

FUME HOOD SHUTDOWN NOTIFICATION

Building:

Building Supervisor:

Locations/Rooms:

Fume Hood Outage Date:

Time:

Estimated Completion Date:

Time:

NO WORK CAN BE DONE IN HOODS DURING SHUTDOWN

I confirm that all personnel have been notified that the fume hoods will be shut down for maintenance on the above mentioned dates and times.

Building Supervisor

Fax form to HVAC Supervisor 304-293-2050

FAX

To:

From:

Date:

RE: Fume Hood Shutdown Notification

Fume hoods in your building are scheduled for maintenance. A “Fume Hood Shutdown Notification” form containing important details is attached. No work can be done in the hoods during the shutdown.

Please notify the necessary staff, students, and professors that may be effected by this shut down so they can take needed steps to ensure their safety during the time their fume hoods are inoperable.

Please sign and return the “Fume Hood Shutdown Notification” within one week of the date of this fax.

Facilities Management is making every effort to ensure safe and healthful facilities at WVU and your assistance is appreciated. I will notify you as soon as repairs are completed and the hoods are functioning again. Thank you.

HVAC Supervisor

Fax (304) 293 – 2050

Fume Hood Shutdown Procedures

1. HVAC workers determine work needs based on TMA or routine scheduled maintenance.
2. HVAC Supervisor fills out “Fume Hood Shutdown Notification” form and sends to Building Supervisor.
3. Building Supervisor has one week to notify staff/students/professors and return signed form to HVAC Supervisor.
4. HVAC Supervisor notifies workers to proceed.
5. HVAC workers post copies of the “Fume Hood Shutdown Notification” form on building entrances 24 hours prior to beginning work.
6. HVAC Supervisor notifies Building Supervisor when work is completed and hood are operational again.