READY TO INSPECT — FIELD CHECKLIST

Laboratory fume hood annual maintenance checklist

The annual fume hood service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against ANSI/AIHA Z9.5 laboratory ventilation guidance, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead documenting the visit while the qualified certifier performs the face-velocity and containment testing. When: Once a year, scheduled with the certifier so the testing and the resulting certification sticker are witnessed and recorded before the hood is returned to service.

Before the visit

- [ ] Hood users told before it goes out of use
  Lab supervisor and hood users told of the test date and downtime ahead of time, with their work moved to another hood so nothing is running during testing.
  No photo required

- [ ] Hood emptied and decontaminated by the lab before testing
  Lab staff remove chemicals and equipment and decontaminate the work surface, with their sign-off recorded, before the testing firm or tech reaches in.
  1 photo required

- [ ] Exhaust system status observed before testing
  Fan status and any exhaust valve position read at the building controls or local indicator so testing runs at normal conditions; fan service stays on the fan's own record.
  1 photo required

Hood condition

- [ ] Sash run through full travel with cables and guides inspected
  With the hood empty, sash raised fully and lowered, cables, pulleys and guides free of fraying or binding, any sash stop re-engaging at the marked height.
  1 photo required

- [ ] Baffle adjusters and liner behind the baffle inspected
  Beyond the quarterly look at the slots: with the hood emptied, baffle adjusters moved through their range and left free, liner behind the baffle checked for corrosion or residue.
  1 photo required

Certification observed

- [ ] Certifier's face-velocity traverse observed and recorded
  Watch the certifier measure across the face, record the values the certifier reports and the pass/fail outcome the certifier assigns.
  2 photos required

- [ ] Containment or smoke test observed
  Certifier's containment or visualization test observed, direction of capture at the face noted, result the certifier reports recorded.
  1 photo required

- [ ] Low-flow alarm response tested by the testing firm
  Testing firm creates a low-flow condition by its method, the monitor's audible and visual alarm observed and then cleared back to normal, result recorded.
  1 photo required

Monitor and certification record

- [ ] Monitor reading confirmed against the certifier's reading
  Hood monitor display compared to what the certifier measured, any low-flow alarm setpoint the certifier adjusts noted in the record.
  1 photo required

- [ ] Certification sticker and report filed
  Dated certification sticker on the hood photographed, certifier's report attached to the maintenance record with the next-due date.
  1 photo required

- [ ] Results compared with last year's report
  Face velocity and containment results set against last year's report and the design baseline, a downward drift reported to the owner even when the hood passes.
  No photo required

Housekeeping

- [ ] Hood returned to marked working configuration
  Sash back at the marked height, baffles and airfoil reset, work surface cleared, hood released to lab staff.
  1 photo required

- [ ] Sash height marker checked and users briefed on any change
  Marker on the hood frame matches the height the testing firm tested, re-marked where it changed, and the lab supervisor told the label's date and any new sash height or alarm setpoint.
  1 photo required