

LOCAL EXHAUST VENTILATION MONTHLY CHECKLIST
PEJABAT PERSEKITARAN, KESELAMATAN DAN KESIHATAN PEKERJAAN (OSHE)

LEV System No.	:			
Location	:			
Inspection Undertaken By	:	Remedial Actions Undertaken By	:	
Job Title	:	Job Title	:	
Date of Inspection	:	Date of Inspection	:	
Signature	:	Signature	:	

Component	Outcome			Comments / Action Required
	Yes	No	N/A	
Hoods				
1. No materials blocking air flow				
2. Fume hood working area is clear of storage (i.e. chemical, apparatus & equipment)				
3. Fume hood working area is dry				
4. All chemicals and equipment is at least six inches behind the hood face				
5. Hood flow indicator operating correctly				
6. Hood light fixtures operational				
7. Noticeable increase in contaminants released from the hood opening				
8. Rear foil and rear baffle unobstructed				
9. Sash is working properly				
10. Sash at or below than minimum height				
11. Sash is kept closed when not in use				
Ducting				
1. No physical damage				
2. Duct appears to be no leakage				
3. Duct appears to be undamaged				
4. Duct appears to be not corrected				
5. Duct appears to be not corroded				
6. Duct is not clogged – no visible product or dust				
Fan (observe abnormal sound from nearest possible distance and check for vent line vibration if not accessible)				
1. Excessive vibration or noise or both from bearings				
2. Excessive vibration or noise or both from fan belts/coupling				
3. Excessive heat at fan and motor bearings				
Air Cleaner, Dust Collector and Filter				
1. Filter or collector are not clogged				
2. Damaged or incorrectly installed filter				
3. Incorrect operation of filter cleaning mechanism				

Record Keeping

This form should be stored alongside the twelve-month Thorough Examination and Test reports and maintenance records held for this system either in a physical log book or electronic database system. Records are to be kept for a minimum of five years.