LEVEL II  FUME HOOD SHUT-DOWN PROCEDURES

DO NOT USE THIS FUME HOOD

Planned Shut-Down Date: ____________________________________________

For regular maintenance work where the exhaust system is NOT stacked on the roof and system is NOT intact.

Fume Hood needs to be shut-down by Time: _______am/pm for Shut-down Safety Inspection

Items to be REMOVED from the Fume Hood:

☐ all extremely hazardous chemicals, compressed gas and/or lecture bottles
☐ all chemical bottles/containers

The following items may remain in the Fume Hood:

☐ all equipment shut-down (ie stir plates unplugged, pumps off etc) - water/oil baths need to be clean and dry, free of any liquids and/or chemicals
☐ all stills can be left in place but MUST BE: off and capped (so all vapors are contained); quenching not required
☐ all glass manifolds left in place with traps emptied
☐ all mercury bubblers need to be capped/sealed
☐ all drying tubes containing drying compounds need to be capped/sealed

Additional general procedures:

☐ all vacuum pumps for glove boxes in the adjacent area require hosing to be vented out nearest window
☐ shut-down all heat sources
☐ Contact Radiation Protection Office at 604-822-7072. Monitor the fume hood for radioactive decontamination where radioisotopes have been used and decontaminate if necessary
☐ ensure that no other equipment or apparatus is vented into the fume hood during shutdown; ensure all tubing that would obstruct lowering the sash for lock-out is removed
☐ lower the sash of fume hood and attach the completed form to the sash of the Fume Hood
☐ advise all personnel in the area of the planned work and the shut-down

I have prepared this fume hood for REPAIR/MAINTENANCE as per the instructions given above.

Signature of Hood User: ______________________________ Date: ______________________________

CAUTION!!!
DO NOT REMOVE THIS TAG OR USE THIS FUME HOOD UNLESS SIGNED OFF BY THE TRADESPERSON

I have completed the REPAIR/MAINTENANCE and this fume hood may now be used.

Signature of Tradesperson: ______________________________ Date: ______________________________

Updated: January 2021