ENERGY CONTROL PROCEDURE

The following Energy Control Procedure should be used for the equipment listed below.

Date Written: 3-28-00 **Date of Revisions: 4-23-12-_____-_____-_____-_____**

Authors: Steve Voll

Reviewing Personnel: FRANK REPROGLE **Date Reviewed: 5-7-12**

Approvals: FRANK REPROGLE **Date Approved:_____**

EQUIPMENT DESCRIPTION

GENERAL DESCRITION: Exhaust Fans BMC# 3103

MANUFACTURER: Dayton

MODEL: NA **SERIAL NUMBER: NA**

LOCATION: Old Production Room (south wall)

CONTROLS

The following Controls, including toggle switches, disconnect switch, circuit Breaker, etc. have been identified for this equipment.

Description of Control	Location on Equipment
Control Light switch one for each fan	Lift side of fan at floor level (old production south west wall)
Top right circuit Breaker 120/240-volt panel, for the control voltage for both fans.	On I beam next to the drinking fountain in the old production building
disconnect switch for the front fan	On the I beam on the left side of fan
disconnect switch for the back fan	On the I beam that is about 15-ft from the right side of fan

ENERGY SOURCES/ISOLATION DEVICES

The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified.

Energy Types: (CHECK ALL THOSE APPLICABLE)

Electrical	**x**
Pneumatic	
Hydraulic	
Steam	
Chemical	
Thermal	
"Stored" Energy	
Other	

Sources / Devices	Location	Type of Lock/Tag Needed
Control Light switch one for each fan	Lift side of fans at floor level (old production south west wall)	
Top right circuit Breaker 120/240-volt panel, for the control voltage for both fans.	On I beam next to the drinking fountain in the old production building	Breaker cover, standard lock and tag
disconnect switch for the front fan	On the I beam that is on the left side of fan	Standard lock and tag
disconnect switch for the back fan	On the I beam that is about 15-ft from the right side of fan	Standard lock and tag

SHUTDOWN PROCEDURES

The steps listed below must be followed to properly shut down and de-energize this equipment.
To verify the effectiveness of each step follow the instructions in the "Verification" column.

Lock-Out/Tag-Out

Procedure	Device used	How to verify
NOTIFY "AFFECTED" AND "OTHER" EMPLOYEES OF IMPENDING EQUIPMENT SHUTDOWN		
Turn off control Light switch one for each fan	NA	
Shut off top right circuit Breaker 120/240-volt panel, for the control voltage for both fans.	Breaker cover, standard lock and tag	Try to start fan motor
disconnect switch for the front fan	standard lock and tag	Try to start fan motor
disconnect switch for the back fan	standard lock and tag	Try to start fan motor

RELEASE AND RESTART PROCEDURES

The steps listed below must be followed to properly release this equipment from a locked or tagged out condition and restart it.

Procedure	Location
Inspect work area and remove tools and other non-essential items.	
Inspect equipment and components to make sure it is intact and ready to run.	
Notify “affected” and “other” employees in the area of impending restart and make sure they are safely positioned away from the equipment	
Turn on disconnect switch for the front fan	On the I beam that is on the left side of fan
Turn on disconnect switch for the back fan	On the I beam that is about 15-ft from the right side of fan
Turn on top right circuit Breaker 120/240-volt panel, for the control voltage for both fans.	On I beam next to the drinking fountain in the old production building
Turn on control Light switches one for each fan	Lift side of fans at floor level (old production south west wall)