

Level I
FUME HOOD SHUT-DOWN PROCEDURES
University of British Columbia
Plant Operations

DO NOT USE THIS FUME HOOD

**FOR REGULAR MAINTENANCE WORK WHERE THE EXHAUST SYSTEM IS
STACKED ON THE ROOF AND SYSTEM IS INTACT**

Planned Shut-Down Date: _____ *Time:* _____ *AM/PM*

DONE (√)

INSTRUCTIONS

Ensure all containers are tightly capped.

All *extremely hazardous* materials, such as compressed gas cylinders, must be removed from hood.

Shut down all heat sources.

Contact the Radiation Protection Office at 822-7072. Monitor the hood for radioactive decontamination where radioisotopes have been used and decontaminate if necessary.

Ensure that no other lab equipment or apparatus is vented into the hood during shutdown.

Lower the sash and attach this completed form to the front face.

Advise all personnel in the area of the planned work.

If removal of the chemicals will endanger lab users, call Health, Safety and Environment at 822-2029 to develop safe work procedures.

I have prepared this good for REPAIR/MAINTENANCE as per the instructions given above. To be signed by the Hood User

SIGNATURE OF FUME 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. To be signed by the tradesperson.

SIGNATURE OF TRADESPERSON: _____ **DATE:** _____