

# Floor-Mounted Series

Fume Hood Installation Guide and User Manual



Attention! Important Safety and Operating Instructions.  
Read and understand the manual in full before operation.

## Installation

Unpack all materials and inspect for damage. File claims for freight damage within ICC regulations. The following procedures must be taken before setting of fume hoods (while hood is still on the shipping skid):

1. Ensure hood is being placed on level surface. Un-level surface will cause sash binding fit-up and hole alignment issues.
  - a. Stand up left side panel. Using a clamp, clamp the back panel (pictured below in fig 2 & 3) to the back angle of the side panel. Note – back panel fits to the inside of the galvanized angle.



Fig. 1



Fig. 2



Fig. 3

- b. Stand-up right-side panel and clamp to back panel. Secure back panel to sides with provided 10-24-1/2 screws.



3. Install stainless steel inner-front with hardware included. Confirm you have the proper width dimension for your specific size hood before securing.



4. Attach upper back panel and secure in place using 10-24-1/2 screws. The splice between the upper and lower back panels also needs to be secured using the 1/4-20-5/8 screws with lock washers (circled in red below).



4. Install hood top. Secure in place using self tapping screws along side panels (Fig 4), 10-24-1/2 screws at the rear of the hood (Fig. 5) and 10-24-1/2 screws with lock washer and nuts at front (Fig. 6).



Fig. 4



Fig. 5



Fig. 6

5. Hang top, middle and lower baffles using 1/4-20-5/8 stainless steel screws.
6. Sash weights can be dropped into their channels at the rear of the hood. The weight closest to the interior of the hood has a notch which is further in from the edge of the weight. The weight that will be to the outside of the hood has a notch that is closer to the edge. It is important that these weights are in their proper position or else they will not properly align with the pulley system. Cables can be hooked to the sash weights with the eyelet connecting to the notch in the sash.



Inside Weight



Outside Weight

## FOR HOODS WITH HORIZONTAL SASHES:

4. Slide sash hanger into upper track, making sure all rollers are engaged within lip of track. Each sash has its own track.
5. Slide lower stainless-steel track into hood a few inches until lower edges of glass clear the track. Then slide lower track directly below glass and secure to floor with panhead screw. Note: Glass must not touch screw heads; if so, raise glass by adjusting screws in glass hangers.  
*Note – if you purchased a hood with explosion proof lighting, this will need to be installed in the field by a certified electrician.*

**\*\*WARNING! DO NOT STAND ON TOP PANEL OF FUME HOOD DURING OVERHEAD WORK. THE MATERIAL WILL NOT SUPPORT A PERSON'S WEIGHT AND FALLING THROUGH CAN CAUSE SEVERE INJURY.\*\***

### Operation

1. Turn on interior light. *(Standard fume hoods come with LED bulbs installed.)*
2. Turn on exhaust fan. Verify exhaust system is operating properly and that air is flowing through the fume hood before starting fume-producing activities.
3. Set-ups and apparatus should be as far back from the sash opening as possible for safety and optimal performance. A set back of at least 6" is necessary for proper fume containment. Avoid blocking off baffle openings.
4. Large, bulky objects should not be placed directly on the work surface. Block up 2-3" to permit air flow under the object and into lower rear baffle exhaust opening.
5. Avoid rapid movement and excessive personnel passage in front of the hood. Air disturbances created may draw fumes out of hood.
6. Keep sash closed during operation and use a safety shield when inspecting or adjusting apparatus.
7. Limit quantities of hazardous materials inside fume hood to those required. Do not use hood for storage of toxic or flammable materials.
8. Stop all hazardous fume producing processes in the event of failure of the exhaust system or electrical power.
9. Do not place face or upper body inside fume hood when in operation.
10. Changing of baffle adjustment by unqualified personnel can be dangerous. Do not close off or block baffle openings.
11. Do not use perchloric acid or radioactive materials in standard fume hoods. Use hoods specially designed for these materials.
12. Do not permit temperature of inside of sash surface to exceed 160°F. unless the sash is equipped with tempered glass.
13. To maintain a safe work environment, the fume hood should always be operated with care by trained and qualified personnel.

### Maintenance

This unit has been designed to provide many years of service with minimal maintenance. Maintenance procedures consist primarily of clean-up, adjustment, lubrication, and replacement of worn, damaged or non-functioning parts.

Good housekeeping practices included cleaning sash (exterior and interior surfaces), fluorescent light glass panel, and periodic replacement of lamps to maintain adequate illumination.

1. Exterior metal surfaces should be cleaned with mild soap and water. Surfaces maybe then coated with a good furniture paste wax. Avoid excessive use of touch-up paint.
2. Interior surfaces should be periodically cleaned with a mild detergent to remove accumulated soil. Do not use an abrasive cleaner. Clean-up should be performed by, or under supervision of, a knowledgeable technician, and should include removal of the baffles for clean-up of all interior surfaces.
3. Sash guides should be lubricated with paraffin or petroleum jelly – used sparingly and only when necessary. Be sure to remove debris from sash guide area prior to applying lubricant.
4. Pulleys are self-lubricating, but should they require, lubricate with a light bearing grease.
5. Stainless steel sash frame is glazed with ¼" laminated safety glass and should not require replacement, unless cracked or broken. Due to fragility of glass in shipping, single replacement panes should be procured locally.

*For additional information or guidance please contact us directly at 231-767-1301 or via email at [sales@iq-laboratory.com](mailto:sales@iq-laboratory.com).*