

Level II  
**FUME HOOD SHUT-DOWN PROCEDURES**

University of British Columbia  
Building Operations

**DO NOT USE THIS FUME HOOD**

**FOR REGULAR MAINTENANCE WORK WHERE THE EXHAUST SYSTEM IS  
NOT STACKED ON THE ROOF AND SYSTEM IS NOT INTACT**

*Planned Shut-Down Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_ *AM/PM*

**DONE (√)**

**INSTRUCTIONS**

- Remove *all materials* from the 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:** \_\_\_\_\_