

# How to Resolve a Chemical Fume Hood Issue:



UNIVERSITY OF  
**GEORGIA**

| ISSUE  | SOLUTION   |
|--|--|
| Fume hood has no air flow:                       | <b>STOP</b> work, <b>CLOSE</b> sash, <b>SUBMIT</b> FMD Work Request  |
| Fume hood is alarming:                           | <b>DROP</b> sash to 18" or below. If alarm persists <b>CLOSE</b> sash completely, wait and reopen sash to 18".<br><br>If alarm continues <b>SUBMIT</b> FMD Work Request.<br><br><b><u>UNDER NO CIRCUMSTANCES SHOULD ALARMS BE MUTED BY LAB STAFF</u></b> |
| Fume hood is outside of 12 month testing window: | <b>SUBMIT</b> FMD Work Request   |
| Question about how to use fume hood safely?      | Contact Lab Safety (2-5288)  |

## How to Submit a FMD Work Request:

**1**

Visit <https://workrequest.fmd.uga.edu>

OR call 706-542-7456

### Report a Maintenance Issue

Please report any facility issue using the link below.



Facility emergencies can be reported at 706-542-7456.

**2**

Describe your issue and fill in all required information:

Begin your request with "ATTN EOC1" and provide:

- 1) Fume hood barcode (UGAE000ABC)
- 2) General description of issue or repair needed
- 3) Urgency — please indicate your preferred completion date

**3**

Include the best contact information for your lab—You may be contacted for further information. Select Internal Customer\* and check the routine building maintenance box if your facility is Resident Instruction (RI).

\* If you are unsure if account information is required, call FMD Work Requests or your department business manager for assistance.

**4**

Look for signage on your hood that indicates your request is in process OR follow up by calling FMD Work Requests.