FSOP 026.1 **FUME CUPBOARD LOG BOOK**

**Building …………………………………….**

**Room ………………………………………..**

**FC ……………………………………………..**

**TO BE KEPT IN AN ACCESSIBLE LOCATION WITH THE ASSOCIATED FUME CUPBOARD**

**User Checks**

* Make daily checks of general condition (clean, tidy, uncontaminated, etc).
* Is there any visible damage or faults noticeable?
* Is the fan run indicator light illuminated?
* Make pre-use checks of warning lights, air flow gauges and sash alarms where fitted.
* Report any faults to lab manager/responsible person.

**Lab Supervisor/Manager Weekly Checks**

* Make weekly checks of warning lights, air flow gauges and sash alarms (where fitted). Keep record in log book. NB This may be delegated to trained users.
* Report faults following University procedures.
* Where there are concerns about the effectiveness of a fume cupboard, the following checks may be undertaken by competent personnel to ascertain:
	+ Face velocity, using an anemometer
	+ Air flow visualisation (smoke test)
* Complete the table below at periods not exceeding seven days
* **Display Reading** – Record the velocity display ( >0.4 m/s)

**Log book**

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