

SHUT-OFF PROCEDURES FOR ALL THREE MAIN GAS VALVES

1) SHUT OFF PROCEDURES – FORGING (day shift)

- a. Maintenance Supervisor or Lead man will delegate Maintenance personnel closest to the shut-off valve to shut-off the natural gas valve located as follows:
- b. Get crescent wrench located at supervisor's office (Tony's office) on the wall by the door.
- c. Go to natural gas valve located at the west overhead door of the Hammer Shop. (This valve also shuts off the gas for the office building.) **Forging Valve**
- d. Place crescent wrench on the valve stem and turn clockwise to 3:00 o'clock to shut it off. Return wrench to its location in supervisor's office.

2) SHUT OFF PROCEDURES FOR FORGING (night shift)

- a. A Supervisor or Lead man will notify Maintenance Leadman or other Maintenance Man to turn off gas valve by following instructions for FORGING (day shift).

3) SHUT OFF PROCEDURES - MACHINE SHOP BUILDING 940 (day shift)

- a. A Supervisor or Lead man will notify Maintenance Man (Keith Rogers) or a designated employee to turn off gas valve as follows:
- b. Get crescent wrench located at Keith Roger's office on wall.
- c. Go to the natural gas valve located at 940 building in front between the two overhead doors. **940 Machine Valve**
- d. Place crescent wrench on the valve stem and turn clockwise to 3:00 o'clock to shut it off.

4) SHUT OFF PROCEDURES - WELD SHOP BUILDING 930 (day shift)

- a. A Supervisor or Lead man will notify Maintenance Man (Keith Rogers) or a designated employee to turn off gas valve as follows:
- b. Get crescent wrench located at Keith Roger's office on wall.
- c. Go to the natural gas valve located closer to the Overhead door by the Machine Production and Machine QC area. **930 Welding Valve**
- d. Place crescent wrench on the valve stem and turn clockwise to 3:00 o'clock to shut it off. Return wrench to its location in Keith Roger's office.

5) SHUT OFF PROCEDURES FOR MACHINE SHOP 940 & WELD SHOP 930 (night shift)

- a. A Supervisor or Lead man will shut off the valve or designate employee to follow instructions for Machine & Weld shops.

- Once the Maintenance has shut off all valves, they will report via radio or by cell to the Supervisor or Lead man and proceed to their meeting location.

NOTE: When turning the natural gas back on turn the valve slowly as not to release too much pressure and cause damage to the regulators.