Appendix D – Barton Hall Shutdown Procedures

When shutting down laboratory ventilation equipment in Barton, follow these steps:
- Notify affected employees of the proposed shutdown with assistance from the Facilities Control Center.
- When shutting down fans serving the two fume hoods, post the attached Do Not Use Sign on the affected equipment; posting locations are identified on the Barton floor plans in the following pages.
- Follow LOTO procedures.
ATTENTION!

Do not use this fume hood!

This hood is not safe for use. Do not use this hood until this sign has been removed.

- **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.

Questions? Call the Facilities Control Center, 862-1437, or the Office of Environmental Health and Safety at 862-4041.
**Barton Hall:** Post Do Not Use signs on chemical fume hoods highlighted below when shutting down the fans. Remove signs when work is complete.