROCEDURE

<table>
<thead>
<tr>
<th>ID</th>
<th>Source</th>
<th>Location</th>
<th>Method</th>
<th>Check</th>
<th>Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Electrical 480V</td>
<td>Supply Fan VFD is located ... and is marked AHU2-A, SF-2</td>
<td>Push &quot;off&quot; button on control pad of Supply Fan VFD marked AHU2-A, SF-2 VFD arm/lever handle to &quot;off&quot;, Then Lock Out.</td>
<td>Gang Hasp, Lock &amp; Tag</td>
<td></td>
</tr>
<tr>
<td>E-2</td>
<td>Electrical 480V</td>
<td>AHU2-A Disconnect Box located west of unit, and marked AHU2-a, Supply Fan, M4P-A4</td>
<td>On AHU2-A Supply Fan Disconnect, Marked AHU2-A, SF-2, Pull Arm/Lever Down to &quot;Off&quot; Position, Then Lock Out.</td>
<td>Gang Hasp, Lock &amp; Tag</td>
<td></td>
</tr>
</tbody>
</table>

ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS

OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT

Any modifications must be shown in procedure. Contact Control Center to update procedure.

Enter CAUTION
### Lockout/Tagout Steps

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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Notify</td>
<td>Verify shutdown request approved for PM, call control room on PTT or call 274-5229 and inform them that AHU2-A, Room 499A will be shutdown temporarily for PM</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Review Lockout Procedure</td>
<td>&quot;Gang Hasp&quot; with padlocks and tags will be needed to completely shutdown Supply Fan VFD marked &quot;AHU2-A, SF-2&quot;.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Perform Machine Stop</td>
<td>Push &quot;off&quot; button on control pad of Supply Fan VFD marked AHU2-A, and SF-2 VFD arm/lever handle to &quot;off&quot;.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Isolate Energy</td>
<td>Once unit has stopped, pull AHU2-2 SF-2 Main Disconnect Panel Box arm/lever to &quot;off&quot; position.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Lockout Energy</td>
<td>Install gang hasp, padlock, &amp; tag on AHU2-A, SF-2 VFD arm/lever. Install gang hasp, padlock, &amp; tag on SF-2 Main Disconnect Panel Box arm/lever.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Dissipate Energy Energy</td>
<td>Not applicable on this unit.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Attempt Restart</td>
<td>Push &quot;on&quot; soft button on AHU2-A, SF-2 VFD control pad to see if unit starts up.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Perform Service</td>
<td>See PM WO steps. Document as appropriate.</td>
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### Shutdown, Lock, Tag & Test Sequence

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<tr>
<td><strong>1</strong></td>
<td>Check Machine Stop</td>
<td>Make sure that filters are in place and secure, grease is wiped down/off of fittings, remove old filters/belts from area, doors are closed and unit is ready to be put back in service.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Check Area</td>
<td>Pick up and remove old filters/belts, rags, grease gun, and any tools from area. Check to ensure that all individuals have been safely positioned or removed. Notify all affected employees that the lockout devices are being removed.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Remove Lockout Devices</td>
<td>Remove all padlocks, gang hasp lockout devices and tags off of AHU2-A, SF-2 Disconnect Box and push arm/lever up to &quot;On&quot; position. Remove all padlocks, gang hasp lockout devices and tags off of AHU2-A, SF-2 VFD, Turn arm/lever handles on supply fan VFD to &quot;on&quot; position. Push the supply fan VFD's key pad &quot;auto&quot; button and let unit ramp up. Make sure equipment is running proficiently.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Notify</td>
<td>Notify control room via PTT or by calling 274-5229 that the servicing/maintenance of IN014-499A-AHU2-A unit is completed and the equipment is ready for use.</td>
</tr>
</tbody>
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