Appendix E – Conant Hall Shutdown Procedures

Any access to Conant roof requires following shutdown procedures: notify building contacts for room 201, post Do Not Use sign on hood in 201 (EQ007890) and follow LOTO procedures. The fume hood is not required to be shut off for roof access as long as occupants are notified and a sign is posted.

When shutting down laboratory ventilation equipment in Conant, follow these steps:
- Notify affected employees of the proposed shutdown with assistance from the Facilities Control Center.
- When shutting down any of the fans listed below in Table 1, post a Do Not Use Sign (see Appendix B) on the affected equipment, identified on the Conant floor plans.
- Follow LOTO procedures.
- Once shutdown is complete, contact OEHS to remove Do Not Use signs.
- Shutdown of the Conant air handler does not affect safety of laboratory occupants, but it does affect viability of research. When shutting down the Conant air handler, contact the Animal Resources Officer, 862-4629.

<table>
<thead>
<tr>
<th>Exhaust Fan</th>
<th>Exhaust fan EQ</th>
<th>Chemical fume hoods affected</th>
<th>Rooms affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>EF-3</td>
<td>EQ019659</td>
<td>EQ007891, EQ019422</td>
<td>204, 202b</td>
</tr>
<tr>
<td>N/A</td>
<td>EQ014109</td>
<td>EQ007890</td>
<td>201</td>
</tr>
</tbody>
</table>

Table 1. Conant exhaust fans and associated rooms.
ATTENTION!
Do not use this fume hood!

Workers will be accessing the roof for maintenance; exhaust from the hood could expose workers to fumes. This hood could be turned off.

- **DO NOT** use the hood for work with hazardous materials;
- **DO NOT** pour waste in the hood;
- **DO NOT** run reactions in the hood; and
- **DO NOT** operate equipment using hazardous materials in the hood.
- **CLOSE** all containers of hazardous materials in the hood.

Questions? Contact Facilities Control Center, 862-1437, or the Office of Environmental Health and Safety, 862-4041.

Valid until notice is removed.
Conant Hall: Post Do Not Use signs on highlighted fume hoods when shutting down fan EF-3 (EQ019659) or fan EQ014109. Remove signs when work is complete. Labels below show fan associated with fume hood.