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## CLEARANCE CHECKLIST FOR HOOD MAINTENANCE

### 1. To be completed by Facilities Services Personnel:

Hood Location:

Building:

Room #:

Hood# (s) or letter(s) (if applicable):

Problem associated with Hood:

List the part(s) of the body that might possibly enter the hood during maintenance work:

Facilities Services will discuss a service date with laboratory personnel so that the hood will be ready for maintenance.

Name (Facilities Services):

Date of Fume Hood Service:

Forward this form to appropriate Laboratory Personnel as soon as possible.

*[No clearing or cleaning is necessary for maintenance work which only requires access to the exterior of the hood. (However, no experiments in progress, chemicals must be capped, hood sash closed.)]*

### 2. To be completed by Laboratory Personnel:

Check and Identify Usual Hood Hazards:

Acids/Bases

Solvents

Poisons

Carcinogens

Acutely toxic materials

Cytotoxic

Biohazard

Radioactive Material (include results of a wipe test to indicate no contamination)

Perchloric acid

Reproductive hazards

Other (specify) \_\_\_\_\_

The hood has been cleared of all chemicals, all wastes, and all objects which may obstruct access.

The hood surfaces have been cleaned with a mild detergent or appropriate disinfectant. (Wear proper personal protective equipment)

Please specify cleaning agent:

Performed by:

This hood is clean and ready for inspection and maintenance:

Investigator in charge (please print name):

Date:

Forward this form to the EHRS Department, Box #85.

3. To be completed by EHRS Department Personnel:

A sign indicating "This Hood is Temporarily Out of Service for Maintenance Repair Work" has been placed on the face of the hood.

Minimum Recommended Personal Protective Equipment to be worn by Facilities Services' Personnel:

Safety glasses or goggles

Face shield

Disposable tyvek coveralls/labcoat

Rubber gloves

Disposable 95 particulate respirator

Disposable 100 particulate respirator (HEPA)

1/2 Face respirator (specify cartridge)

Other (specify)

This hood has been cleared for service:

EHRM Personnel Name:

Date:

Forward back to Facilities Services, Box #86. Facilities Services will remove sign, when hood use may resume.