**Thorough Examination and Test of Fume Cupboard**

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| Unique Identification | Aperture Width (mm.) | Aperture Height (mm.) | Location of Input (i.e. Fume Cupboard) |
| Asset Group | Asset Number (New) | | Location of Air Mover (i.e. Fan) |
| Asset Location | Asset Number (Old) | | Location of Air Cleaner (i.e. Filter) |
| Is there any commissioning data available for this fume cupboard?  (i.e. How should the fume cupboard operate?) | | | Yes / No |
| Is there a user manual or set of instructions on how to use the fume cupboard?  (There may not need to be a specific set of instructions with each fume cupboard if, for example, there is a set for a whole lab where they are all the same) | | | Yes / No |

At the time of inspection:

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| In Use  Yes / No | Details of Risk Assessment / Standard Operating Procedure | |
| Maximum Sash Height (mm.) | Maximum Sash Height Alarm Tested  Yes / No | Pass / Fail |
| Obstructed Airflow  Yes / No | Details | Pass / Fail |
| Dust / Debris  Yes / No | Details | Pass / Fail |
| Damage  Yes / No | Details | Pass / Fail |
| Minimum Velocity Alarm Test  Yes / No | Details | Pass / Fail |
| Smoke Test Completed  Yes / No | Details | Pass / Fail |
| Make up air supply | Is there any evidence that the make-up air supply causes turbulence or is insufficient? | Pass / Fail |

Face Velocity Measurements (m/s)

Measurements must be recorded 100 mm from each edge AND not more than 400 mm apart. So for a width greater than 200 mm, two measurements are required along the width (100 mm from each edge). For width > 600 mm, three measurements are required (100 mm from each edge and at the centre). For width > 1000 mm, four measurements are required (100 mm from each edge and equally spaced from the centre). [NOTE: The same rules apply for the height.]

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| Anemometer Model |  |  |  |  |  |  | ≤ 1000 | Aperture Height (mm.) |
| Serial Number |  |  |  |  |  |  | ≤ 600 |
| Calibration Date |  |  |  |  |  |  | ≤ 200 |
|  |  | ≤ 200 | ≤ 600 | ≤ 1000 | ≤ 1400 | ≤ 1800 |  |  |
|  |  | Aperture Width (mm.) | | | | |  |  |

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| Face Velocity Measurements (m/s) | Design | Commission | Test |  |
| Average |  |  |  | Pass / Fail |
| Standard Deviation |  |  |  | Pass / Fail |

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| Date Tested | Inspected By: |
| Re-test Before: | Signature: |
| Further Actions (including helpdesk reference numbers where appropriate) | |