

Ventilation Re-entry Checklist

Completed by:

Name: _____

Area/Division: _____ Role: _____

<i>Work down the list, stopping and finding help if problems are noted.</i>	OK	Not OK	N/A
1. General Conditions Lights functioning properly. No odors, unusual noises, unexplained debris, unusual amounts of dust on the fume hood surface, etc.			
2. Work set up in the hood and the surrounding areas Are there new conditions that could affect the fume hood performance? Specifically, items that would influence air movement (such as a large oven, items blocking the slots at the back or crowded against the walls).			
3. Sound Listen for the sound of air flow.			
4. Monitor/controller Check digital monitor/controller (if present) for green light and/or velocity of 100-110 fpm. If sash is closed, raise it to see if the air flow changes.			
5. Fume hood sash Does the sash raise up and down as easily as before? Is there damage, corrosion, etc?			
6. Kim wipe test for fume hood/biosafety cabinet/laminar flow fume hood Use Kim® wipe or thin tissue to hold up to the end of the sash and look for inward pull of the tissue, A 45 degree angle is roughly 100 feet per minute (FPM). For biosafety cabinets and laminar flow fume hoods, hold a tissue to the vent holes at the front edge of the unit-- it should be sucked against the holes.			
7. Hazardous Waste/waste bins Trash and recycling bins in the fume hoods are empty and ready to use.			
8. Sprinklers Does the sprinkler look intact? Is there corrosion or damage?			
9. Electrical All plugs are securely in the sockets. Cords are intact and don't create tripping hazards, etc.			
10. Gas cabinets, glovebox, extractor arms, or other enclosures Verify that there is air flow by looking at the magnehelic gauge, the monitor/controller, or using a Kim® wipe.			
11. Please note any other hazards that require attention and discuss with your supervisor:			



Contact [Facilities](#) at 510-486-6274 if there appears to be no air flow.

Contact [EHS](#) if there is air flow, but you want to have the ventilation units checked to be sure they are OK.



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