

## ENERGY CONTROL PROCEDURE

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

Date Written: 4-14-14 Date of Revisions:      -       
 Authors: Ed Graef  
 Reviewing Personnel:                      Date Reviewed:             
 Approvals:                                  Date Approved:           

**EQUIPMENT DESCRIPTION**

GENERAL DESCRIPTION: Exhaust Fan  
 MANUFACTURER: Dayton BMC # 2101  
 MODEL: 60" SERIAL NUMBER:             
 LOCATION: NC over office and inspection

**CONTROLS**

The following Controls, including “start/stop” buttons, toggle switches, emergency stop button, shut-off valves, etc. have been identified for this equipment.

Description of Control	Location on Equipment
Start-stop button	On wall by time clock outside inspection
Service switch	Next to control box by fan
Main breaker	Breaker panel behind A51’s shop wall to locker room

**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	<b>X</b>
Pneumatic	
Hydraulic	
Steam	
Chemical	
Thermal	
“Stored” Energy	
Other	

Sources / Devices	Location	Type of Lock/Tag Needed
Start-stop buttons	Wall by time clock outside inspection	n/a
Service switch	Next to control box by fan over inspection	Switch cover std. lock and tag

Main breaker	Breaker panel behind A51's outside wall of locker room	Breaker cover std. 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		
Push stop button	n/a	Look at fan not spinning
Main breaker	Std. breaker cover std. lock & tag	Push start button
Service switch	Switch cover std. lock and tag	Check for voltage at control box

## 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	
Unlock and switch on main breaker	Breaker panel behind A51's
Unlock and switch on service switch	Up by fan