Appendix O – Parsons Hall Shutdown Procedures

When shutting down laboratory ventilation equipment in Parsons Hall, follow these steps:
- All equipment shutdowns must be coordinated with the Chemistry Department Manager, Cindi Rohwer, or the University Instrumentation Center Manager, John Wilderman.
- Notify affected employees of the proposed shutdown with assistance from the Facilities Control Center and Cindi Rohwer or John Wilderman.
- Follow LOTO procedures for equipment. Note: all ERUs are permit required confined spaces. Fill out a permit 24 hours before proposed entry.
- When shutting down an air handler or ERU, post attached Parsons Do Not Use sign, on affected lab doors, not on individual fume hoods. Locations for posting are included in Parsons floorplans on the following pages.

Equipment:
- Strobic exhaust fans ERU-S1, ERU-S2, ERU-S3, ERU-N1, ERU-N2, ERU-W1, ERU-W2. Rooms affected by each fan are in Table 1.
- Other exhaust fans:
  - Three small fans on West wing roof, serving rooms W134, W130A, and W128.
  - One fan on the Iddles roof serving NB17 and all sub-rooms in the Iddles basement.
  - When shutting down these fans, post signs on doors as indicated on floorplans on the following pages.
- Air handlers AHU-N1, AHU-N2, AHU-W1, AHU-S1, AHU-S2. Rooms affected by each fan are in Table 2 below.
- Shutdown of AHU automatically reduces the exhaust airflow, and requires use of shutdown procedures.
- Shutdown of the standby generator electrical panel will shut off the control systems for the ventilation equipment, and interrupt exhaust ventilation. Follow shutdown procedures when shutting off this panel.

<table>
<thead>
<tr>
<th>Exhaust Fan</th>
<th>Rooms Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERU-S1</td>
<td>S128, S131, S133, S221, S222, S227, S231</td>
</tr>
<tr>
<td>ERU-S2</td>
<td>S138, S139, S146, S147, S148, S234, S235, S236, S245, S246</td>
</tr>
<tr>
<td>ERU-S3</td>
<td>S152, S152A, S153, S153A, S155, S252, S252A, S253, S253A, S255</td>
</tr>
<tr>
<td>ERU-N1</td>
<td>N123, N222, N226, N230</td>
</tr>
<tr>
<td>ERU-W1</td>
<td>W124, W126A, W228, W130, W230, W240, W244</td>
</tr>
<tr>
<td>ERU-W2</td>
<td>W118, W202, W204, W206, W218</td>
</tr>
<tr>
<td>EF-5</td>
<td>W128</td>
</tr>
<tr>
<td>EF-6</td>
<td>W130A</td>
</tr>
<tr>
<td>EF-7</td>
<td>W134</td>
</tr>
</tbody>
</table>

Table 1. Exhaust fans and associated rooms.
<table>
<thead>
<tr>
<th>Supply Air Fan</th>
<th>Affected exhaust fans and rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHU-S1</td>
<td>ERU-S1: S128, S131, S133, S221, S222, S227, S231 ERU-S2: S138, S139, S146, S147, S148, S234, S235, S236, S245A, S245, S246</td>
</tr>
<tr>
<td>AHU-S2</td>
<td>ERU-S3: S152, S152A, S153, S153A, S155, S252, S252A, S253, S253A, S255</td>
</tr>
</tbody>
</table>

Table 2. Supply air fans and associated exhaust fans and rooms.
ATTENTION!
VENTILATION OFF FOR MAINTENANCE!
NO ENTRY INTO LABORATORY!

The ventilation system is being serviced. Do not enter the lab until this sign has been removed.

- **DO NOT** use fume hoods or snorkels for work with hazardous materials;
- **DO NOT** pour waste in the hoods;
- **DO NOT** run reactions in the hoods; and
- **DO NOT** operate equipment using hazardous materials in the hoods.

Questions? Call the Facilities Control Center, 862-1437, or the Office of Environmental Health and Safety at 862-4041.
Parsons AHU-N1 and AHU-N2: Post Do Not Use signs on highlighted doors when shutting down AHU-N1 or AHU-N2 (page 1 of 2)
Parsons AHU-N1 and AHU-N2: Post Do Not Use signs on highlighted doors when shutting down AHU-N1 or AHU-N2 (page 2 of 2)
Parsons ERU-N1: Post Do Not Use signs on highlighted doors when shutting down ERU-N1 (page 1 of 2)
Parsons ERU-N1: Post Do Not Use signs on highlighted doors when shutting down ERU-N1 (page 2 of 2)
Parsons ERU-N2: Post Do Not Use signs on highlighted doors when shutting down ERU-N2 (page 1 of 2)

Post sign this side
Parsons ERU-N2: Post Do Not Use signs on highlighted doors when shutting down ERU-N2 (page 2 of 2)
Parsons AHU-W1, ERU-W1, and ERU-W2: Post Do Not Use signs on highlighted doors when shutting down AHU-W1, ERU-W1, ERU-W2 (page 1 of 2)
Parsons AHU-W1, ERU-W1, and ERU-W2: Post Do Not Use signs on highlighted doors when shutting down AHU-W1, ERU-W1, ERU-W2 (page 2 of 2)
Parsons AHU-S1: Post Do Not Use signs on highlighted doors when shutting down AHU-S1 (page 1 of 2)
Parsons AHU-S1: Post Do Not Use signs on highlighted doors when shutting down AHU-S1 (page 2 of 2)
Parsons ERU-S1: Post Do Not Use signs on highlighted doors when shutting down ERU-S1 (page 1 of 2)

Post sign this side

Post sign this side
Parsons ERU-S1: Post Do Not Use signs on highlighted doors when shutting down ERU-S1 (page 2 of 2)
Parsons ERU-S2: Post Do Not Use signs on highlighted doors when shutting down ERU-S2 (page 1 of 2)
Parsons ERU-S2: Post Do Not Use signs on highlighted doors when shutting down ERU-S2 (page 2 of 2)
Parsons ERU-S3 or AHU-S2: Post Do Not Use signs on highlighted doors when shutting down ERU-S3 or AHU-S2 (page 1 of 2)
Parsons ERU-S3 or AHU-S2: Post Do Not Use signs on highlighted doors when shutting down ERU-S3 or AHU-S2 (page 2 of 2)
Parsons EF-5, EF-6, or EF-7: Post Do Not Use signs on highlighted doors when shutting down EF-5, EF-6, or EF-7. Remove sign when work is complete.