



Fume Cupboard Maintenance Checklist

12 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect the interior liner, worktop, and any spillage tray for damage or contamination
- ☐ Check baffles are correctly positioned and undamaged
- ☐ Inspect extract ductwork accessible sections for damage, leakage, and secure joints

Functional Checks

- ☐ Measure face velocity at a grid of points across the working sash opening
- ☐ Check sash operation, counterbalance, and that stops mark the working opening
- ☐ Verify the extract fan operates correctly and check belt or drive condition
- ☐ Check filters or scrubber media condition and record replacement dates
- ☐ Confirm room air supply is adequate and has not been altered since commissioning
- ☐ Carry out a containment or smoke visualisation check where specified

Safety Checks

- ☐ Test the airflow monitor and low-airflow alarm at the alarm setpoint

Record Keeping

- ☐ Compare measured velocities against the design specification and record all values
- ☐ Issue the thorough examination and test report with a pass or fail statement

Maintenance Frequency

Monthly

- User check of airflow indicator and alarm
- Visual inspection of interior and sash

Annually

- Thorough examination and test with face velocity measurement
- Alarm setpoint verification
- Extract system and fan inspection
- Report issued with pass/fail