



Laboratory Ventilation System Checklist

System Overview & Documentation


Verifies basic system information and documentation is current and accessible.

System Name/Description

System Design Air Changes per Hour (ACH)

Date of Last System Design Review

System Schematic/Diagram

 Upload File

Brief Description of System Function & Purpose

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

Last Air Filter Replacement Date

Enter date...

Fan Motor Operational Noise Level (Qualitative)

Write something...

Any unusual observations noted during inspection?

Write something...

Exhaust Air System

Covers the components responsible for removing contaminated air from the laboratory.

Exhaust Fan RPM (Revolutions Per Minute)

Enter a number...

Differential Pressure Across Exhaust Filter (in inches of water)

Enter a number...

Exhaust Duct Integrity (Visual Inspection)

- ☐ Intact
- ☐ Minor Damage
- ☐ Significant Damage
- ☐ Corrosion Present

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)

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

Observations/Notes on Fume Hood Performance

Write something...

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...

Air Filtration & Quality

Addresses the systems and filters ensuring air purity.

Pre-Filter Pressure Drop (inches of water)

Enter a number...

HEPA Filter Pressure Drop (inches of water)

Enter a number...

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?

☐ Yes

☐ No

☐ N/A

Upload Air Quality Test Results (if applicable)

 Upload File

Controls & Monitoring

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

Supply Air Pressure (in WC)

Enter a number...

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...

Screenshot of Monitoring System Dashboard (if applicable)

 Upload File

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)

 Upload File

Date of Last System Performance Test

Enter date...