



# 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:** \_\_\_\_\_