



Industrial Ventilation
Air Pollution Control
Central Vacuum Systems
Dust Suppression

LOCAL EXHAUST VENTILATION PLANT REGULAR MAINTENANCE LOG BOOK

The operative who checks each item must complete the relevant daily/weekly box

Record problems and resolutions in boxes at bottom of sheet

Completed logs must be retained for inspection by the LEV Test Engineer during the annual detailed examination and test

The HSE require you to complete a maintenance log book for each LEV system and retain on record for 5 years

LEV System Ref No. _____

System Description _____

Duscovent Contract No. _____

Date of last Annual Test _____ Annual Test Due _____

MONTH _____

Date of last service _____ Service due _____

DAILY CHECK LIST	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Extraction unit is in use when machinery is operated																																			
Waste collection receptacle removed,																																			
Waste sealed for disposal,																																			
New waste receptacle fitted.																																			
Airflow appears normal and satisfactory																																			
Filter cleaning system activated																																			
Area cleaned																																			
Airflow indicator functioning																																			

WEEKLY CHECKLIST					
Hoods/Ductwork					
Flexible Hoses					
Blastgate Dampers					
Filter Shaking Mechanism					
Noise/Vibration of fan is normal					
Electrical Operation					

General Housekeeping - All dust spillages must be immediately removed by vacuum. Sweeping, dusting or use of compressed airline is contrary to HSE guidelines.

- A regular cleaning routine must be operated, including high level surfaces - walls, ceilings, ducts, services pipes - every three months.

Record details of any problems reported to management, include date, nature of problem, person reporting problem, name of person reported to.

Date.	Problem	Problem reported by;
		Problem reported to;

Record action taken to resolve problem

Date.	Resolution.	Problem resolved? Yes / No
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