Appendix D – *Barton Hall Shutdown Procedures*

Follow these steps when shutting down laboratory ventilation equipment in Barton, listed in Table 1, below:

- Notify affected employees of the proposed shutdown with assistance from the Facilities Control Center.
- Post an attached Do Not Use Sign on the affected equipment, locations are identified on the floor plans on the following pages.
- Follow LOTO procedures.
- Shutdown of Barton air handler does not affect safety of laboratory occupants and does not require shutdown procedures in the LVMP.

<table>
<thead>
<tr>
<th>Exhaust fan serial #</th>
<th>Chemical fume hoods affected</th>
<th>Room(s) affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metalab Equipment 3599-1-469</td>
<td>Chemical fume hood EQ007886</td>
<td>B202</td>
</tr>
<tr>
<td>Metalab Equipment 3600-469</td>
<td>Chemical fume hood EQ007887</td>
<td>B202</td>
</tr>
<tr>
<td>Metalab Equipment 3598-3-469</td>
<td>Chemical fume hood EQ007888</td>
<td>B204</td>
</tr>
</tbody>
</table>

*Table 1.* Barton exhaust fans and associated rooms.
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. Contact OEHS at 862-4041 when work is complete.