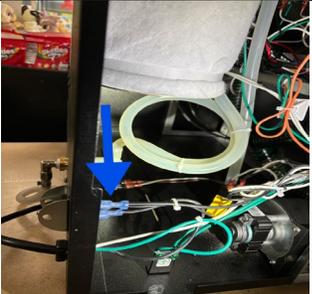


## Chevron Products

### EQUIPMENT-SPECIFIC ENERGY CONTROL PROCEDURE (ECP)

General Information					
<b>Location</b>	Fountain/Coffee Machine		<b>Asset Number(s)/ Equipment ID(s)</b>	All COCO Stations	
<b>Manufacturer or Equipment Name</b>	Schaerer Coffee Art C				
Hazardous Energy Identification					
<input type="checkbox"/> Chemical <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Gravitational potential <input checked="" type="checkbox"/> Hydraulic potential <input type="checkbox"/> Kinetic <input type="checkbox"/> Mechanical <input type="checkbox"/> Pneumatic potential <input type="checkbox"/> Radiation <input checked="" type="checkbox"/> Thermal					
Personal Protective Equipment (PPE) Required (Beyond Basic PPE)					
Use of cones/tape to barricade the workspace. PPE required: safety vest, safety glasses, and proper gloves such as cut resistant, handling sharp edges or components, or insulated electrical gloves if working near live circuits, and safety shoes. Additional considerations: If the machine uses pressurized hot water or steam, you may need face shield and heat-resistant gloves. If chemicals are present (descaling agents), chemical-resistant gloves and fit for work scope protective covering may be required.					
<b>ONLY TRAINED AND AUTHORIZED PERSONNEL SHALL CONDUCT LOCKOUT/TAGOUT.</b>					
Shutdown Overview (Isolation Overview)					
Isolation of the Fountain/Coffee Machine unit is required for preventative maintenance, servicing, and troubleshooting. All isolation activities will be performed by an authorized maintenance contractor (GC). Tasks may include internal cleaning, inspection of water lines, descaling, and addressing any electrical or mechanical issues. Lockout/Tagout (LOTO) procedures must be followed, with lockout devices securely attached to the electrical circuit breaker in the "OFF" position. Water supply valves must also be shut off and tagged. The work area must be clearly barricaded to prevent unauthorized access during maintenance.					
Shutdown Procedure (Isolation)					
Notify all affected employees that servicing or maintenance is required on the machine or equipment and all energy sources will be shut down and locked out to perform the servicing and maintenance. Ensure to fill out Steps to Working Safely.					
	Energy Source(s)	Control Method and Location(s)	Required Devices	Verification Method and Location(s)	Picture(s) (optional)
1	Electrical and Hydraulic potential	GC identify where your electrical power & water sources are located for that equipment.		Visual verification by GC	
2	Electrical	Locate the Plug of fountain machine. Follow the power cord from the machine to the wall outlet or power strip. If the machine is built-in or under a counter, you may need to: Pull the machine slightly forward, or Open an access panel or cabinet.		Visual verification by GC	

3	Hydraulic potential	Locate the shut-off valve for the water line feeding the coffee machine. Close the valve completely and apply a LOTO device and tag to prevent water flow during maintenance.	Valve lockout device, LOTO Tag	Check that the valve is fully closed and tagged. Attempt to activate the water function on the machine to confirm no water flows into the unit.	
4	Electrical	Ensure the machine remains isolated from electrical power by keeping the breaker in the OFF position with LOTO applied.		Open the coffee machine access panel and use a digital multimeter to test for voltage at the toggle switch terminals. Confirm zero voltage before beginning any work.	
5	Electrical & Hydraulic Potential	After confirming all hazardous energy sources are isolated and verified, proceed with the work order. Once complete, remove all LOTO devices and restore power and water supply in a controlled manner.		Visually inspect that all tools and personnel are clear. Re-energize the unit and test for proper operations to confirm safe restoration.	
Final step	GC verify equipment is shut down and isolated. Perform servicing and maintenance on equipment.				
<b>IF THE SYSTEM CANNOT BE LOCKED OUT OR IF THE SYSTEM FAILS VERIFICATION, CONTACT YOUR SUPERVISOR.</b>					

Startup Procedure (De-isolation)	
1	Ensure all tools, materials, and personnel are clear from the equipment.
2	Remove the lockout/tagout device from the inland water shut-off valve and slowly reopen the valve to restore water flow.
3	Remove the lockout/tagout device from the circuit breaker. Switch the breaker to the ON position to restore power.
Final step	Power on the coffee machine and verify normal operation. Check for leaks, unusual noises, or error indicators.

Version History and Approvals		
Date:	Name and Position:	Status: (Created/Approved/Annual Review*)
7/1/2025	(HSE)	Created
12/10/2025	Janel Edwards HSE Manager	Revised
12/10/2025	Matt Vollmer CBRE-FM	Approved
3/26/2026	Janel Edwards/ Andy Jenness (HSE/CBRE)	Revised

*\*Procedure must be annually reviewed*