

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.

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

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

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