



LEVEL II FUME HOOD SHUT-DOWN PROCEDURES

Building Operations

DO NOT USE THIS FUME HOOD

Planned Shut-Down Date: _____
For regular maintenance work where the exhaust system is NOT stacked on the roof and system is NOT 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

The following items may remain in the Fume Hood:

- all equipment shut-down (ie stir plates unplugged, pumps off etc) - water/oil baths need to be **clean and dry, free of any liquids and/or chemicals**
- all stills can be left in place but **MUST BE: off and capped (so all vapors are contained); quenching not required**
- all glass manifolds left in place with traps emptied
- all mercury bubblers need to be capped/sealed
- all drying tubes containing drying compounds need to be 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 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 fume 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:** _____