Appendix E – Conant Hall Shutdown Procedures

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 p. 2) on the affected equipment, identified on the Conant floor plans on p. 3.
- 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!

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.
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.