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| **FUME CUPBOARD STATUS: USERS PRE-USE CHECKS**  **Check operational: Flow (>0.4m/s @ sash raised to 500mm), sash moves, light works, alarms sound if fitted)**  To be checked on **each day by first user** of FC or weekly whichever is the earliest | | | | | | |
| Fume cupboard (FC) #:  Allianz number#: | | Location: e.g. Lab# | | | | |
| Date | FC operational? Record flow if possible in m/s?  (not alarming) | Housekeeping  acceptable?  Clean?, spillages, waste etc.? | Sash opens and closes smoothly  (not alarming) | Internal light operational? | Fault conditions?  Detail fault & actions | Signed |
| Example:  07/07/2019 | Yes  1.05m/s flow meter | Yes  uncluttered | Yes | No | Light not working reported to Estates | Karen  ASSA |
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| **Fume cupboard flow fault reporting: IF FLOW IS LESS THAN 0.4m/s AT A SASH HEIGHT OF 500mm**  **If flow fail or low flow states are found: Close the FC sash and discontinue use. Place warning signage on FC sash window PROHIBIT use until repaired.**  **Please self-report faults to Estates ext: 52424 AND inform local managers of any flow fail or low flow states.** | | | | | | |