| **Ventilation Inspection Checklist** | **Done** |
| --- | --- |
| The fan belt is not broken or slipping? | □ |
| The duct is not clogged with debris or dust? | □ |
| There are no holes, cracks or openings in the duct (including connection points)? | □ |
| All appropriate dampers in the duct are open/closed? | □ |
| There insufficient makeup air in the area?  *Note: Insufficient makeup air can cause a reduction in flow or capture.* | □ |
| Ducts have not been changed/modified to include more length, more or sharper bends, or abrupt diameter changes?  *Note: Modification of ventilation ducts can cause a reduction in flow or capture.* | □ |
| No additional hoods and/or ducts have been added?  *Note: Without proper airflow balancing, some hoods may have inadequate flow or capture.* | □ |
| The ventilation hood inlet is located as close as possible to the contaminant source? | □ |
| Employees are not required to place their face/breathing zone between the contaminant source and the ventilation hood inlet? | □ |
| Area cooling fans are not causing cross drafts?  *Note: Cooling fans can cause significant cross drafts that may disrupt the flow or capture of the ventilation hood.* | □ |
| Employees have not modified the ventilation hood because it interferes with their job tasks? | □ |