



## FUME CUPBOARD INSPECTION & MAINTENANCE SERVICE

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Fume cupboards and their associated fume extraction system are a control measure as defined by the Control of Substances Hazardous to Health Regulations 2002 (COSHH), which came into force on 21<sup>st</sup> November 2002 (amended 2004, effective 23<sup>rd</sup> December 2004).

Regulation 9 of COSHH requires that all local exhaust ventilation equipment, intended for removing hazardous substances from the workplace, are tested and inspected at maximum 14 month intervals. Failure to ensure that the control measure is kept in efficient working order, and in good repair, is illegal. A simple record must be kept of all tests carried out.

The British Standard for Laboratory Fume Cupboards, BS EN 14175, recommends testing, etc. on an annual basis.

We offer a service to meet the legal requirements of the COSHH Regulations and the recommendations of BS EN 14175, as follows:-

### Main Annual Check

1. Remove any interior baffles where possible/designed to be removable. Clean all baffles and the whole of the interior with a mild solution of Decon 90 cleansing agent or similar dilute detergent solution.
2. Inspect general construction and assembly, including internal linings, seams/joints, baffles, panels and worktop, for soundness and signs of corrosion or damage.
3. Clean all glass - e.g. front sash, light aperture panel, splash panels, etc.
4. Check sash for correct running and sash cables for signs of corrosion or damage. Check sash stop for correct operation. We have assumed all are readily accessible.
5. Inspect fan, motor, drive and bearings for correct running. We have assumed reasonable access and location, e.g. within ceiling void (working off a ladder), within Plant Room, on Flat Roof, etc., and have not allowed for any access equipment e.g. fixed scaffolding, mobile tower, MEWP (mobile elevating work platform), etc. We have not included carrying out any electrical testing.
6. Inspect pressure relief panel if fitted.
7. Check light fitting is operational and clean where readily accessible. Replace fluorescent tubes(s) as necessary.
8. Inspect mechanical service outlets, drip cup/sink and internal pipework where readily accessible for correct function and signs of leaks. We have not included to pressure test pipework.
9. Inspect electrical outlets for correct function. We have not included carrying out any electrical testing.
10. Inspect fan mountings, flexible connectors and belts (if applicable). Adjust/replace belts



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as necessary.

11. Inspect fan discharge flue for stability/slippage and adjust as necessary. Check discharge height and termination for safe dispersal of fume. This assumes reasonable access without the need for access equipment.
12. Inspect all ductwork, where reasonably accessible and visible/exposed, for signs of cracks, damage, etc. We have not included for removal of large sections of any suspended ceiling or access equipment. Inspection of ductwork running within service risers or congested suspended ceiling voids is generally impractical and excluded.
13. Check volume control dampers for correct setting.
14. Check airflow/sash high alarm for correct operation and if supplied by Hoare, or where type known, re-calibrate if required.
15. Carry out entry velocity test at the face of the fume cupboard in accordance with the recommendations of BS EN 14175-4:2004; Clause 6.2 and compare with original results taken on completion of the installation or design face velocity. Issue test certificate and commissioning label.
16. Check on the safe and correct siting of the fume cupboard in relation to furniture, large equipment, doors, windows, escape routes, etc.
17. Issue Inspection Report with observations and recommendations for any necessary remedial works.

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

1. Carry out Items 1-5 inclusive of Main Annual Check.

### **NOTES:**

- a) If a fume cupboard is frequently used for substantial quantities of corrosive substances then more regular checks should be considered e.g. Intermediate Checks to be carried out monthly and Main Annual Checks to be carried out 6-monthly.
- b) The above are considered appropriate for a fume cupboard which has been type tested in accordance with BS EN 14175-3:2003.
- c) BS EN 14175-4:2004; Clause 1 states 'It is in the responsibility of the purchaser or user of a fume cupboard to decide which tests are to be performed. The commissioning testing (following installation) can be selected and carried out from the type test methods. For routine testing, the number of test methods selected can be further reduced'.

Therefore the following tests or inspections should be considered in addition to the above and available on request at additional cost:-



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- i) Inspect sash for protection against splashes.
- ii) Sash suspension test.
- iii) Sash displacement test.
- iv) Check materials comply with BS EN 14175-2:2003; Clause 6.
- v) Check access for mechanical and electrical services comply with BS EN 14175-2:2003; Clause 7.2.5.
- vi) Compare on-site face velocity test results against type test results.
- vii) Pressure drop test.
- viii) Air flow visualisation (smoke test).
- ix) Room air velocity test.
- x) Containment test.
- xi) Sound pressure measurement.

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#### SERVICES

Installations and Contracting –  
Consultancy and Design –  
Project Management – Mail Order –  
Safety – Maintenance and Repairs

#### PRODUCTS

Lab Furniture and Fume Cupboards – Storage Systems  
and Lab Seating – Safety Cabinets and Equipment  
- Fume Extract and Air Make-up Systems – Mechanical  
and Electrical Services – Building Works and Alterations