READY TO INSPECT — FIELD CHECKLIST

Laboratory fume hood quarterly maintenance checklist

A quarterly fume hood round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 or lab maintenance tech on the quarterly round, with lab staff present in the working space. When: Every quarter, timed with the lab's exhaust and makeup air checks since a hood only pulls if the fan and the room air balance both hold.

Before the round

- [ ] Hood user told and active work closed up for the check
  User told before the round starts, open containers capped and the sash lowered, so the tech can look at the baffles and surface without reaching over live work.
  No photo required

- [ ] Testing firm's label current and within its due date
  Label the testing firm applied read and photographed, the test date and next-due date inside the site's interval, the tested sash height matching the marked line.
  1 photo required

Sash and monitor

- [ ] Sash operates and marked working height clear
  Sash raises, lowers and stays put, glass and cables intact, the marked working-height line present and used, no props.
  2 photos required

- [ ] Face-velocity monitor reading present and not in alarm
  Monitor powered and displaying a reading, no alarm or fault shown; record the value the monitor displays rather than judging it against a number.
  2 photos required

Interior airflow

- [ ] Airfoil and rear baffles clear
  Airfoil at the sill unobstructed, rear baffle slots open top and bottom, no spills, tape or debris covering them.
  1 photo required

- [ ] No storage blocking airflow in the hood
  Work surface not crowded to the baffle, equipment raised on blocks where it must sit in the hood, nothing stored against the slots.
  1 photo required

- [ ] Liner, work surface and any cup sink inspected
  Liner and work surface free of cracks, etching or corrosion, joints sealed, any cup sink drain clear and its rim not holding spilled residue.
  1 photo required

- [ ] Hood light and service fixtures working
  Interior light on with its lens intact and sealed, any gas, water or vacuum fixtures shutting off tight with no drip or hiss at the valve.
  1 photo required

Exhaust

- [ ] Exhaust fan running and drawing at the face
  Exhaust fan confirmed running, draw felt or indicated at the sash opening, no reverse flow or odor spilling into the room.
  1 photo required

- [ ] Supply air and traffic not crossing the sash face
  No supply diffuser, door swing or portable fan blowing across the hood face, tissue at the sash edges steady; a diffuser aimed at the opening reported for rebalance.
  1 photo required

- [ ] Lab door edge shows air drawing into the lab
  Tissue at the lab door gap or the room pressure display shows air moving into the lab from the corridor, reversed flow reported as a makeup air problem.
  1 photo required

Close-out

- [ ] Hood taken out of use when it fails a check
  A hood in alarm, with no draw or with reversed flow tagged out of use and the lab supervisor told, rather than left in service until the next round.
  No photo required

- [ ] Round findings reported to the lab and filed
  Monitor value, label due date and any deficiency entered on the hood's record and passed to the lab supervisor, with open items listed for follow-up.
  No photo required