



# LEVEL I 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**

all extremely hazardous chemicals, compressed gas and/or lecture bottles must be **REMOVED from fume hood**

**The following items may remain in the Fume Hood:**

all chemical bottles/containers TIGHTLY capped/closed (i.e. no open chemical containers)

all equipment inside the hood is shut-down (i.e. stir plates unplugged, pumps off etc.)

all stills shut-down (i.e. not heated, kept under inert gas)

all glass manifolds left in place with all glass traps emptied

all mercury bubblers capped/sealed

all drying tubes containing drying compounds 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 shut-down; **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 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.

**Signature of Tradesperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_