

Control-Sheet, Fume Cupboard

The Control-sheet is to be kept at the fume cupboard for three years and is renewed once per year when service is performed. Control-sheets that are older than three years should be stored at Building service. Any flaws and errors are to be corrected immediately, otherwise the error is noted in this sheet, and assistance is requested at building service. Find the right one here:

<https://medarbejdere.au.dk/en/administration/au-planning/find-your-service-employee>

Fume cupboard – ID (note building no – room no – fume cupboard no):							
Controlled by:	Responsible	Check OK	Error found	Error repaired	Technician (initials)	signature	
1. Raising window, wires, suction slits / gate, frame, under cabinet, surfaces	Building service Control is performed in the 4. quarter						
2. Electrical- installation (lights, plugs, Etc.)							
3. VVS-installation							
4. Alarm-unit							
5. Air intake							
6. Airspeed measurement at 10 cm opening(m/s): _____ 40 cm opening(m/s): _____ Smoke is used when measuring							
7. Trace gas Measurements (at installation, moving or if significant changes are made) A service report must be placed in the book							
8. Signs, instruction, cleaning, tidyness.	Responsible for the specific room or an assigned user Control is performed 3 times each year! Once in 1. 2. and 3. quarter						
9. Control of the Control-sheet. - Check that, the Control-sheet has been done properly and that errors have been corrected - Check that, the measured airspeed is atleast 0,5 m/s							
10. Test of airflow in the fume cupboard opening (10/40 cm) 1. Quarter - date: _____ 2. Quarter - date: _____ 3. Quarter - date: _____							
11. Test that the alarm activates at the marked opening size. 1. Quarter - date: _____ 2. Quarter - date: _____ 3. Quarter - date: _____							
Special notice:							