



# FUME CUPBOARD MAINTENANCE – CHECK LIST

**Ref:** R:\Contracts\Masters\FC Maintenance Checklist  
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BSI Document BS 7258 Part 3: 1994 recommends that each fume cupboard and its associated fume extract system, should be inspected and maintained, twice per annum, to reduce the possibility of hazard to the operator and to prolong its life.

The following operations are intended as a guide to the main items requiring attention. It is however, recommended that an Operating and Maintenance Manual is produced for each fume cupboard installation so that a full guide and parts list is available when required.

## **Main Annual Check**

1. Remove any interior baffles and clean all baffles and the whole of the interior with a mild solution of Decon 90 cleansing agent.
2. Check all internal seams and joints for soundness and repair as necessary.
3. Clean all glass - e.g. sash, light, panels, etc.
4. Check sash for correct running. Inspect counterweight system for corrosion or damage and replace wires if necessary. Check sash stop/lock.
5. Clean light fitting. Replace lamp if necessary.
6. Check service outlets and drain for correct function and leaks. Repair/replace as necessary.
7. Check electrical outlets and replace as necessary.
8. Inspect fan, motor, drive and bearings for correct running.
9. Check fan mountings, flexible connectors, pulleys and impeller and adjust/replace as necessary.
10. Check fan discharge flue for stability/slippage and repair/adjust as necessary.
11. Inspect all ductwork for cracks and repair as necessary.
12. Check fire dampers for correct operation.
13. Check volume control dampers for correct setting.
14. Check fume extract alarm for correct operation.
15. Carry out entry velocity tests at the face of the fume cupboards in accordance with the recommendations of BS 7258 Part 1: Appendix B and compare with original results taken on completion of the installation. If there is a serious deterioration, check all components of the system thoroughly and recommend corrective action.
16. Check supply air inlets and measure velocity/volume on all grilles/diffusers and compare inlet/extract volumes for correct operation.

## **Intermediate Check (At 6 Months)**

1. Carry out Items 1-8 inclusive of Main Annual Check.