

# 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".  If alarm continues <b>SUBMIT</b> FMD Work Request.  <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

**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.

### Report a Maintenance Issue

Please report any facility issue using the link below.



REPORT ISSUE

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