FUME HOOD COMMISSIONING

In the interest of efficiency and effective use of our limited resources, EHS will not initiate or schedule the commissioning process for any new fume hoods until the Project / Construction Manager fully completes, signs, and submits this form to EH&S.

Building: ____________________________

Hood Type: ___ VAV  ___ Bypass  ___ 2 pos. bypass  ___ Standard  ________ Other (describe)

Hood is: ___ New  ___ Relocated  ___ Reconfigured (describe)

Requested Commissioning Date(s) ____________________________ (Request should be submitted at least 5 days before the desired commissioning date)

Please list rooms. If there are multiple hoods in a room then list the room more than once. If more space is needed, attach another sheet.

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Check all items once completed or mark N/A if not applicable.

Check

____ HVACR system is balanced within the room & room pressurization meets design parameters

____ Location, design and installation meets PDC design standard 15020 (common items are detailed below)

Check

*Occupied Face Velocity (fpm)*

___ Vertical Sash VAV: 100 ± 10 at 18” and 12” sash height

___ Vertical Sash Bypass or Standard: 100 ± 10 at 18” sash height

___ Horizontal Sash (all types): 100 ± 10 at 18” sash width

*Unoccupied Face Velocity (fpm):*

___ 65-75 (NOT 60) at 18” sash height or width

*Other:*

___ Unoccupied set back overridden at >18” sash height

___ Laboratory pressure negative to hall

___ Superstructure is complete with no missing panels or damaged components

___ Sash operates properly (e.g. good visibility, no cracks, slides well, does not creep down)

___ Bung holes in base cabinets are vented with flame arrestors or properly sealed

___ Baffles work if adjustable

___ Monitors, controls, alarms and set-backs are functional

___ Air foil present & 18” stop present

___ Electrical components are installed properly (e.g. outlet covers, wires secured, and lights working)
Final commissioning will consist of face velocity and dry ice capture tests as well as verification of room pressurization. The hood will also be inspected to make sure it is in good working order and meets PDC design criteria (http://cds.fs.cornell.edu/).

During commissioning, the interior of any base cabinets will also be examined. There should be no cut outs or openings with the exception of bung holes. Bung holes should be either vented with a flame arrestor installed or capped.

A controls person will need to be present during the commissioning to adjust the flow rate (if necessary) and to put the room into unoccupied mode so that the setback flow rate (65 fpm) can be verified.

Upon receipt of this completed and signed form, EH&S will contact the project/construction manager to arrange the commissioning date. If during the fume hood commissioning process EH&S determines the items indicated above are missing or not working properly as certified on this form, then the commissioning process will be halted and a minimum of five (5) business days will be required to reschedule.

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

To Be Signed By Cornell University Project / Construction Manager

I verify to the best of my knowledge the items checked above are complete and accurate.

Print Name: ________________________ Title: Cornell Project / Construction Manager

Signature: ________________________ Phone Number: ________________________

Date: ________________________ Email: ________________________

This completed and signed form must be provided to Ellen Sweet at EHS at least five (5) business days of the date requested for fume hoods to be commissioned:

Ellen Sweet: ems325@Cornell.edu, 395 Pine Tree Rd. Suite 210, fax: 255-8267, office: 254-8644