## Fume Hood Shut-Down Procedures

**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

<table>
<thead>
<tr>
<th>Planned Shut-Down Date:</th>
<th>Time:</th>
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### 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:** __________

*Blue For additional copies, please contact HS&E 822-2029*