

LOCAL EXHAUST VENTILATION PLANT REGULAR MAINTENANCE LOG BOOK

The operative who checks each item must complete the relevant daily/weekly box (Boxes to be initialled)
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 NO _____ System Description _____ Helpline _____

Commencement Date _____ Date of last Annual Test _____ T: 07759 306 599

MONTH _____ Annual Test Due _____ E: info@lev-testing.org

DAILY CHECK LIST	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
Filter Unit is in use when machinery is operated																						
Airflow appears normal and satisfactory																						
NO visible emissions from Filter Unit outlet																						
Filter cleaning system activated																						
Waste collection receptacle emptied																						
Area cleaned																						
Explosion Relief vent area free of obstructions																						

WEEKLY CHECKLIST	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
Electrical Operation																						
Noise/Vibration of fan is normal																						
Filter Shaking Mechanism																						
Blastgate Dampers																						
Flexible Hoses																						
Hoods/Ductwork																						

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;
Record action taken to resolve problem	Resolution.	Problem reported to;
		Problem resolved? Yes / No