

# **Laboratory Ventilation System Checklist**

### **System Overview & Documentation**

Verifies basic system information and documentation is current and accessible.	
System Name/Description	
Write something	
System Design Air Changes per Hour (ACH)	
Enter a number	
Date of Last System Design Review	
Enter date	
System Schematic/Diagram	
♣ Upload File	
Brief Description of System Function & Purpose	
Write something	

System Type (e.g., Dedicated, Recirculation)  Dedicated Recirculation Other
Date of Last Inspection/Audit
Enter date
Supply Air System  Covers the components responsible for providing clean air into the laboratory.
Supply Air Temperature (°C)
Enter a number
Supply Air Pressure (Pa)
Enter a number
Supply Air Flow Rate (m³/hr)  Enter a number
Air Filter Condition (Visual Inspection)    Excellent   Good   Fair   Poor

Enter date	
Fan Motor Operatior	al Noise Level (Qualitative)
Write something	
Any unusual observ	tions noted during inspection?
Write something	
	<b>/stem</b> esponsible for removing contaminated air from the laboratory.
vers the components  Exhaust Fan RPM (R	
	esponsible for removing contaminated air from the laboratory.
Exhaust Fan RPM (F	esponsible for removing contaminated air from the laboratory.
vers the components  Exhaust Fan RPM (F	esponsible for removing contaminated air from the laboratory.  evolutions Per Minute)
Exhaust Fan RPM (Fan Enter a number  Enter a number	esponsible for removing contaminated air from the laboratory.  evolutions Per Minute)
Enter a number  Enter a number  Enter a number  Enter a number  Enter a number	exponsible for removing contaminated air from the laboratory.  evolutions Per Minute)  Across Exhaust Filter (in inches of water)
Exhaust Fan RPM (R  Enter a number  Differential Pressure  Enter a number	exponsible for removing contaminated air from the laboratory.  evolutions Per Minute)  Across Exhaust Filter (in inches of water)

Dampers Operating Correctly?  Yes  No N/A	
Last Exhaust Duct Cleaning Date	
Enter date	
Notes/Comments on Exhaust System Condition	
Write something	
Location of Exhaust Fan	
Set My Current Location	

**Fume Hoods & Local Exhaust Ventilation (LEV)** 

systems.	
Fume Hood Face Velocity (ft/min)	
Enter a number	
Fume Hood Static Pressure (inches of water)	
Enter a number	
Fume Hood Sash Position (At Rest)	
Fully Open	
Mid-Position	
Fully Closed	
Other	
Fume Hood Light Functionality	
Working	
Not Working	
□ N/A	
Electrical Outlet Functionality (Fume Hood)	
Working	
■ Not Working	
□ N/A	

Focuses on the functionality and performance of fume hoods and other localized exhaust

Write something	
	<i>).</i>
Check all that apply: LEV System Issues	
Excessive Noise	
Visible Damage	
Reduced Airflow	
Alarm Activation	
None Observed	
Date of Last Filter Change (LEV)	
Enter date	
Enter date	
ir Filtration & Quality	
ir Filtration & Quality dresses the systems and filters ensuring air purity.	
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ir Filtration & Quality Idresses the systems and filters ensuring air purity.  Pre-Filter Pressure Drop (inches of water)	
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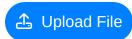
Filter Changeout Schedule Followed?  Yes No N/A
Last Filter Change Date (Pre-Filter)
Enter date
Last Filter Change Date (HEPA Filter)
Enter date
Notes on Filter Condition (e.g., discoloration, damage)  Write something
Air Quality Monitoring Performed?
<ul><li>☐ Yes</li><li>☐ No</li><li>☐ N/A</li></ul>
Upload Air Quality Test Results (if applicable)  L Upload File

## **Controls & Monitoring**

Checks the operation of control systems, alarms, and monitoring equipment.

Exhaust Air Pressure (in WC)  Enter a number  Fan Status On Off Alarm  Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date Enter date  Time of Current Reading/Inspection  Notes on Control System Operation  Write something	Enter a number	
Fan Status On Off Alarm  Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	Litter a number	
Fan Status On Off Alarm  Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date Enter date  Time of Current Reading/Inspection  Notes on Control System Operation		
Fan Status On Off Alarm  Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	Exhaust Air Pressure (in WC)	
On Off Alarm  Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	Enter a number	
Gif Alarm  Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	Fan Status	
Filter Pressure Drop Status Normal Warning Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation		
Filter Pressure Drop Status  Normal  Warning  Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	Off	
Normal Warning Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	Alarm	
Normal Warning Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation		
Normal Warning Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation		
Warning Alarm  Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation	_	
Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation		
Last System Performance Test Date  Enter date  Time of Current Reading/Inspection  Notes on Control System Operation		
Time of Current Reading/Inspection  Notes on Control System Operation		
Time of Current Reading/Inspection  Notes on Control System Operation		
Time of Current Reading/Inspection  Notes on Control System Operation	Last System Performance Test Date	
Notes on Control System Operation	Enter date	
Notes on Control System Operation		
Notes on Control System Operation		
	Time of Current Reading/Inspection	
Write something	Notes on Control System Operation	
	Write something	

#### **Screenshot of Monitoring System Dashboard (if applicable)**



## **Maintenance Records & History**

Reviews maintenance logs to verify scheduled maintenance has been completed.	
Last Filter Change Date (Supply Air)	
Enter date	
Last Filter Change Date (Exhaust Air)	
Enter date	
Filter Pressure Drop (Supply Air) - Current Reading  Enter a number	
Filter Pressure Drop (Exhaust Air) - Current Reading	
Enter a number	
Summary of Recent Maintenance Activities (Last 6 Months)	
Write something	

Review of Trending Data (e.g., pressure drop, airflow)  Review Completed - No Concerns  Review Completed - Minor Deviation  Review Completed - Significant Deviation - Follow Up Required
Upload of Maintenance Log/Record (if applicable)  L Upload File
Date of Last System Performance Test  Enter date