Appendix S – Spaulding Shutdown Procedures

Any access to Spaulding roof requires following shutdown procedures: notify building contact list through the Facilities Control Center, post Do Not Use signs on all chemical fume hoods highlighted in the floor plans on the following pages, and follow LOTO procedures.

When shutting down laboratory ventilation equipment in Spaulding, follow these steps:
- Notify affected employees of the proposed shutdown with assistance from the Facilities Control Center.
- When shutting down any laboratory exhaust fans, post a Do Not Use sign (see Appendix B) on the affected equipment.
- Follow LOTO procedures.
- Shutdown of building supply-air fans does not affect safety of laboratory occupants.
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.
Spaulding Chemical Fume Hoods. When planning access to Spaulding roof, post signs on chemical fume hoods in highlighted locations (page 1 of 3). Remove signs when work is complete.
Spaulding Chemical Fume Hoods. When planning access to Spaulding roof, post signs on chemical fume hoods in highlighted locations (page 2 of 3). Remove signs when work is complete.
Spaulding Chemical Fume Hoods. When planning access to Spaulding roof, post signs on chemical fume hoods in highlighted locations (page 3 of 3). Remove signs when work is complete.