

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.

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

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