LEVEL III
FUME HOOD SHUT-DOWN
PROCEDURES

DO NOT USE THIS FUME HOOD

Planned Shut-Down Date: ________________________
For regular maintenance work where the exhaust system is stacked on the roof and system is 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
☐ all stills
☐ all equipment
☐ all glass manifolds and all glass traps
☐ all mercury bubblers
☐ all drying tubes containing drying compounds

Additional general procedures:

☐ wipe down the inside of the fume hood with solvent to ensure all chemical residues removed
☐ 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 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 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